



DECA MANUAL 40-03.01

Meat Department Operations

Originating Component: Sales, Marketing and Policy Directorate

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Purpose: This Manual:

- Provides detailed step-by-step procedures for carrying out the policy.
- Assigns responsibilities, guidance and procedures for meat operations, Centralized Pricing Program (CPP) and the Central Meat Processing Plant (CMPP) in DeCA.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This manual applies to all Defense Commissary Agency (DeCA) activities in accordance with (IAW) Department of Defense Directive (DoDD) 5105.55.

1.2. POLICY. This manual implements policies as defined in DeCA Directive (DeCAD) 40-3 and is in compliance with references listed within this document.

SECTION 2: RESPONSIBILITIES MERCHANDISING

2.1. STOCK ASSORTMENT. The meat department manager, meat cutter supervisor, leader, and/or designated meat associate will ensure the proper stock assortment of meat is available at all times throughout the business day to meet customer demand.

a. All meat department products purchased for resale must be approved by DeCA's Sales Directorate and DeCA's Resale Contracting Division (LEAR).

b. The "Never Out" listing will be store specific based on item movement data being provided by the Business Objects Enterprise Service Desk. The report will be generated starting on April 1 thru October 1 of that year. The report will be generated again on October 1 thru April 1 of the following year. This report will show the top 30 items in the meat department by store, Universal Product Code (UPC), item description, units sold and dollar sales. This report will be sent from the Sales Directorate, (MPS) and the Store Support Directorate (SOS) for the stores, area offices and zone managers (ZM). It will be available for review at all times. The breakdown of the report will be the top 20 beef items and the top 10 pork items based on item movement for each store.

c. Ensure an adequate selection of meat cuts is available for all hours of operation. At least three selections of each stock item must be available throughout the entire sales day. Meat cases will not be unloaded or covered until all customers have completed their shopping.

d. Ensure ongoing stock rotation is maintained in such a manner that product closest to their intended "sell-by" and "pack" date are on top and towards the front of the display case.

e. Keep displays free of improperly wrapped, leaking and discolored product packages along with abandoned packages, bags, and other debris.

2.2. PRODUCT DISPLAY MANAGEMENT. Note: Do not exceed display case fill line to ensure proper temperature control.

a. Products received fresh, frozen, or processed in the meat department and placed in display cases must have the manufacturer's "sell-by" date or DeCA standard "sell-by" date printed on the label.

b. Display packages of meat so that the entire display shelves and bottom of the case are covered during hours of operation. During slack periods, a single bottom row display is usually sufficient. During busy periods, display enough packages to ensure a sufficient supply for customer selections by varied size and weight.

c. Ensure all displayed products closest to its labeled "sell-by" date are on top and nearest to the patron. Regardless of the calculated "sell-by" date, meat items that have lost eye appeal must be pulled from the display case. For example, items that have lost their bloom or vacuum

may be unsuitable for sale and must be removed from the case. Management should seek concurrence/approval from the Medical Food Inspector (MFI) if available, on the proper disposal of the product.

d. Throughout the day, an employee/associate will be assigned to monitor displays to ensure proper stock rotation and to keep displays neat and well-stocked.

e. Always keep displays free of improperly wrapped, leaking and/or discolored packages. If the product is still sellable, these items should be rewrapped with the original “sell-by” date and returned to the case.

f. Ensure that display cases maintain proper lighting with bulb and fluorescent tubes that best reflect your displayed products. Specialty lighting that visually maximizes the appearance of fresh meat can be used with the supporting area director’s approval.

g. Use only Headquarters MPS signage. Handwritten signs will not be used unless approved by store management when no other means of printing are available. The use of chalk art signage is highly recommended.

(1) When identifying Manager’s Special items, use authorized sign templates. Print these signs in color whenever possible.

(2) Place all signs in a covered frame or plastic sign holder or laminate to keep signs looking new throughout the promotional period.

h. Nutritional information shall be displayed on all cuts of beef and pork.

i. Ensure the appropriate color tray is used to identify grades of meat.

j. USDA Choice labels must be placed on all processed beef retail cuts.

k. Black dividers with or without garland, black case liner, and black tag channels must be used. However, current items should be used until replacements are needed, at which time black must be ordered. Ensure that the divider height is lower than the product fill line in order to maximize the patron’s side vision of displayed products.

SECTION 3: ORDERING

3.1. GENERAL. The store director (SD), meat manager, meat cutter supervisor or designated store associate will ensure meat department ordering personnel are trained in proper ordering procedures.

a. Meat department ordering will be accomplished only by authorized personnel. The employee placing the meat order cannot act as receiver.

b. The SD will provide a list of personnel authorized to order meat items. The list will be posted in designated employee areas and made available to authorized ordering personnel.

c. There are two primary order types: requirements type contract (RTC), and Resale Ordering Agreement (ROA). Maintain vendor folders for each contract supplier with a current copy of their Requisition Order Receipt (ROR) form.

d. The RTCs are the primary source of order for all authorized stock of meat department products. The RTC vendors are responsible for obtaining secondary back-up suppliers for shortages. Ordering from a ROA will only be authorized if the RTC vendor cannot obtain back-up for shortages. When the RTC cannot provide sufficient back-up, the meat department manager will notify the contracting officer (KO), the MPS meat category manager, and their SOS point of contact (POC).

e. Before placing orders, review on-hand stock, and estimate the quantity needed to operate until the next delivery, plus one additional day's stock requirements for safety level. Do not exceed your required inventory to sales ratio as directed by store operations. In remote locations or areas subject to severe weather conditions, provide a 3-day safety level.

f. Meat orders for RTC contracts will be placed using Direct Store Delivery – Single (DSD-S) procedures. Ordering is performed with a radio frequency hand held terminal (RF-HHT) or in the DeCA Interactive Business System (DIBS) by scanning items from an order worksheet or by manually keying in the items to be ordered and the quantity. Random weight items are ordered by the case but received by actual weight. The call number is automatically assigned based on the month of the required delivery date.

(1) If orders are placed for items which are received into two or more departments or storage points, a separate order and call number should be used for each delivery point.

(2) Documentation and detailed procedures for DSD-S ordering can be found at OneNet, Systems, DeCA's Interactive Business System/Computer Assisted Ordering/Warehouse Management System (DIBS/CAO/WMS) User's Manual, Headquarters, and Web DSD-S materials.

g. When placing orders using a ROA, the designated meat representative must obtain a manual call number from the Office of the Store Director (SDO) and record it on the ROR. The vendor must be given the call number at the time the order is placed.

h. Maintain a vendor call number log sheet and place it in a folder to record individual call numbers for each vendor and the scheduled date of delivery. Review the vendor call number folder daily to track delivery of all pending call numbers.

i. Product ordered for branch or site commissaries will be ordered per established procedures provided by the SD, meat manager, or designated store associate.

3.2. EUROPE (EU) AREA – CENTRAL MEAT PROCESSING PLANT (CMPP)

a. The CMPP will order primal/sub-primal and coarse ground beef using the EU area's Overseas Ordering Point (OOP) of the DeCA Overseas Ordering and Receiving System (DOORS). Fresh pork is overseas acquired (OSA) and ordered as required under the provisions of established contracts.

b. EU area commissaries must request access to the Computer Software Business (CSB) System International Company meat shop web ordering system by submitting DeCA Form (DeCAF) 35-1, Request for DeCA Automated Information System (AIS) Login, to the Enterprise Service Desk. Commissaries must ensure adequate users are trained and have access at all times.

c. EU area commissaries will place orders via CSB web shop automated ordering systems. If the CSB system is inoperable, the preferred method is by email to the CMPP. Commissaries must submit orders within established time frames to ensure timely processing and delivery. Special orders will be accepted via CSB system. If the CSB system is inoperable, the preferred method is by email addressed to the EU CMPP up to 10:00 am on the day the orders are processed at the CMPP. The CMPP routinely features Manager's Special items. Commissaries are required to display, with appropriate promotional signage, at least one Manager's Special item at all times.

d. EU area commissary personnel will order sufficient quantities of product for optimum customer selection during all operating hours and limited quantities of frozen product for use in the event of delivery delays. Personnel will send separate orders for frozen products so that product may be properly code-dated with a 6-month shelf life.

e. Before placing orders, review on-hand stock, and estimate the quantity needed to operate until the next delivery, plus one additional day's stock requirements for safety level. In remote locations or areas subject to severe weather conditions, provide a 3-day safety level.

SECTION 4: RECEIVING

4.1. GENERAL. The SD, meat manager, meat cutter supervisor or designated store manager will ensure meat department receiving personnel are trained in the proper receiving procedures to include the requirement for the Department of Defense Activity Address Code (DODAAC), call order number, and Procurement Identification Number (PIIN) to be entered on the commissary and vendor copies of delivery tickets prior to the departure of the vendor delivery personnel.

a. The SD, or designated store manager, will appoint and ensure only authorized personnel who have been fully trained in receiving procedures will receive merchandise into commissary accounts.

b. A list of personnel authorized to receive meat items will be posted in designated employee areas, receiving areas, and made available to authorized receiving personnel.

c. The employee who places the meat order cannot act as a receiver for that order.

4.2. RECEIVING.

a. When receiving bulk or random weight meats, 10 percent of the master containers will be randomly selected from throughout the shipment, weighed, and the contents of the open boxes be visually confirmed. Pre-packaged, pre-labeled product must also be spot checked for accurate labeling and pricing.

b. When merchandise is received under Frequent Delivery System (FDS), FDS pallet and case counts will be completed IAW the terms of the distributor memorandum of understanding (MOU) and/or the Commercial Activity (CA) contract receiving requirements. Once receiving is completed, the procedures described in 4-2a above will be accomplished on random weight items received in the FDS shipment.

c. When any portion of the 10 percent that is weighed is not the same weight as the weight on the vendor's delivery ticket, the entire shipment will be weighed.

d. Shortages and/or non-conforming product issues shall be noted on the vendor's delivery documents. This document will be signed by the receiver and vendor's delivery representative.

e. Delivery documents must include total cases, pounds, or pieces received and then are processed, signed and dated by the authorized receiver.

f. Shortages of FDS products will be handled IAW the FDS MOU.

g. If available and on site, the receiver will notify the MFI of all meat deliveries in order for the MFI to perform the necessary inspections for wholesomeness, etc.

h. If no MFI is available, inspection and evaluation of products for contract requirements is the responsibility of store management and/or receiving personnel.

i. Non-conforming products and the action taken, i.e., price adjustment or rejection, will be identified on DeCAF 10-21 (Figure 4-1).

(1) Department managers, leaders, and/or designated meat associates are required to complete and sign DeCAF 10-21, and forward results to the designated LEAR, Resale Commodities Branch KO, MPS meat category manager, SOS POC, quality assurance (QA) officer, and their area food safety officer.

(2) When necessary, the commissary will accept and hold non-conforming products delivered by common carriers in a segregated, refrigerated or freezer applicable areas until disposition instructions are provided by the vendor.

(3) The SD, or store manager designee, will assign an employee/associate to follow up on non-conforming items with the vendor.

j. The receiver will place the date of delivery with a label gun or written in indelible ink on each case received. Management will be responsible for ensuring cooler rotation has been achieved and documented upon delivery days.

4.3. CMPP DELIVERIES TO EU AREA COMMISSARIES.

a. Commissary receivers will ensure delivery truck seals are intact and that seal numbers on delivery documents match truck seals.

b. Receivers will reference receiving procedures above. Additionally, they must verify the package weight against the total case box weight during the 10 percent inspection.

c. Commissary receivers will record discrepancies, stamp using their store stamp, sign legibly, date, and forward all delivery documents to the SDO. The CMPP manager and/or deputy must be notified of any discrepancies, via email or phone, within 24 hours; the CMPP manager will investigate and contact the EU consumer food safety officer, if necessary. Noted discrepancies must be coordinated with the CMPP prior to forwarding DeCAF 70-20 for processing.

4.4. FOOD DEFENSE.

a. The delivery vehicle will be examined at time of delivery for locks or seals as deemed appropriate for the current Force Protection condition and comply with installation food defense policy.

b. Upon opening the vehicle, the condition of the vehicle and product will be ascertained and any evidence of tampering will result in the vehicle being closed and notification of appropriate security and medical food inspection personnel.

Figure 4-1. DeCAF 10-21, Product Inspection Report

DEFENSE COMMISSARY AGENCY PRODUCT INSPECTION REPORT <small>(For use of this form, see DeCAH 10-11; OPR is DO)</small>		DATE OF REPORT:	
PART I			
TO: Defense Commissary Agency Resale Contracting Division (PSC) 1300 E. Avenue Fort Lee, VA 23801-1800		FROM: <i>(Inspection Unit Address)</i>	
DODAAC:		PHONE: _____	
CONTRACT NUMBER:		COMMISSARY:	
CALL NUMBER:		CONTRACTOR NAME:	
REPORT NUMBER:		MANUFACTURER:	
PART II <i>Non-Conforming Items Only</i>			
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
MEDICAL FOOD INSPECTOR (MFI)/ DEPARTMENT MANAGER: <i>(please print)</i>			DATE OF INSPECTION:
PART III			
1a. REQUIRED DELIVERY DATE: _____		2. WHAT WAS THE INTERNAL TEMPERATURE OF THE PRODUCT AT THE TIME OF DELIVERY? _____	
b. ACTUAL DELIVERY DATE & TIME: _____			
c. WAS PRODUCT ACCEPTED/REJECTED? _____			
3a. TOTAL # OF CASES ORDERED: _____		4a. WAS A MONETARY ADJUSTMENT MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. WAS THE SHIPMENT COMPLETE? <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF SO, WHAT WAS THE TOTAL DOLLAR ADJUSTMENT? \$ _____	
c. IF NOT, HOW MANY ITEMS WERE SHORTED? _____		c. WHAT WAS THE VENDOR CREDIT NUMBER? _____	
		d. CONTRACTOR POC: _____	
DEPARTMENT MANAGER/MFI REMARKS:			
ORDERING OFFICER'S PRINTED NAME AND SIGNATURE:		DATE	PHONE
PART IV			
CONTRACTOR COMMENTS:			
CONTRACTOR REPRESENTATIVE'S PRINTED NAME AND SIGNATURE:		DATE	PHONE

DeCA Form 10-21, Feb 2008

Supersedes DeCA Form 10-21, Feb 1998, Previous editions are obsolete.

SECTION 5: PRICING AND PROCESSED ITEM TESTS FOR OCONUS, INCLUDING ALASKA, HAWAII, AND PUERTO RICO STORE LOCATIONS

5.1. PRICING STRATEGY. DeCA sells at cost, which is a combination of the delivered cost and an authorized markup to recoup shrinkage loss affecting the overall salable yield.

a. Processed cuts extracted from a single sub-primal shall be priced the same, excluding ground beef trim, stew meat, and cube steak. For example, cuts extracted from an inside round, i.e., top round steak, top round roast, London Broil, thin sliced top round, and kabobs would all reflect the same sell price per pound. This process must be applied to all processed cuts extracted from all sub-primal products with the exception of beef short loins and bladeless pork loins.

b. Beef short loins shall maintain three prices. There will be one price for the porterhouse, T-bone and bone-in strip loin, and one price for the boneless top loin steak. The boneless top loin steak price will be priced the same as the cutting test price per pound for the bone-in strip steak.

c. Bladeless pork loin shall maintain two prices; one price for rib and loin chops (center loin section); and one price for sirloin, blade, and country style (end loin sections).

d. All fresh beef trim extracted from primal/sub primal sources shall be included on the actual cutting test (ACT) and processed as 80 percent lean ground beef.

e. Cube steak and stew meat will be extracted from one sub-primal of Choice beef and be reflected on all cutting tests, regardless if additional cube steak or stew meat was extracted from a different sub-primal. Whichever sub-primal is chosen, the price for either cube steak or stew meat will be priced the same as the other cuts extracted from that sub-primal, with the exception of ground beef trim. For example, if cube steak and stew meat are to be extracted from the outside round, the price for the cube steak and stew meat would be the same price as all other cuts extracted from the outside round i.e., rump roast, bottom round roast, and bottom round steak. If additional cube steak or stew meat is extracted from a different sub-primal, such as the inside round, the cube steak and/or stew meat would be priced the same price as the outside round's cutting test price; this same price will also be annotated on the inside round's cutting test to maintain pricing consistency.

f. Cutting tests must be reflective of daily cutting and trimming methods in order to obtain average yields of meat cuts. Standardized processing must be obtained throughout daily processing.

5.2. WHOLESALE PRICES. Wholesale prices are those prices listed on the current ROR and RTC prior to any applicable markup.

5.3. SELLING PRICES. Selling prices are determined by calculating the manufacturer's cost price by the yield results of the processed item cutting test plus an authorized markup to recoup shrinkage losses.

a. A markup of 5 percent or less is authorized to compensate for losses resulting from product shrink on primal or sub-primal that has been processed.

b. Pre-packaged items that are not supported by a guaranteed sale agreement by the supplier and/or broker are authorized a markup of 5 percent or less to compensate for non-reimbursed product shrinkage.

c. Manager's Specials will be priced at cost using good judgment based on the overall gain/loss financial status of the department. MPS meat specials may apply to specified locations.

d. Whole or sub-primal of beef will be sold at cost if displayed in their Cryovac package. This includes briskets, beef tenderloins and oxtails.

e. Pork spareribs, pork baby back ribs, Boston butts, boneless loins, pork shoulders and non-flavored pork tenderloins from the RTC contract will be permitted to be marked up **no more than 5 percent**.

f. Case ready beef and pork from an RTC contract that are received in an air-sealed mother bags, will be permitted to be marked up **no more than 5 percent** to recoup any markdowns.

g. EU area commissary labels will reflect the full retail price. The commissary receives product at full retail price less an authorized shrink allowance (commissary portion of the CMPP markup). This allowance enables the commissary to recoup routine salvage losses from vacuum package deterioration and price reductions. Authorized shrink allowances are:

(1) 1 percent for Class C and D commissaries.

(2) 2 percent for Class A and B commissaries.

(3) **EXCEPTION:** Due to special packaging requirements for fresh meats and their delivery schedules, the Lajes, Incirlik, Izmir, and Ankara Commissaries are authorized a 3 percent shrink allowance. Frozen product, shipped via surface transportation to locations in Turkey, will revert to the 1 percent shrink allowance.

5.4. PRICE LIST. The meat department manager, meat cutter supervisor, lead, or designated meat associate will establish and maintain a current price list on all processed and non-processed items. All price lists must be approved with signature and dated by the SD, or authorized designated representative. The current Automated Retail Cuts reports, extracted from the Automated Cutting Test Program, will be used as the processed item price list. The meat manager, lead, and/or designated meat associate will maintain a hard copy of all weekly pricing for a period of one year. **Note: The price on a product's label must agree with the approved price list.**

5.5. ADJUSTING PRICES. The meat department manager, meat cutter supervisor, lead, or designated meat associate will adjust prices of processed and pre-packaged items when cost prices change and/or to adjust for inventory overages and shortages in order to maintain overall financial

compliance while not exceeding the allowable 5 percent markup for non-guaranteed items. Should price changes occur with a significant difference from the previous week's price, a gain or loss of significant dollars could occur. Do not employ new prices until the previous week's levels have been depleted or reduced to a level that would not affect the department's financial compliance.

5.6. CENTRAL MEAT PRICING. Under a central meat pricing concept, sell prices for all processed meat items shall be established based on random cumulative cutting test results from all processing markets within that particular price zone. Selling prices are determined by each hub store based on yield results of the processed item cutting test plus an authorized markup to recoup shrink. These tests will be performed monthly and yield results will be provided to all stores in each pricing group to ensure standardized pricing and processing is achieved.

a. Price zones are established considering the following criteria: geographical boundaries, suppliers, and contractual requirements. Each hub store will complete all price adjustments and provide the results to Store Operations (SO) for review and approval. Once approved, the weekly beef and pork pricing, cost and markup, 5 percent markup sheet and RTC pricing will be sent to all stores in each pricing group to be downloaded into the scales every Monday. Stores who have residual stock on hand on Mondays (mandated price change day) will be permitted to maintain the previous weeks' retail price should price changes occur (higher as well as lower). This method must be used consistently on all residual stock. This process will prevent significant losses/gains to the department and preserve accountability. Do not employ new price changes until the previous weeks' level have been depleted or reduced to a level that would not affect the department's financial compliance.

b. Any changes to the central pricing procedures will be approved and implemented by MPS and SOS, as applicable, to all central meat pricing locations.

c. Store monthly and year-to-date tolerances will be up to 4 percent gain with no loss authorized following the calculations of the reduction of losses incurred as a result of Manager's Special allocations unless provided a waiver by the Executive Director, SO.

d. The cumulative meat accountable period for formal inventories runs between the previous year's formal inventory date to the current year's scheduled inventory date. Stores will have three full months following their formal inventory to effectively get their account in tolerance.

e. Manager's Special allocation is based on store percent of group monthly sales and percent of group year-to-date (YTD) gain with a minimum allocation of \$500. Sales include transfer outs to supported stores. This is the percent of gain or loss after the department has been credited for the Manager's Special allocation given to the store for the month.

(1) Stores at a YTD loss on the Group Record of Operations, after applying the credit for the Manager's Special, will not receive funds for the next applicable fund allocation.

(2) Meat departments out of tolerance with a cumulative gain greater than the allowable 4 percent will receive a Manager's Special allocation based on percent of sales only.

(3) Meat departments with a cumulative loss at the end of the third month following formal inventory will not receive a Manager's Special allocation.

(4) Manager's Special allocations are to provide increased value on savings, not supplemental reduction on frozen reduced meat and must be documented on the allocation spreadsheet and submitted with monthly inventory documents and maintained for one year.

5.7. CUTTING TEST FREQUENCY. The ACT procedural manual is located on OneNet.

a. To maintain the meat department's financial status, new cutting tests are required when there is a change in meat department management or when the RTC is awarded to a new supplier. Save the last cumulative cutting test, then clear the cumulative test, prepare a memorandum for record explaining the cause of creating a new cutting test, and start the initial cutting tests.

b. After initial startup cutting tests are completed, physical cutting tests will be processed monthly and documented on the meat program ACT file, located on and accessed through the store's meat department computer. The cutting test may be completed throughout the month and signed by the Wage Grade-07 completing the test. The meat manager, or designated personnel, will compute the results in the automated cutting test program, adjust prices, and print both the monthly and cumulative cutting tests. The person performing the cutting test is not authorized to also compute the test results in the automated cutting test program.

c. The monthly cutting test frequency may be changed to quarterly when the sub-primal combined tag weight total on the consolidated test reaches an amount equal to or greater than the amount processed in a week's time.

d. If the total saleable yield on the most recent monthly cutting test differs by more than 2 percent from the saleable yield on the most recent consolidated cutting tests or the yield is less than the standard yield for the primal being tested, a new cutting test must be started. Save the last monthly and cumulative cutting test, then clear the cumulative test, prepare a memorandum for record, and start the new monthly cutting test.

e. When making item changes to the existing cumulative cutting test, save last month's cumulative test, clear the cumulative test, prepare a memorandum for record explaining the cause of creating a new cutting test, and begin a new monthly cutting test. For example, the monthly inside round cutting test is changed by adding London Broil and deleting kabobs. Either add or delete action would predicate the need to close out the existing cumulative tests and start with a new monthly test reflecting the changes in processed items. Failure to start a new monthly, non-consolidated test, when changes are made to the items listed on the cutting test, could significantly impact the department's financial status.

f. Ensure the person who computed the consolidated test signs in the blocks, "Results Conducted By." The SD, or designated approving official, must sign in the block, "Test Approved By," to indicate approval of the consolidated cutting test. The test will be dated the day new prices go into effect.

g. Record the cutting tests using the automated cutting test form for all processed meat items and maintain in a separate folder for each processed meat item. The form will be approved by the SD, or designated approving official, by signature and date.

h. Meat managers, meat cutter supervisor, leads, and/or designated meat associate will maintain a disk or hard copy of all processed item cutting test files for a minimum of one year.

i. CMPP personnel will perform monthly cutting tests to establish salable yields. Established retail prices change monthly as acquisition prices change. The retail price of each cut is determined after adding a markup of 0 to 5 percent to the cost price.

5.8. PRODUCT CONFORMANCE, ANALYSIS, AND SPECIFICATION EVALUATION.

DeCA's policy is to purchase only United States Department of Agriculture (USDA) certified meats IAW current specifications approved and stated within DeCA's meat contracts.

a. Upon delivery, the MFI, or store management, will inspect the product for compliance with contract requirements. The MFI will identify non-conformance, report findings and make recommendations to management. MFIs will reject the shipment if unwholesome; products deemed unwholesome will not be accepted.

b. Should it be determined there is a need to accept non-conforming product, the SD, meat manager, lead, or designated associate will contact the vendor to request an appropriate price adjustment based on the extent of the non-conformance.

c. Before price adjustments are made on a delivery ticket/receiving document, inform the vendor of the problem, obtain a claim number, the name of the person issuing the claim number, date and time, and record this information on the receiving document.

d. The MFI will provide input to the meat manager, lead, or designated associate, who will then prepare and attach DeCAF 10-21 or other suitable documentation, such as a signed memo explaining non-conformance to identify and document any contract discrepancies, non-conformance, or price adjustments.

e. Forward the completed and signed DeCAF 10-21 to the assigned LEAR, Resale Commodities Branch KO, MPS meat category manager, supporting SOS POC, QA officer, and the area food safety officer.

f. Coarse ground beef will not require a daily fat test.

(1) If a non-conformance is found on coarse ground beef, then DeCAF 10-21 must be completed according to the directions found in DeCA Handbook 10-11.

(2) Grind logs shall be maintained daily on all coarse, fine, or market trimmings and maintained on file for one year.

g. Meat department management, lead, and/or designated meat cutter will conduct a fat analysis test on each batch of market trimmings processed into 80 percent ground beef and record the findings on DeCAF 40-8 (Figure 5-1).

(1) Finished ground beef will not be reworked to increase the lean-to-fat ratio.

(2) Non-conforming products will be reduced in price, two cents per pound for each percent of non-conformance, and displayed for quick sale. Documentation supporting price reductions will be retained on file for one year.

(3) The MFI may perform ground beef tests at their discretion or as requested by higher authority.

h. In-house ground beef fat testing cannot be used for contract price adjustments due to equipment accuracy tolerances and contract agreement. Non-conforming price adjustments must be supported by the results provided by authorized independent testing facilities.

i. Items used for food inspection sample(s) will be recorded on Department of Defense (DD) Form 1222 (Figure 5-2), or other appropriate laboratory sample form. United States Air Force Public Health uses DD Form 1222. U.S. Army Public Health Command personnel use Department of the Army (DA) Form 7539 (Figure 5-3). Further guidance and a sample form may be obtained from a DeCA Headquarters Food Safety and QA advisor.

(1) The meat department manager, meat cutter supervisor, lead, or designated associate will forward DA Form 7539, to the SDO for processing as a credit to the meat department account.

(2) Meat prices will not be adjusted to make up for the value of the food inspection samples.

(3) Sampling by the USDA is authorized.

5.9. SHELF LIFE PARAMETERS OF FRESH PROCESSED AND PRE-PACKAGED MEATS.

a. Fresh Processed In-Store Wrapped Products.

ITEM	SHELF LIFE	DISPOSITION INSTRUCTIONS
Ground meat (beef, pork), chili meat	1 day	Mark down and sell or freeze by close of business on the “sell- by” date. See note 1.
All bone-in or boneless products sliced or cut less than ¼-inch thick, all bone-in or boneless products	2 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
Beef roast, beef steaks, beef ribs, fresh pork	3 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
Fresh beef trimmings. See note 2.	48 hours (cover tubs in cooler and apply date, time, and percentage of lean ratio). See note 3.	Grind, up to shelf life parameters for resale, or freeze by close of business on last day of the shelf life.

Note 1: To establish the “SELL-BY” date, add a day to the shelf life. Example: Ground beef produced on day 10 of the month would have a “SELL-BY” date on day 11 of the month.

Note 2: Processed beef items will not be reworked into ground beef or other cuts.

Note 3: The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings that were generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday’s trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.

b. Prepackaged Fresh, Cured and Smoked Meat Products.

Prepackaged fresh, smoked, and cured meat products packaged by the manufacturer in non-conventional packaging.	“Sell-by” date per the manufacturer’s specification.
Non-conventional packaging includes: vacuum seal pack (vs.), modified atmosphere pack (map), and traditional vacuum packaging.	Obtain specified prepackaged manufacturer’s shelf life parameters from representing product suppliers/manufacturers/brokers for all prepackaged items. Maintain and have this information available for reference and inspection review at all times.

c. Previously Frozen and Sold Tempered.

Merchandise received frozen and sold chilled.	Pre-packaged and bulk processed foods received frozen and sold chilled must be received and stored in a frozen condition.
Merchandising of food products that are received and stored frozen, then displayed chilled is permitted provided all the applicable conditions listed are met.	Displayed product must be labeled with a “sell-by” date. The “sell-by” date will ensure products are sold within 5 days after thawing or within the time frame recommended by the manufacturer.

d. Previously Fresh and Sold Frozen.

Products previously merchandised in a fresh format that require freezing to extend the “sell-by” date, intended to minimize product loss.	Not to exceed 30 days beyond the original “sell-by” date.
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Note 4: Do not process/sell past the 30 day period without MFI approval. Any sub-primal case in the meat cooler that has exceeded the authorized warranty date must have written approval from the MFI.

Note 5: Primals or sub-primals that have reached their RTC warranty date may have the date initially extended by the MFI if upon inspection the product is found fit for human consumption to protect the accountability of government-owned product losses. The DeCA Area Consumer Safety Officer will be notified to assist in with coordination with the medical authorities. Questions can be addressed by the QA specialist, LEAR.

Note 6: Remember to apply the first in, first out (FIFO) (first in, first out) rule in the meat coolers at all times. All products will be dated the date it was received by the commissary.

Continental United States (CONUS) warranties extensions will not exceed 30 days past the initial warranty date.	Outside Continental United States (OCONUS) warranties extensions will not exceed 60 days past the initial warranty.
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Figure 5-1. DeCAF 40-8, Fat Analysis Record for Ground Beef

FAT ANALYSIS RECORD FOR GROUND BEEF													
<i>(For use of this form, see DeCAD 40-19; OPR is DO)</i>													
COMMISSARY NAME					MONTH OF: <u> </u> /20 <u> </u>								
	REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN			REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN	
DAY	%	INIT.	%	INIT.	%	INIT.	DAY	%	INIT.	%	INIT.	%	INIT.
1							17						
2							18						
3							19						
4							20						
5							21						
6							22						
7							23						
8							24						
9							25						
10							26						
11							27						
12							28						
13							29						
14							30						
15							31						
16													

DeCA Form 40-8, Jul 1991

Supersedes AF Form 2369 and TSA Form 204-R

Figure 5-2. DD 1222, Requests For and Results of Tests

REQUEST FOR AND RESULTS OF TESTS					PAGE NO. 1	NO. OF PAGES 1
SECTION A - REQUEST FOR TEST						
1. TO (Include ZIP Code)			2. FROM (Include ZIP Code)			
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code)			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code)			
CONTRACT NUMBER			P.O. NUMBER			
5. END ITEM AND/OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED	
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS			
DATE	NAME AND TITLE OF PERSON CONDUCTING TEST			14b. SIGNATURE		

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE

This form was designed by FormSoft Group, Ltd. using FormFlow v3.1

Figure 5-3. DA 7539, Requests for Veterinary Laboratory Testing and Food Sample Record, Page 1

REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD		
For use of this form, see AR 40-657; the proponent agency is OTSG.		
1. FROM:	2. POINT OF CONTACT: Name: _____ Phone: _____ Station Identification Number: _____	3. CONTROL NUMBER: 4. TO: <input type="checkbox"/> VETCOM FADL <input type="checkbox"/> VLE <input type="checkbox"/> SAHRAIN <input type="checkbox"/> HAWAII <input type="checkbox"/> KOREA
5. PRODUCER/MANUFACTURER (Name, Address and Phone): _____ _____ _____ _____ _____ ESTABLISHMENT # / PLANT CODE (IMSL, USDA, etc.) _____ VC # _____		
6. REASON FOR SUBMISSION: <input type="checkbox"/> Suspected foodborne illness (contact laboratory prior to submission) <input type="checkbox"/> Destination monitoring program <input type="checkbox"/> Initial <input type="checkbox"/> Suspected foreign material/object <input type="checkbox"/> Contract compliance <input type="checkbox"/> Special <input type="checkbox"/> Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below). <input type="checkbox"/> Proximate analysis <input type="checkbox"/> Directed routine <input type="checkbox"/> OTHER (Specify): _____ <input type="checkbox"/> Routine		
7. SAMPLES SELECTED FROM: <input type="checkbox"/> DECA <input type="checkbox"/> MWR <input type="checkbox"/> PLANT <input type="checkbox"/> Exchange <input type="checkbox"/> Exchange vendor <input type="checkbox"/> Prime vendor <input type="checkbox"/> Commercial establishment <input type="checkbox"/> OTHER: _____	8. DATE SAMPLE(S) SELECTED: _____ thru _____ 9. SHIPMENT TEMPERATURE CONDITIONS: <input type="checkbox"/> Room temperature <input type="checkbox"/> Frozen <input type="checkbox"/> Chilled - include 1 temperature pilot per shipping container	
10. INSPECTOR'S SIGNATURE	11. ACCOUNTABLE OFFICER'S SIGNATURE	
12. REMARKS (use additional paper if necessary): 		
FOR LABORATORY USE ONLY		
SHIPPING CARRIER TRACKING NUMBER:	LABORATORY REPORT NUMBER:	RECEIVED:
RECEIPT TEMPERATURE: _____	SAMPLE(S) FOR ANALYSIS BY: <input type="checkbox"/> CHEMISTRY <input type="checkbox"/> MICROBIOLOGY	

DA FORM 7539, FEB 2005

APD 9V1.000
PAGE 1 OF 2

Figure 5-4. DA 7539, Requests for Veterinary Laboratory Testing and Food Sample Record, Page 2

13. SAMPLE INFORMATION (Complete as much information as is available):			LAB REPORT #
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 1			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 2			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 3			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 4			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 5			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR LABORATORY USE ONLY			
SAMPLE NUMBER 6			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.			

DA FORM 7539, FEB 2005

APD 9V1.000
PAGE 2 OF 2

SECTION 6: PROCESSING AND TRIM REQUIREMENTS

6.1. GENERAL.

a. CONUS and OCONUS stores will purchase case ready beef, pork, lamb, and veal offal's off of your ROA. In-house processing of these items is not authorized.

b. No commissaries will process beef/pork suet/fat in-house. All commissaries in the United States and Pacific will order beef suet off of their beef contracts. Zones 8, 9, 18, and 19 do not have beef suet on their beef contracts and will discontinue the practice of selling/processing beef/pork suet for sale.

6.2. BEEF. Steaks and roasts should be cut to a variety of thicknesses to satisfy customer demand. Specific details on individual beef cuts are described below:

a. Fat that is bordering on all processed fresh meats shall not exceed 1/4 inch thickness at any point of measurement and not less than 1/8 inch.

b. Tail on beef loin, T-bone, and porterhouse steaks. Tail is defined as 1 inch below the longissimus dorsi and must remain; anything more than 1 inch will be removed.

c. Fat and tissue will be removed from beef cubed steaks before tenderizing.

d. Fat and tissue that is bordering will be removed from beef for use as stew beef, fajita strips, thin sliced meats, and kabobs.

e. All beef offal items will be merchandised pre-cut and case ready.

f. Trimmings must only be manufactured into 80 percent ground beef and be marked with the percent of lean/fat ratio, date, time and used within 48 hours. The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings that were generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday's trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.

g. Coarse or fine ground beef is the preferred ingredient for ground beef products. Ground beef will be ground from trimmings derived from processed beef to support the anticipated current day's sales. Fresh ground beef may be sold the day after production if it is presented for sale within its original intended fresh "sell-by" date. At least two (2) ground beef selections will be offered in all meat departments and labeled as follows:

(1) Ground beef, not less than 80 percent lean.

(2) Ground beef, not less than 93 percent lean.

(3) Ground beef, not less than 96 percent lean.

(4) Ground beef, not less than 97 percent lean.

h. Grind Log Requirements.

(1) USDA finalized their rule for record keeping requirements for retail and USDA regulated establishment needed for grinding ground beef. Under this rule, the USDA Food Safety and Inspection Service (FSIS) requires all official establishments and retail stores that grind raw beef products maintain documentation that records:

(a) The Establishment Numbers of suppliers used to prepare each lot of raw ground beef product;

(b) All supplier lot numbers and production dates;

(c) Names of supplied materials, including beef components and any materials carried over from one production lot to the next;

(d) Date and time each lot of raw ground beef product is produced; and

(e) Date and time when grinding equipment and other related food-contact surfaces are cleaned and sanitized;

(2) All recordings must contain all pertinent information and be legible. These documented grind logs will include all coarse/fine ground beef that is further processed in DeCA stores and will be kept for a minimum of one year.

(3) These requirements also apply to raw beef products that are ground at an individual customer's request when new source materials are used.

6.3. LAMB. Pre-cut or pre-packaged lamb will only be stocked. Ground lamb for patties will not be less than 85 percent lean and will be labeled accordingly.

6.4. VEAL. Pre-cut or pre-packaged veal will only be stocked. Ground veal for patties will not be less than 85 percent lean and will be labeled accordingly.

6.5. PORK. All processed pork cuts will be neatly trimmed and packaged with bordering fat thickness not to exceed 1/4 inch thick and not less than 1/8 inch.

a. Boneless pork IAW the authorized stock items, will be merchandised pre-cut and case ready through the RTC supplier for CONUS commissaries.

b. Bone-in pork will be processed in all CONUS commissaries.

c. Supported CONUS meat departments will merchandise case ready boneless and bone-in pork through the RTC supplier.

d. Use **only** pre-packaged chub, case ready ground pork and/or patties in all CONUS stores. OCONUS, to include Alaska, Hawaii, Guam, Puerto Rico, Japan, Okinawa, and Korea, are authorized to manufacture ground pork. Grind logs must be maintained daily and remain on file for one year.

e. All pork offal items will be merchandised pre-cut and case ready.

f. The processing of pork must be accomplished on equipment that was properly cleaned, sanitized and allowed to air dry. It is not acceptable to process pork after beef without performing a full cleaning, sanitizing and air drying process.

6.6. SMOKED MEATS. Pre-packaged smoked meats will be stocked.

6.7. SPECIAL SERVICE ORDERS. Special service orders provides patrons with different cuts of meat, other than what is displayed, when a quantity is desired by the customer that exceeds the normal amount stocked in the display case or when a customer requests re-configuration of case displayed products.

a. Patron special order requests will be accepted and recorded on DeCAF 40-1 (Figure 6-1).

b. Do not deplete the display case to fill orders for large quantities. This practice will decrease the selection of merchandise for other customers.

c. Special orders shall be processed at the earliest point after a customer request, preferably during the patron's presence, and not to exceed 24 hours for items that do not require ordering.

d. A working bell or buzzer system with highly visible "Special Order" signage must be displayed within easy access and vision to the customer.

Note: Store associates or vendor stockers who are entitled to commissary privileges are not permitted to prepare, price, or wrap special orders which they are going to purchase for themselves or their families. This prohibition includes meat scraps, trimmings, suet, fat, and bones.

Figure 6-1. DeCAF 40-1, Commissary Patron Special Order Form

COMMISSARY PATRON SPECIAL ORDER FORM		
<small>(For use of this form, see DeCAD 40-1; OPR is DO.)</small>		
COMMISSARY NAME		
<input type="checkbox"/> GROCERY DEPARTMENT <input type="checkbox"/> BAKERY	<input type="checkbox"/> DELI	<input type="checkbox"/> MEAT DEPARTMENT <input type="checkbox"/> SEAFOOD DEPARTMENT
		<input type="checkbox"/> PRODUCE DEPARTMENT <input type="checkbox"/> SPECIALTY SHOPS
ITEM DESCRIPTION	SIZE/THICKNESS	QUANTITY
DATE ITEMS NEEDED	PATRON'S NAME	PHONE NUMBER
EMAIL ADDRESS		
EMPLOYEE ACCEPTING ORDER	COMSY PHONE NUMBER	DATE

DeCA Form 40-1, Nov 2010 Supersedes DeCA 40-1, Jan 2000
 Top copy to Patron; Bottom copy retained by Commissary (Store remarks may be annotated on the back of Commissary Copy)

COMMISSARY PATRON SPECIAL ORDER FORM		
<small>(For use of this form, see DeCAD 40-1; OPR is DO.)</small>		
COMMISSARY NAME		
<input type="checkbox"/> GROCERY DEPARTMENT <input type="checkbox"/> BAKERY	<input type="checkbox"/> DELI	<input type="checkbox"/> MEAT DEPARTMENT <input type="checkbox"/> SEAFOOD DEPARTMENT
		<input type="checkbox"/> PRODUCE DEPARTMENT <input type="checkbox"/> SPECIALTY SHOPS
ITEM DESCRIPTION	SIZE/THICKNESS	QUANTITY
DATE ITEMS NEEDED	PATRON'S NAME	PHONE NUMBER
EMAIL ADDRESS		
EMPLOYEE ACCEPTING ORDER	COMSY PHONE NUMBER	DATE

DeCA Form 40-1, Nov 2010 Supersedes DeCA 40-1, Jan 2000
 Top copy to Patron; Bottom copy retained by Commissary (Store remarks may be annotated on the back of Commissary Copy)

SECTION 7: DISPOSITION OF REDUCED AND UNSALABLE MEAT PRODUCTS

7.1. REPROCESSING. Reworking of fresh meats is not authorized, e.g., steaks and roasts will not be processed into ground beef or any other processed cuts.

7.2. PRICE REDUCTIONS. Many times, the need for price reductions is caused by over processing and/or over ordering. Review the quantity of items being marked down daily. Adjust processing and order projections to preclude continuing markdowns on like items due to over processing and/or excessive inventory levels. Up to a 30 percent reduction may be applied to markdowns.

a. It may be necessary to reduce the price of processed or pre-packaged items in order to stimulate sales, further preventing a total loss of the product and department financial tolerances.

b. Products closely approaching their intended shelf life requiring a price reduction in order to stimulate sales should be reduced only in the amount which is necessary to deplete the on-hand inventory.

c. The preferred method for markdown of meat is to reduce the product price and present it in a fresh state. If a significant amount of close dated product is present, reduction should be done throughout the day and not left till the last hour of operation if the accountability status of the meat department can support it. Freezing for reduced sale shall be the last option. Refer to Section 9, paragraph 9.5 for product freezing procedures.

d. Items reduced in price and frozen may be sold for thirty days after the "sell-by" date; however, they must be frozen prior to the expiration of the sell-by date. For example, product sell-by date is January 1, 2012. The package will be marked down the evening of January 1, 2012, with a new sell-by date of January 30, 2012, and frozen, layered singly to ensure proper freezing, the evening of January 1, 2012. Original and new price tags must be on each package in order to validate original pack, sell-by date, and new sell-by date. Place new sell-by label over original barcode, ensuring the original pack date, sell-by date, and sales price remain visible and the proper "REDUCED MEAT" Price Look Up (PLU) must be used.

e. For CMPP, if package vacuum loss is discovered, the commissary is authorized to sell affected packages for up to 2 days from date of pack. Management is encouraged to seek concurrence/approval from the in-store MFI, if available. To accelerate sale, product should be reduced in price from 15 to 25 percent and up to 30 percent, if not sold the first day. Display product with a sign stating, "REDUCED IN PRICE DUE TO VACUUM LOSS. RECOMMEND IMMEDIATE USE OR FREEZE WITHIN 24 HOURS" and record items sold on DeCA/EU Form 40-31, to use as a management tool in controlling losses.

f. If package vacuum loss is discovered on whole primals on display in the meat case, management, with concurrence/approval from the in-store MFI, shall process the primal into retail

cuts, not exceeding the sell-by date on the original primal or the authorized sell-by date for that particular retail cut, whichever is less. For example, a whole top sirloin with a sell-by date of January 4, 2017, was discovered with a vacuum loss on January 3, 2017. The meat department is encouraged to seek approval from the MFI, if available, for wholesomeness and if approved should process it into sirloin steaks/roasts for sale that day. The sell by date for this example would be January 4, 2017, not the normal 3 days for processed top sirloin.

7.3. DISPOSAL OF UNSALABLE PRODUCT. Items which have become unsalable due to age or damage and certified by the MFI, if deemed as unfit for human consumption/intended use, must be disposed of.

a. Losses, which are caused by other than normal operation may be required to be reported through a DeCA Interest Report and DeCAF 40-70 (Figure 7-1), or a Report of Survey, DD Form 200, may be required to be completed IAW DeCAD 40-15.

b. The SD or designated store manager will determine when a GPLD or Report of Survey action is required.

7.4. CONTRACT FOR PICK-UP OF SUET, BONES, FAT, AND MEAT TRIMMINGS.

The Acquisition Management Directorate, Enterprise Acquisition Division, will contract for the re-sale of suet, bones, fat, and meat trimmings combined. Frequent pickups by the contractor are necessary and the sale is treated as a charge sale to the contractor in DeCA's financial system.

a. If the contract for the pick-up of these items is not separated by type, do not use separate containers.

b. The meat department manager, meat cutter supervisor, lead, or designated associate must ensure that each container of suet, bones, fat and meat trimmings are weighed prior to release to the contractor. If Defense Reutilization and Marketing Office/Property Disposal Office (DRMO/PDO) weighing service is available on the installation, use it to verify the weight of the suet, bones, fat, and meat trimmings released to the contractor. At no time will the disposal personnel enter any cooler or processing area.

c. List the suet, bone, fat, and meat trimming weights turned over to the contractor on the form designated in the contract in three copies. Obtain the signature of the contractor or representative on each copy, provide the contractor with the third copy, and forward the other two copies to the SDO for processing as a credit to the meat department account.

Figure 7-1. DeCAF 40-70, Government Property Lost or Damaged (GPLD) Survey Certificate

GOVERNMENT PROPERTY LOST OR DAMAGED (GPLD) SURVEY CERTIFICATE					
<i>(For use of this form, see DeCAD 40-15; OPR is MPOS.)</i>					
1. ACTIVITY			2. ORIGINATOR NAME AND GRADE		
3. TO (Area)			4. VOUCHER NO.		
I certify that the loss of or damage to the items described below was not caused by negligence, willful misconduct or deliberate unauthorized use. I further certify that the loss of or damage to the items occurred under the circumstances described herein.					
5. ITEM NO.	6. NSN OR MFR PART NO.	7. NOMENCLATURE	8. QTY	9. UNIT COST	10. TOTAL COST
					0.00
					0.00
					0.00
					0.00
					0.00
				11. TOTAL COST OF LISTED ITEMS	0.00
12. CIRCUMSTANCES OF LOSS OR DAMAGE					
13. DATE		14. TYPED NAME, GRADE AND ORGANIZATION <i>(Zone Manager, Store Director, Hand Receipt Holder)</i>		SIGNATURE	
15. REVIEWING AUTHORITY <i>(PBO/Opns)</i>			16. TO <i>(Director/OPNS Chief)</i>		
17. I have reviewed the evidence pertaining to the loss or damage and agree/do not agree (strike one out) that the loss or damage to the property was not due to negligence, willful misconduct, or deliberate unauthorized use. The following action is authorized:					
<input type="checkbox"/> An inventory adjustment for the property which was not lost through negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> Repair the damaged property and charge to O&M/stock fund as fair wear and tear as damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> The circumstances surrounding the loss or damage warrant the processing of a report of survey, DD Form 200, to be initiated immediately. <input type="checkbox"/> Other action (Specify)					
18. DATE		19. DIR/CDR TYPED NAME, GRADE		SIGNATURE	
20. GENERAL COUNSEL (GC) REVIEW					
<input type="checkbox"/> This GPLD is legally sufficient. The evidence supports a determination of no gross negligence, willful misconduct or deliberate unauthorized use by any DeCA employee. <input type="checkbox"/> Other action (Specify)					
21. DATE		22. GC TYPED NAME		SIGNATURE	

DeCA Form 40-70, July 2012

Supersedes DeCA Form 40-70, Jan 1992

SECTION 8: PACKAGING MEAT ITEMS

8.1. PRINCIPLES. Proper packaging is a key component in maximizing sales, achieving high levels of patron satisfaction, and minimizing product shrink. Packaged meat should clearly reveal the quality of the contents of the package and be clearly labeled reflecting all pertinent/required information. The visible portion of meat after packaging should reflect the total quality of the contents. Deceptive packaging promotes poor patron relations. Keep the following principles in mind when packaging meat:

- a. Ensure all processed meat items are identified and labeled according to the meat operations standardized list of PLU numbers and descriptions. The long and short descriptions will be provided by the meat manager, lead, and/or meat associate and submitted to the SDO for input into the point-of-sale (POS).
- b. The meat department manager, lead, and/or meat associate is responsible for ensuring that the state and Federal labeling laws are applied.
- c. Pre-packaged items and/or fixed weight items maintaining a scale generated label shall be labeled using manufacturer provided UPC numbers. Do not employ a catch-all single UPC such as “Meat Department” for prepackaged items.
- d. The correct “sell-by” and “pack” date must be clearly printed on each label for processed meat items and any other item that does not have a manufacturer’s applied “sell-by” date. Meat items that have been rewrapped will have the original “sell-by” and “pack” date on the label. Under no circumstances will the original “sell-by” date be extended on any rewrapped products.
- e. Only DeCA authorized packaging materials.
- f. Follow the authorized colored tray guide. Do not under or overfill meat trays with product. Match the proper colored tray size with the portion of product.
- g. Decrease film breakage and reduce re-wraps by removing sharp edges from bones before wrapping.
- h. Only one meat soaker pad will be placed in every package of fresh processed meats to include ground beef that is 90 percent lean or higher.

8.2. HAND WRAPPER. Use hand wrapping methods for packaging items that are too large to be wrapped by the wrapping machine. Wrap meat with clear film only.

8.3. AUTOMATIC MACHINE WRAPPING. The meat manager, meat cutter supervisor, or lead will ensure employees/associates are trained to operate the wrapping machine and annotate according to DeCAM 30-17.1.

8.4. REWRAPPING ITEMS. Packages requiring re-wrapping will maintain the original price label reflecting the original “sell-by” and “pack” date. Should the original label not be usable, a new label can be generated; however, it must indicate the original “sell-by” and “pack” date as stated on the original price label.

SECTION 9: REFRIGERATION PRODUCT AND ENVIRONMENTAL CONTROLS

9.1. STORAGE TEMPERATURES. The following storage temperatures are required to optimize shelf life and quality of the product. MFI will use requirements listed in the U.S. Food and Drug Administration's Food Code (as adopted by the Military Services).

Freezer

All frozen meats, -10 to 0 degrees Fahrenheit.

Chill Box

All fresh meats, 28 to 32 degrees Fahrenheit.
Fresh fish and water foods, 26 to 35 degrees Fahrenheit.

Display Case

Fresh red meat and pork, 28 to 32 degrees Fahrenheit.
Open cured meats, 34 to 35 degrees Fahrenheit.
Processed meats, salads, and Deli, 34 to 37 degrees Fahrenheit.
Prepared foods, 34 to 37 degrees Fahrenheit.
Fresh fish and water foods, 28 to 35 degrees Fahrenheit.

Cutting and Wrapping Area

Not to exceed 50 degrees Fahrenheit.

Chilled Receiving/Storage Area

Boxed meat, 35 degrees Fahrenheit.
Fresh Fish, 27 degrees Fahrenheit.

9.2. TEMPERATURE CHECKS. Temperature monitoring and recording is a key component for ensuring product freshness, wholesomeness and loss prevention. The SD, designated manager, or CMPP manager will develop written procedures for performing refrigeration system alarm checks, refrigeration system checks, and who to contact on potential refrigeration losses. The area director/ZM will approve these instructions, while the Logistics and Engineering Group will be the approving authority for the CMPP.

9.3. FREQUENCY OF TEMPERATURE CHECKS.

a. In commissaries with automatic refrigeration alarms, test the alarm system weekly IAW with the manufacturer's guidelines, preferably on the evening prior to a non-operating day. Record the results of checks on DeCAF 40-9 (Figure 10-1), which should be placed close to the alarm system controls. When the alarm systems are not operational during non-operating days, follow the same procedures listed below for stores without alarm systems. For locations where contractors are responsible for performing temperature checks, standards referenced with said contracts shall apply.

b. In commissaries that do not have an alarm system, or are using coolers such as spot coolers that are not part of the alarm system, the SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice, once after each defrost cycle. DeCAF 40-9 will be used to record temperature checks. For locations where contractors are responsible for performing temperature checks, compliance with said contract shall apply.

c. Ensure temperature surveillance is scheduled and conducted for all refrigerated trucks and sea vans in control of the SD. The SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice daily. DeCAF 40-9 will be used to record temperature checks.

d. Temperatures should also be checked any time there are violent weather conditions or known power outages. The SD will ensure equipment and storage temperature checks are performed at least three times daily on operating days. On non-operating days, perform temperature checks at least twice daily. DeCAF 40-9 will be used to record temperature checks.

e. Ensure personnel making temperature checks know how to reset compressors and have the appropriate telephone numbers of management personnel to contact when there is a problem outside of normal operating hours.

9.4. TEMPERATURE CHART FOLDERS. Maintain DeCAF 40-9 in a temperature chart folder in a convenient location, outside of view of the customer. A separate DeCAF 40-9 is required for each unit to be checked with the required temperature indicated on the form. Ensure temperatures are within the allowable variance when making the temperature checks. If temperatures are not within the allowable variance, ascertain the reason for the variance and take appropriate action.

9.5. PRODUCT FREEZING PROCEDURES.

a. Items falling into the category addressed by this guidance have a frozen shelf life of one year (12 months) beyond the manufacturer's sell-by date printed on the product package unless otherwise specified by written instructions provided by the manufacturer. These products are

extended to reach the 12 month extension beyond the manufacturer's sell-by date provided the conditions of wholesomeness, condition, and quality are met and that packaging and storage conditions are capable of protecting the product during continued storage. At any time the product exhibits signs that might adversely affect the quality or safety of the product, actions will be taken immediately to remove the product from sale. If requests for inspection are necessary to determine the serviceability of products, commissary management will contact the MFI or public health staff on the servicing installation.

b. Stores will monitor items falling within the guidelines of this memorandum and remove products from sale one year (12 months) after the manufacturer's printed sell-by date. Additional extensions will be requested and made as long as the product meets the above criteria 2 of condition, quality, wholesomeness, packaging, storage capability, and the responsible officer determines that there is still capability to use the product while it additionally meets the above criteria. Determining the length of extension past the 12 month timeframe will be at the discretion of the MFI or the public health staff on the servicing installation.

c. Blast frozen contingency stocks of beef and pork may be slack thawed to sell as fabricated retail cuts in a fresh state. These items will have a sell-by date of five days after thawing or within the timeframe recommended by the manufacturer.

d. All products received frozen and slack thawed for fresh sale must have a label stating the product was "Previously Frozen." If the label machine will not print the "Previously Frozen" statement, a sign indicating the cuts of meat that were previously frozen will be prominently displayed near the items. Any meat that was previously frozen, slacked out, and sold fresh will not be refrozen for an additional 30 days of sale.

e. The blast (quick) frozen meat that is received frozen, cut frozen, and sold frozen will have a 30 day shelf life plus one day of processing and may be re-evaluated for 30 more days of sale by the MFI or the meat manager, providing the product quality is excellent.

f. Blast frozen contingency stocks of beef and pork that are quick frozen at the fabrication facility for DeCA OCONUS or overseas sales will be maintained in a frozen state of 18 degrees minus Celsius (0 degrees Fahrenheit) or below. The frozen product will have a shelf life of one year from the date of pack. The primary container (box) will be marked with a date of receipt (day/month/year) to ensure proper rotation.

9.6. PERSONNEL PROTECTION. Personal protective equipment (PPE) and outer thermal wear clothing will be worn by all personnel entering storage or other climate controlled areas with temperatures at or below freezing (0 degrees Celsius, 32 degrees Fahrenheit). Although not considered as PPE and therefore not required to be purchased by the employer as PPE, insulated cooler wear may be worn by all personnel who perform the majority of their duties in a climate controlled area at or below 50 degrees Fahrenheit. Majority consists of 60 percent of their scheduled work duties (see Storage Temperatures in paragraph 9.1).

Figure 9-1. DeCAF 40-9, Daily Temperature Maintenance Log

DAILY TEMPERATURE MAINTENANCE LOG <i>(For use of this form, see DeCAD 40-3; OPR is DO)</i>							<i>*Indicate Plus or Minus</i> Checkers will record actual time and temperature and initial in appropriate block.						
DEFROST CYCLE HOURS:							CASE IDENTIFICATION:						
TO	TO	TO	TO	TO	TO	TO	ALARM SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO (Check one)						
DEPARTMENT			PROPER TEMPERATURE RANGE _____ TO _____				PERIOD (Month/Year) _____/20						
TYPE OF EQUIPMENT: (Check Two)							<input type="checkbox"/> FREEZER <input type="checkbox"/> DISPLAY CASE <input type="checkbox"/> CHILL BOX <input type="checkbox"/> STORAGE						
DATE	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	COMMENTS
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
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DeCA Form 40-9, Jul 1991

Supersedes AF Form 638 and TSA Form 125-R

SECTION 10: INVENTORY PROCEDURES AND TOLERANCES

10.1. POLICY AND GUIDANCE. Refer to DeCAM 40-21.1 for in-depth guidance pertaining to inventory procedures for commissaries and CMPP facilities.

Note: The record of operations (RO) inventory document is maintained in the Accounting and Inventory Management System (AIMS) and accessible on OneNet, Systems, AIMS. DeCAF 35-1 must be submitted for access IAW DeCAM 35-31.3.

10.2. AUTHORIZED VARIANCES. The cumulative meat accountable period for formal inventories runs between the previous year's formal inventory date to the current year's scheduled inventory date.

a. To be considered in compliance, monthly tolerances shall not exceed two percent plus or minus and the cumulative tolerance will not exceed three-tenths (0.3) of one percent gain with no loss.

b. Individual stores cannot exceed the cumulative three-tenths (0.3) of one percent gain/no loss unless provided a waiver by the Executive Director, SO. The Resale Accounting Branch must be notified by October 31, each year, of any store specific variances approved for that year's inventory results.

c. The meat department will have three months after the formal inventory to get their cumulative variance in tolerance while not exceeding the monthly allowable variance.

10.3. BACK-UP STORAGE COUNTS. Storage area counts may be taken before the close of business on inventory days. However, no item may be removed from storage until after the inventory. If items must be processed or stocked, the count must be adjusted.

a. Back-up product that is not processed will be inventoried at cost.

b. The meat inventory portion of the ACT program will be used to record, calculate, and extend all back-up meat items. All documents must be provided to management for review and approval. If the ACT program is not available, record inventory results on other available legible means such as RORs, Excel, Word, and/or other written media. Documents are to remain on file for one year.

SECTION 11: EQUIPMENT AND SUPPLIES

11.1. AUTHORIZED EQUIPMENT. Authorized equipment is based on commissary size, with the exception of cleavers which is based on the production level of each processing site. The equipment listing is on www.commissaries.com, About Us, Business with DeCA, Equipment, Automated Commissary Equipment Description. Yearly during the June/July timeframe, the Logistics Directorate will disseminate the “Push” package comprised of initial new store equipment and scheduled replacement equipment (based on normal life expectancy). Ensure the list is thoroughly examined and provide immediate feedback on items not needed or equipment that needs to be replaced due to frequent maintenance. Not all equipment follows the normal life expectancy which means the “Push” package may need to be adjusted each year.

11.2. OUT-OF-CYCLE EQUIPMENT REQUESTS. Major equipment that may be needed prior to the scheduled “Push” cycle, or equipment that may not be identified within the prescribed “Push” package, may be requested as an out-of-cycle request through the SD to the Equipment Division of the Logistics Directorate.

11.3. MANUALS AND MAINTENANCE RECORDS. Keep a record of maintenance calls for all equipment on DeCAF 40-30 (Figure 11-1), on file for one year. Maintain a copy of the owner/operator manual for all equipment that originally comes with one.

11.4. EXCESS EQUIPMENT. Equipment in serviceable condition that is not being used is considered excess and will be promptly reported to the area’s equipment POC for disposition instructions. This will enable the area’s equipment POC to dispose of or redistribute the equipment so it can be used to the maximum extent possible. Unserviceable equipment or equipment which cannot be maintained in a safe and sanitary condition will be identified to the area equipment POC for replacement or turn-in as appropriate.

11.5. SUPPLY RECORDS. Use of supplies should be closely monitored. To avoid excess, an inventory of supplies must be taken prior to reordering. Keep a sufficient quantity of operating supplies on-hand to meet operational needs. These procedures will eliminate funds being tied up in supplies that are not presently needed and will also avoid waste through deterioration and damage reducing unit costs.

11.6. WRAPPING FILM AND LABEL STORAGE. Wrapping film is a perishable product which requires special storage and handling. Store the film in its original container in a cool dry place that is not subject to extreme temperatures, humidity, and direct sunlight until ready for use. Optimum temperature for storage is 65 to 75 degrees Fahrenheit. Do not stack film cartons

on end or over 50 inches high. Scale labels are also to be considered as a perishable item and should be stored in a cool, dry place according to manufacturer's instructions.

Note: Ensure labeling and price marking equipment/supplies, including distinctive labels for marked down merchandise, are controlled IAW DeCAD 30-18, paragraph 4-2 c and d.

Figure 11-1. DeCAF 40-30, Equipment Downtime Ledger

EQUIPMENT DOWNTIME LEDGER <small>(For use of this form, see DeCAD 40-2, OPR & DO)</small>			MACHINE TYPE MODEL			SERIAL NUMBER			LOCATION	LEASED PURCHASED	
STOP ¹ TIME (Date/hour)	MAINTENANCE		RESPONSE TIME (Hours)	COMPLETED ³ SERVICE (Date/hour)	SERVICE ² TIME (Hours)	TOTAL DOWNTIME (Hours)	INITIALS OF SUPERVISOR	INITIALS OF TECHNICIAN	DESCRIPTION OF MALFUNCTION		
	REQUESTED ² (Date/hour)	ARRIVED ³ (Date/hour)									

TO BE LOGGED BY: 1 - PRESS OPERATOR 2 - OPERATOR/SUPERVISOR 3 - SERVICE TECHNICIAN

DeCA Form 40-30, Aug 1991

This form was designed by FormSoft Group, Ltd. using FormFixer9 v3.0

SECTION 12: SCALE SYSTEMS

GENERAL. The meat manager, meat cutter supervisor, lead, and/or meat associate will ensure all scales are in proper working order. The accuracy of all scales must be checked monthly with test weights. Maintain documentation of tests on DeCAF 40-141 (Figure 12-1), and maintain on file for one year.

a. Tare weight is the sum of all packaging material such as the tray, soaker pad, wrapping film, and all applied labels. The meat manager, lead, and/or meat associate will ensure tare weight configurations representing packaged items are verified to be correct and programmed into the automated wrapping/scale system.

b. All scales are either covered by their respective manufacturers' full burden maintenance contract or the miscellaneous food service equipment maintenance contract. Scale calibration is to be checked three (3) times a year according to the preventative maintenance contract. Any meat department manager, SD, or their appointed representative who suspects the scales to be inaccurate may request to have the scale calibration checked by the technician during any service call or may create a service call specifically for scale calibration.

Figure 12-1. DeCAF 40-141, Meat Department Scale and Package Log

Instructions for completion are on the reverse.														MEAT DEPARTMENT SCALE AND PACKAGE LOG	
(For use of this form, see DeCAD xx.)															
SERIAL #	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	PACKAGE	PACKAGE	PACKAGE	PACKAGE	INITIALS	COMMENTS
DATE															
1															
2															
3															
4															
5															
6															
7															
8															
9															
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31															
COMMISSARY									MEAT DEPARTMENT MANAGER				MONTH AND YEAR		

DeCA Form 40-141, Aug 2001

This form was designed by FormSoft Group, Ltd. using FormFlow99 v3.0

SECTION 13: MEAT DEPARTMENT SANITATION

13.1. General. The meat department must comply with the applicable sanitary requirements of the Food Code and be kept scrupulously clean. The SD, store manager, meat department manager, meat cutter supervisor, lead, CA contractor, commissary contract monitor (CCM), and/or designated meat associate must ensure the highest possible standards of sanitation exists at all times. Proper operating systems and effective procedures are vital to cleaning and minimizing unnecessary resource expenditures such as labor, detergents, hot water, etc. Ensure safe working procedures as addressed in your protection program (e.g., need to wear gloves, chemical splash eye protection) are incorporated into your day to day routine.

a. Sanitation self-inspections for the meat department will be conducted on a weekly basis and recorded on DeCAF 40-89 (Figure 13-1). Sanitation self-inspections for deli, seafood, fish market, and any hot food operation will be conducted on a weekly basis and recorded on DeCAF 40-92 (Figure 12-2). The condition of the department should be compatible with the findings annotated on the appropriate form. Retain checklist on file, available for review, for a minimum of one year.

b. The meat department manager, meat cutter supervisor, lead, and/or designated meat associate must ensure that effective cleaning and sanitizing procedures are an essential and integral part of the training program for cleanup personnel. The meat department manager, meat cutter supervisor, lead, and/or meat associate will ensure that all cleanup personnel have been trained in department cleaning procedures and ensure the steps in the actual performance of the cleanup operation are followed daily. As a minimum, cleaning and sanitizing will be accomplished at the end of each shift; between product changeovers; when use of common equipment on floor, walls, and equipment comes into contact with the product or wash water; or when the temperature or rinse requirements for safe handling are not met.

c. All cleaning and sanitation chemicals and soaps used in the meat department must be listed in the National Safety Foundation (NSF) International, (formerly National Safety Foundation) White Book-Nonfood Compounds Listing which is available at <http://www.nsf.org/usda/psnclistings.asp>. Within the NSF list, the codes for authorized cleaners are (A1) and sanitizers are (D2). Employees/associates must wear the appropriate PPE as noted on the cleaning agent's safety data sheet (SDS).

d. Cleaning personnel must wear the appropriate PPE as noted on the facility's PPE hazard assessment document, the cleaning agent's SDS and as appropriate for the work environment, e.g., slip resistant footwear.

e. Pre-cleaning. This step prepares the equipment and area so the next step (cleaning) will be effective. Proper pre-cleaning will also prevent clogged drains. Wear cut resistant gloves and use caution when handling band saw blades, tenderizer blades, horizontal slicer blades, and other components with sharp edges. Either unplug or employ lockout/tagout procedures to ensure that the equipment has been de-energized before tearing down or cleaning equipment. Employees

will be trained on specific lockout/tagout procedure for applicable equipment IAW DeCAM 30-17.1.

(1) Remove all exposed meat and scraps from the equipment/area to be cleaned. Remove or completely cover packaging/wrapping materials and sensitive equipment such as meat wrappers, scales, electrical boxes, switches, etc., to protect from moisture. To prevent electrocution injuries, verify that all electrical connections located in wet and moisture prone areas are protected with a ground fault circuit interrupter (GFCI) system. Use only DeCA authorized packaging materials.

(2) Completely disassemble all pieces of equipment including bone dusters, meat tenderizers, grinders, mixers, meat slicers, and band saws. Carefully place equipment pieces in a wire bulk mover cart, if available, or on tabletops or other surfaces which will allow access to all equipment surfaces.

(3) Use brushes, scrapers, other tools, or hands to remove all large pieces or accumulations of meat, fat, bone dust, etc., from the equipment. Use hand protection when exposed to sharp blades or edges. Collect all scraps and place in bone barrel.

(4) Use brooms, brushes, shovels, or other appropriate tools to collect all large pieces/accumulations of meat, fat, bone dust, etc., from the floors and beneath the tables and equipment. Place all scraps in bone barrel. Do not remove drain covers or unnecessarily dispose of fat and meat scraps in the floor drain.

(5) Pre-rinse with hot water when foam is not available. Use either hot water, 170 degrees Fahrenheit or higher, or approved chemicals for sanitizing equipment cleaned in the sink. Wear appropriate PPE (e.g., gloves, eye protection) per the chemicals' SDS/facility's PPE assessment.

f. Cleaning. This step removes the remaining grease and small pieces of meat, fat, and bone particles which remain after pre-cleaning.

g. Prepare cleaning agents according to directions. Do not use more or less than required by label directions. Appropriate test strips must be used to check proper concentration. Use only approved cleaning (A1) and sanitizing (D2) compounds according to the NSF Web site referenced above.

(1) Apply degreaser foam to all dismantled equipment, pieces of equipment, tabletops, pans, trays, knives, walls, and floors using applicator attached to a continuous supply of hot water. Starting in one corner and working around the entire processing area, thoroughly coat all surfaces indicated above with degreaser foam.

(2) After foaming all areas and equipment, turn hot water hose off. **NEVER LEAVE HOT WATER HOSE RUNNING UNATTENDED.** Using a stiff brush, agitate (brush) foam on any equipment or areas which are especially difficult to clean. Agitation will assist the agent

in penetrating hard to reach areas and loosen particles missed during pre-cleaning. A stiff broom can be used to agitate the agent on the floors.

h. Rinsing. This step removes all loosened meat, fat, grease, and dirt. Using hot tap water, begin rinsing degreaser foam from all dismantled equipment pieces, pieces of equipment, tabletops, pans, trays, knives, walls, and floors beginning at the same point in room where foaming began.

i. Sanitizing. This step kills many of the bacteria that remain after properly completing the first three steps. This step will be ineffective unless the first three steps have been properly completed.

(1) Preparing sanitizing agent according to manufacturer's directions and place into a hand operated sprayer or other suitable application device. Strict compliance is essential.

(a) Too little sanitizer will be ineffective and will allow bacteria to grow.

(b) Too much sanitizer is needlessly expensive, wasteful, and could contaminate meat processed afterward. Contaminated meat could be harmful to the customer.

(c) Use measuring equipment and appropriate chemical test strips, the proper chlorine or quaternary ammonium strips, to check recommended concentrations. Chemical test strips can be purchased through the Federal Supply Catalog.

(2) Liberally apply correct dilution of sanitizer to all equipment being certain that all food contact surfaces are thoroughly moistened.

(3) Allow all equipment to air dry prior to use.

(4) If clarification of these instructions, or the directions on the product label is required, call your area's consumer safety officer for assistance.

13.2. FLOOR CARE. To aid in keeping floors clean and comfortable, enhance floors with safety/ergonomic, slip resistant, tapered edge, anti-fatigue mats of design that can be removed and thoroughly cleaned of meat, bone dust, trimmings, blood, and other matter. In addition to the aforementioned benefits, rubber anti-fatigue mats provide some insulation from chilled floors. Anti-fatigue matting should be used at each work station that requires prolonged standing. Heavy corrugated cardboard paper obtained from rolls may also be used on the floors provided the floors are thoroughly washed, sanitized, or steam cleaned. The use of wax coated cardboard, e.g., such as cut-out sections from the pre-packaged meat boxes, sawdust, and wood chips are strictly prohibited in all meat department areas. Refer to DeCAM 30-17.1 for additional information.

13.3. HOLDING AND STORAGE ROOMS. In meat holding or storage rooms, heavy paper or corrugated cardboard may also be used on the floors provided they are removed when the floor is cleaned IAW requirements.

13.4. EQUIPMENT CLEANING. Thoroughly wash, rinse, and sanitize all metal parts of power operated equipment at the end of each business day. Care must be exercised to prevent water from coming in contact with the motor or electrical components and connections. Electrical equipment must be de-energized with lockout/tagout procedures implemented.

13.5. CUTTING TABLES. Periodically inspect plastic cutting table surfaces for cracks, cuts, crevices, and overall structural integrity of the table itself. Replace, as necessary, to maintain sanitary standards. Turn tabletops over weekly to equalize wear. Do not keep meat on the cutting table longer than necessary. Cutting tables will not be used for storing or thawing meats. Clean and sanitize tables thoroughly with a stiff bristle brush and hot water, foam, and/or approved detergent, and sanitizer. MFI may recommend additional measures to keep the surfaces in a sanitary condition.

13.6. TOOL CLEANING. Clean knives, steels, mesh gloves, safety aprons, and knife holders daily. Wash tools individually in hot water and detergent. Rinse and then sanitize by immersion in an approved chemical. After cleaning, carefully inspect plastic hand tools for cracks or crevices. Replace plastic hand tools when cracks, crevices, and other signs of deterioration are noted. Approved test kits will be used to ensure the proper amount of sanitizer is being used.

13.7. SCALE CLEANING. Clean scales with disposable paper towels daily, or more often if required.

13.8. SPECIAL CLEANING. Thoroughly clean and sanitize all equipment and surfaces before reuse when raw pork, lamb, veal, or poultry have come in contact with equipment.

13.9. DISPLAY CASE AND REFRIGERATION. Clean all refrigerated, walk-in, back-up/holding areas at least weekly and clean/sanitize bi-weekly. All other cleaning will be done monthly or more often if needed, to maintain a high level of sanitation. Establish a schedule for cleaning the refrigerated areas. The intervals between cleaning of the cases shall not exceed 7 business days.

13.10. PERSONAL HYGIENE.

a. Employees/associates must meet all applicable requirements of installation medical authorities. Employees/associates may be required to possess a valid medical certificate and

food handler training certificate. Employees/associates must wear appropriate hair and beard restraints, as needed. Smocks, clothes, and safety equipment are duty requirements and will not be worn outside of the processing areas. Disposable plastic gloves must be worn, can be worn under cloth gloves and should be replaced often. Wash hands thoroughly with soap and water each time upon returning to the work area, regardless of the reason for leaving. This prevents the transmission of disease and gives customers a good impression of work habits. Use of plastic gloves does not relieve the employees/associates from the required use of soap and water hand washing.

Note: Frequent hand washing may result in dry, chapped hands and can progress to dermatitis. Employees should moisturize hands often. Moisturizers provide protection, relieve the dry, itchy feeling and reduce the tendency to crack.

b. Providing an image of professionalism, safety and sanitation are of vital importance in a food service area where direct contact with patrons is an essential job requirement. The only jewelry permitted to be worn on the hands and arms while on duty by food handlers is “a plain wedding band” per section 2-303.11 of the Food and Drug Administration Food Code. No other jewelry will be worn on the hands or arms. Jewelry on other parts of the body will not be worn if it adversely affects personal or food safety, or sanitation. Safety and sanitation are of vital importance in a food service area where direct contact with patrons is an essential job requirement. Examples of jewelry subject to these safety and sanitation standards include: nose rings, tongue studs, eyebrow rings, necklaces and earrings/necklaces that are large and/or dangle away from clothing where their wear could constitute a safety or sanitation hazard. Additionally, some tasks may not allow the use of any finger rings (to include wedding bands), e.g. climbing, ascending, or descending where the individual might fall with their ring catching on an object; working on elevated surfaces such as ladders, platforms, high reach vehicles, and stake bed trucks, or performing material handling operations in the warehouse. Managers will identify those tasks where finger rings present undue risk of injury. Refer to DeCAM 30-17.1 for additional information.

13.11. PROHIBITED ITEMS.

a. The use of all forms of tobacco products is prohibited in meat processing and storage areas. This includes electronic nicotine delivery systems, including but not limited to e-cigarettes and vape pens.

b. Eating food or drinking beverages, including chewing gum, and storing of personal lunches in meat processing and storage areas, which may result in contamination of meat products, shall not be permitted.

c. The wearing of jewelry, watches, neck chains, bracelets, and/or rings, is not permitted during meat processing. However, a plain wedding bands may be worn provided they do not present a safety hazard and wear is approved by the meat department manager.

13.12. HAZARD COMMUNICATION PROGRAM. Chemicals commonly used to clean and

sanitize the meat department may be classified as hazardous chemicals by the Occupational Safety and Health Administration (OSHA). If so, the elements of the Hazard Communication Program must be implemented. Refer to DeCAM 30-17.1.

Figure 13-1. DeCA Self Inspection Food Hazard Control Checklist Meat Department, Page 1

DeCA SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST Meat Department <i>(For use of this form, see DeCAD 40-3; OPR is DO.)</i>					
INSPECTED BY				DATE	
RECEIVING	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Properly labeled product from approved source. 2. Product delivered in clean trucks. If required, refrigeration control maintaining chill at 32 - 40 degrees Fahrenheit; and frozen 0 - 10 degrees Fahrenheit. 3. Products received in excellent condition, if applicable, sufficient shelf life remaining.					
STORAGE 1. Stored products identified with name, date of receipt, rotated-FIFO. 2. All refrigerators/freezers maintaining chill (34-37 degrees Fahrenheit), frozen (-10 - 0 degrees Fahrenheit). 3. Refrigerator/freezer temperatures checked and recorded three times daily (if manual); or if automatic alarm system, system checked weekly. 4. Raw items stored separately or below ready-to-eat products.					
PROCESSING 1. Temperature in processing/cutting room maintained at 50 degrees Fahrenheit or lower. 2. All food contact surfaces properly cleaned and sanitized using approved and labeled cleaning and sanitizing compounds at proper concentrations. 3. Personnel with infections restricted from food handling. 4. Hands washed and clean IAW good hygiene practices. 5. Eating, drinking, use of tobacco products, chewing gum, wearing of jewelry (except plain wedding band) prohibited. 6. Personnel wearing hair restraints and clean outer clothing. 7. Adequate supply of chemical sanitizer test strips maintained and used properly.					
DISPLAY 1. Raw and ready-to-eat foods handled in separate sequence. Separated in display case, and rotated. 2. All items properly labeled with uniform retail meat identify standards name. USDA grade if applicable, and sell-by date. 3. Product temperature does not exceed 40 degrees Fahrenheit. 4. All equipment, utensils, and display cases cleaned/sanitized with approved/labeled chemicals at proper concentrations. Display cases as needed, but at least weekly; all others daily.					
HOUSEKEEPING 1. All cleaning agents stored out of processing/display area. 2. Walls, ceilings, floors and non-food contact surfaces cleaned and maintained in good repair.					

DeCA Form 40-89, Oct 1999

Supersedes DeCAF Form 40-89, Jul 1993

Figure 13-2. DeCA Self Inspection Food Hazard Control Checklist Meat Department, Page 2

RECORDS	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
<p>1. Daily temperature maintenance log, DeCAF 40-9, (if manual); or if automatic alarm system, system printouts, maintained.</p> <p>2. Self inspection forms with annotated action maintained on file for 12 months.</p>					

DeCA Form 40-89, Oct 1999

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Figure 13-3. DeCA Self Inspection Food Hazard Control Checklist Deli (D), Bakery (B), Fish & Seafood (S) Page 1

DeCA SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST Deli (D), Bakery (B), Fish & Seafood (S)				
* For Food Service Operations (Commissary Cafe, Sushi, Ice Cream Bar, Butcher Shop, Pasta Bar, Italian Bistro, etc) all below elements apply (For use of this form, see DeCAD 40-3 & 40-5; OPR is DO.)				
INSPECTED BY	DEPARTMENT			DATE
RECEIVING	Y	N	REMARKS/ACTION	DATE CORRECTED
<p>D, B, S- 1. Properly labeled product IAW with federal and/or state requirements. Product originates from approved source per VETCOMCIR.40-1 and DeCA Contracting.</p> <p>D, B, S- 2. Product delivered in clean truck with refrigeration control maintaining chill at (28-32 seafood, 32-40 deli/bakery) degree Fahrenheit; frozen 0-10 degrees Fahrenheit.</p> <p>S- 3. Live Seafood such as shell stock, lobsters delivered and held at 35-45 degrees Fahrenheit.</p> <p>D, B, S- 4. Products received in excellent condition with sufficient shelf life remaining.</p>				
<p>STORAGE</p> <p>D, B, S-1. Stored products identified with name, date of receipt, date thawed/opened, and rotated properly first in first out--FIFO.</p> <p>D, B, S-2. Refrigerators/freezers maintaining chill (S=26-35, D, B=34-37 degrees Fahrenheit); frozen (-10-0 degrees Fahrenheit).</p> <p>D, B, S-3. Refrigerators/freezers checked and recorded three times daily (if manual); or if automatic alarm system, system checked weekly.</p> <p>D, B, S-4. Raw items stored separately and/or below ready to eat food.</p> <p>D, B, S-5. Frozen items being tempered held at 40 degrees Fahrenheit. Fully tempered items held at 34-37 degrees Fahrenheit.</p>				
<p>PROCESSING</p> <p>D, B, S-1. Separate raw* and ready-to-eat food processing sequences with proper cleaning/sanitizing between sequences. *Does not include salads treated with acetic acid (vinegar) to reduce pH below 4.6.</p> <p>D, S-2. Processed/assembled product returned to refrigeration before temperatures rises to 40 degrees Fahrenheit (not more than 30 min.).</p> <p>D, S-3. If cooking approved, product cooked to internal 165 degree Fahrenheit for customer order.</p> <p>D, B, S-4. All food contact surfaces properly cleaned and sanitized using approved and labeled cleaning and sanitizing compounds at proper concentrations.</p> <p>D,B, S-5. Personnel who are obviously sick or diseased will be restricted from food handling and cleared by a physician prior to resuming work as a food handler.</p> <p>D, B, S-6. Food handlers wearing disposable gloves when handling ready to eat foods. Utensils used to maximum extent possible.</p> <p>D, B, S-7. Hands washed and cleaned IAW good hygiene practices.</p> <p>D, B, S-8. Eating, drinking, use of tobacco products, chewing gum, wearing of jewelry (except for plain wedding band) prohibited.</p> <p>D, B, S-9. Personnel wearing hair restraints and clean outer clothing.</p> <p>D-10. All sandwiches manufactured with fresh ingredients using clean sanitized work surfaces. Protein salad fillings (Meat, seafood, eggs, etc.) acidified to pH 4.6 or below.</p>				

DeCA Form 40-92, May 2006 Supersedes DeCAF 40-87, 40-88, 40-90, 40-91 Oct 1999 & 40-92, Apr 2005

Figure 13-4. DeCA Self Inspection Food Hazard Control Checklist Deli (D), Bakery (B), Fish & Seafood (S), Page 2

HOUSEKEEPING	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
<p>D,B, S-1. All cleaning agents clearly labeled and stored out of processing/display area and separate from consumable products.</p> <p>D, B, S- 2. Walls, ceilings, floors and non-food contact surfaces cleaned and maintained in good repair. Work orders on file for repairs that require the attention of facility maintenance.</p> <p>D-3. Back up chill box in clean orderly condition, products on damage or shelving away from walls and ceiling.</p>					
<p>RECORDS</p> <p>S-1. Maintain shell stock certificates 90 days.</p> <p>D,B, S-2. Daily temperature maintenance log, DeCAF 40-9, (if manual); or if automatic alarm system, system printouts, maintained.</p> <p>D, B, S-3. Self inspection forms with annotated action maintained on file for 12 months.</p> <p>D, S-4. If hot foods prepared/sold, approved HACCP Plan available for review.</p> <p>D, B, S-5. Ensure new employees and managers have required training.</p>					

DeCA Form 40-92, May 2006

Figure 13-5. DeCA Europe-Self Inspection Food Hazard Control Checklist
Central Meat Processing Plant, Page 1

DeCA EUROPE - SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST						
Central Meat Processing Plant (CMPP)						
(For use of this form, see DeCA EU Policy Letter 40-8)						
INSPECTED BY (Print Name)					DATE/TIME	
PERSONNEL HYGIENE	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Personnel washing hands with soap and sanitizer.						
2. Personnel with infections restricted from food handling.						
3. Eating, drinking, use of tobacco products, chewing gum, fake nails, nail polish, or wearing of jewelry (except plain wedding band) prohibited.						
4. Personnel wearing hair/beard restraints, clean over garments and/or aprons.						
RECEIVING	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Properly labeled products from an approved source.						
2. Product delivered in clean trucks.						
3. Initial opening temperatures taken and recorded in a temperature log (Chill 28 - 36F) (Frozen 0 - 10F)						
4. Product received in sound condition.						
5. Product stored in a timely manner.						
6. Temperature of vans verified/monitored.						
ENTRANCE/CLEAN ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Room kept clean and free of debris.						
2. Aprons cleaned/sanitized and hung at the end of shift.						
3. Handwashing sink with soap and sanitizer.						
4. Boot washing station operating properly.						
STORAGE	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Stored products identified with name, date of receipt (pork), rotated First-In-First-Out (FIFO).						
2. Refrigeration storage, optimal 28F-32F maintained ≤35F. Frozen ≤0F Record/Monitor.						
3. Refrigerator/freezer temperatures checked and recorded two times daily (manual). Automated system four times daily with automatic alarm system.				*Management appoints/monitors		
4. Beef processed within 65 days from DOP.						
5. Pork processed within warranty period (Fresh - 5 days) (Vacuum - 7 days)						
6. Coarse ground storage, optimal 32F maintained ≤35F. Product maintained near frozen state until processed.						
7. Trim placed in storage luggers, covered/dated. Product shall not exceed 48 hours storage.						
8. Beef and Pork products processed separately to prevent potential cross-contamination.						
PROCESSING/CUTTING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/ Monitor.						
2. Fourth compartment will be utilized for air-dry storage of utensils cleaned/sanitized prior to each break.						
3. All food contact surfaces/equipment cleaned/sanitized using provided solutions and at proper concentration.				*Note: Contract cleaner		
4. Separation of Beef and Pork.						
5. Meat placed in clean trays, covered and labeled.						
6. Three-compartment sink set up properly and maintained throughout shift. Sanitizing solutions maintained at proper concentration (Test Strips Available).				ppm.		
7. Room free of clutter (i.e. boxes, equipment, etc.)						
8. Luggers, Utensils and Product kept off the floor.						
9. Machines broken down/pre-rinsed at end of shift.						
10. Handwashing sink stocked with soap and sanitizer						
Recommendations or Comments:						

DeCA EU Form 40-8, Jul 08

Figure 13-6. DeCA Europe-Self Inspection Food Hazard Control Checklist
Central Meat Processing Plant, Page 2

HOLDING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 32F maintained at ≤35F. Record/Monitor.						
2. Beef and Pork products kept separated.						
3. Product covered and stored properly.						
4. Product stored in a timely manner.						
5. Room kept clean and free of clutter.						
6. Clean equipment stored properly.						
WRAPPING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/Monitor.						
2. Correct wrapping film utilized for each product.						
3. Wrapping film kept protected from contamination.						
4. Only one type of product (Beef or Pork) processed at a time. *Sanitize between product.						
5. Sanitizing of surfaces conducted between wrapping beef and pork products. Sanitizing solutions maintained at proper concentration (Test Strips Available)				_____ ppm.		
6. Packages inspected for vacuum/seal integrity. Leakers are evaluated for re-wrap or discarded.						
7. Product labeled properly IAW HACCP Plan & SSOP. Fresh Sell-by 12 days; Use-by 14 days; Frozen 6 months.						
8. Product placed in new boxes.						
9. Handwashing sink stocked with soap and sanitizer						
GRINDING/BURGER ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Temperature of room, optimal 41F maintained ≤45F. Record/Monitor.						
2. Ground Beef and Pork processed separately.						
3. Trimmings used within 48 hours of processing.						
4. Room free of unnecessary clutter and kept clean.						
5. Three-compartment sink set up properly and maintained throughout shift. Sanitizing solution maintained at proper concentration. (Test Strips Available).				_____ ppm.		
6. Luggers, Utensils and Product kept off the floor.						
7. Product labeled properly IAW HACCP Plan and SSOP. Fresh Sell-by: 9-days; Use-by: 11-days; Frozen: 6 months.						
8. Fat analysis recorded/monitored daily.				93% _____; 85% _____; 81% _____		
9. Product monitor/food recall process: plant establishment code(s), temperature & hourly metal detection verification.				Code: _____; Temp: _____; Metal Detect: _____		
10. Machines broken down/pre-rinsed at end of shift.						
11. Handwashing sink stocked with soap and sanitizer.						
PICKING ROOM	CCP*	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Refrigeration storage, optimal 28-32F maintained ≤35F. Record/Monitor.						
2. Product rotated IAW First-In-First-Out (FIFO).						
3. Products for freeze placed in freezer within 24 hours.						
4. Product staged on pallets						
5. Suet/Bone Barrels separated from product (Tues/Friday).						
*CCP: Critical Control Point(s) must be met at all times.						
Recommendations or Comments:						
Signature of Quality Assurance Representative (QAR)					DATE	
Manager on Duty					DATE	

DeCA EU Form 40-8, Jul 08

SECTION 14: CARE AND USE OF EQUIPMENT

14.1. GENERAL. Keep all meat department equipment in good condition. Replace dull blades, tighten loose parts, and lubricate and maintain all equipment within their capability. The meat department manager, lead, and/or designated meat associate will ensure personnel are instructed in the use and care of power operated machinery. Post laminated safety precautions and operating instructions near each machine and follow lockout/tagout safety procedures addressed in DeCAM 30-17.1.

14.2. TOOLS. Store knives and other hand tools in a secure place when not in use. Prevent contact with other equipment as a safety measure. All knives and hand tools will be sanitized using an approved and appropriate concentration of sanitizer prior to use. Knives will be sharpened frequently. Dull knives are hazardous, as the worker must apply more pressure on the product to cut it. A sharp knife also requires less force to perform cuts; thereby, reducing stress to the body.

14.3. EQUIPMENT. Ensure all equipment is operated according to the appropriate manufacturers' operations handbook.

14.4. CONTRACT CUSTODIAL SERVICE. For meat departments with contract custodial service, management must work with the QAE to ensure they are properly trained to inspect the department and ensure contract requirements are met.

SECTION 15: SAFETY

15.1. RESPONSIBILITY. Meat department operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damages. The meat department manager is responsible for ensuring all employees/associates follow safety rules and directives. As a condition of employment, the employee/associate must follow safety procedures to include wear of protective clothing and equipment. Failure to follow procedures and enforce the use and wear of protective clothing and equipment may result in disciplinary action of the employee/associate and supervisor. Street clothing will not be worn as outer garments while on duty in the meat department. It is mandatory that a butcher frock and cotton apron be worn over street clothing. All meat department and CMPP managers and supervisor will review and refer to DeCAM 30-17.1 for guidance on the subjects listed below and other related programs.

Note: Use of box cutters are not authorized within the processing, wrapping areas of the meat department or behind/front of the display cases when stocking processed beef and pork. Approved re-tractable box cutters will only be used to cut open boxes in the meat department chilled product storage rooms or on sales floor when replenishing case ready product.

a. The meat department manager, meat cutter supervisor, lead, and/or designated meat associate or CMPP manager will work closely with the area or commissary safety representative. The safety representative function is to assist in any safety related problems which may arise and elevate them, if necessary, to the DeCA area safety support manager or installation safety office for resolution.

b. All areas of the meat department have ergonomic risk factors that may cause work-related musculoskeletal disorders (WRMD). The goals of the Ergonomic Program are twofold, prevent ergonomic injury/illness to employees and minimize the severity of ergonomic injury/illness through early intervention. Actions in the workplace, workplace conditions, or a combination thereof may cause or aggravate a WRMD. Risk factors include, but are not limited to: repetitive, forceful, or prolonged exertions; frequent or heavy lifting; pushing, pulling, or carrying of heavy objects; a fixed or awkward work posture; contact stress; localized or whole body vibration; cold temperatures and poor lighting (leading to awkward posture). These workplace risk factors can be intensified by work organizations characteristics such as inadequate work-rest cycles, excessive work pace and/or duration, unaccustomed work, lack of task variability, machine work, and piece rate. Supervisor will ensure all employees receive general ergonomic awareness education. Primarily, general awareness education will provide information on WRMD, ergonomic risk factors, musculoskeletal disorders symptoms, and the importance of early medical evaluation and treatment. Specific training or targeted training will also be provided to supervisors and employees engaged in work areas with a known ergonomic risk factor(s).

c. Manual material handling and lifting cause a significant amount of worker injuries in the meat department. Mechanical equipment will be used to the fullest extent possible to reduce or eliminate manual handling. All employees who must perform manual lifting task will be trained on proper lifting techniques. Generally, a weight of approximately 40 pounds for the average

women and 51 pounds for the average man, are the maximum weights that should be lifted by one person. However, routine or repetitive lifting of much lower weights can cause injuries. Supervisor will monitor tasks that require manual lifting and determine individual lifting/carrying limitations, advise and train workers on proper lifting/carrying, and provide mechanical handling equipment wherever possible.

d. The meat department or CMPP management must provide appropriate work and training with coinciding documentation (DeCAF 40-132 and DeCAF 30-72), on each individual working in the department. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Quarterly safety meetings will be held for all store associates working in the meat department and minutes will be taken and maintained for two years.

15.2. HAZARD COMMUNICATION PROGRAM. The Hazard Communication Program is a chemical safety program to protect workers from being exposed to the harmful characteristics of chemicals. The name, Hazard Communication, is derived from the underlying principle of the requirements to communicate the hazard(s) of the chemical to the employee/associate. The program elements which have application to the meat department are:

a. Identify and list chemicals which are hazardous.

b. Identify personnel who may be exposed to these chemicals. Once identified, these personnel must receive training on the Hazard Communication Program and the training must be documented on DeCAF 30-72.

c. A SDS is a document that provides information on the chemical's identity; hazardous ingredients and permissible exposure limits; physical description of the chemical ingredients; fire and explosive information; health hazard and symptoms; disposal/spill clean-up concerns and procedures; the manufacturer's identity, etc. A SDS must be maintained for each chemical identified in the previous paragraph and readily accessible to each meat department employee/associate. In order to satisfy this requirement, a binder or file folder which contains all SDS for the meat department should be placed in a location where any employee/associate can obtain information from it at any time. Safety data sheets are located at <http://www.ilpi.com/msds/index.html>. A SDS can also be obtained from the supplier by contacting them directly.

d. In most cases, containers of incoming products containing hazardous chemicals will already be labeled by the manufacturer, supplier, or distributor to satisfy OSHA hazard communication requirements and Department of Transportation (DoT) requirements. The meat department manager will ensure incoming chemical product containers have proper warning labels. If hazardous chemicals in bulk containers are repackaged or redistributed into smaller containers used by more than one employee/associate or more than one work shift, then each usable container must be labeled to identify its content and hazard presented. For example, mixing bleach solutions or other sanitizers in a plastic spray bottle which will be used by more than one person or on more than one work shift.

15.3. PERSONAL PROTECTIVE EQUIPMENT. The PPE required within the meat department may include: eye/face protection; hearing protection; cut resistant safety apron; plastic, metal mesh or metal reinforced fiber arm guards; metal mesh, metal reinforced fiber, or cut resistant gloves; cold environment clothing (insulated headgear, jackets, trousers/coveralls, vests, and gloves); and anti-slip resistant, steel toe safety shoes. A qualified safety person, the establishment's safety representative, and/or the facility manager's subject matter expert (SME) of the work area will conduct a Personal Protective Equipment Hazard Assessment of the work area. The assessment will reflect the department safety requirements, in addition to those listed within this directive and DeCAM 30-17.1.

a. The CMPP or meat department manager, meat cutter supervisor, lead, and/or meat associate will ensure a written, documented Personal Protective Equipment Hazard Assessment of the department's work areas and work practices (used to determine if hazards are present or likely to be present which necessitates the use of PPE) has been accomplished.

b. Training will be provided to each employee/associate who is required to use PPE. Each employee/associate shall be trained to know when PPE is necessary; what PPE is necessary; how to properly wear, remove, adjust, and clean PPE; its limitations; proper care and maintenance; useful life expectancy; and disposition of unserviceable PPE. This training will be documented on DeCAF 30-72, Employee Safety and Health Training Record. Retraining may be necessary if the employee/associate demonstrates lack of understanding of the proper use of PPE or when changes, such as new equipment, work process or type of PPE, occur. The department manager, lead, and/or designated meat associate will ensure compliance with the prescribed use of PPE. All supervisors, managers, and designated associates must be involved and personally set the example.

15.4. HEARING CONSERVATION PROGRAM. Appropriate hearing protection shall be provided and worn when employees/associates are exposed to industrial noise levels in excess of 85 decibels (dB). Without proper measuring equipment, it is impossible to determine exact noise levels but when workers have to raise their voices when talking to each other, it is an indicator of possible excessive noise levels. Contact the installation industrial hygienist or bioenvironmental engineer for assistance in conducting noise hazard surveys in work areas where it is believed that noise levels are excessive. Refer to DeCAM 30-17.1 for additional information on the Hearing Conservation requirements.

GLOSSARY

G.1. ACRONYMS.

ACT	actual cutting test
AIMS	Accounting and Inventory Management System
AIS	Automated Information System
CA	Commercial Activity or Activities
CAO	Computer Assisted Ordering
CCM	Commissary Contract Monitor
CMPP	Central Meat Processing Plant
CPP	Centralized Pricing Program
CONUS	Continental United States
CSB	Computer Software Business
DA	Department of the Army
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DeCAM	Defense Commissary Agency Manual
DD	Department of Defense
DIBS	DeCA Interactive Business System
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DOORS	DeCA Overseas Ordering and Receiving System
DoT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
DSD-S	Direct Store Delivery-Single
EU	Europe or European
FDS	Frequent Delivery System
FIFO	first in, first out
FSIS	Food Safety and Inspection Service
GFCI	ground fault circuit interrupter
GPLD	Government Property Lost or Damaged
HHT	hand-held terminal
IAW	in accordance with

KO	contracting officer
LEAR	Resale Contracting Directorate
MFI	Medical Food Inspector
MOU	memorandum of understanding
MP	Sales, Marketing & Policy Group
MPS	Sales Directorate
NSF	National Sanitation Foundation
OCONUS	Outside Continental United States
OJT	On the Job Training
OOP	Overseas Ordering Point
OSA	Overseas Acquired
OSHA	Occupational Safety and Health Administration
PDO	Property Disposal Office
PIIN	Personal Identification Number
PLU	Price Look Up
POC	point of contact
POS	point-of-sale
PPE	personal protective equipment
QAE	quality assurance evaluator
RF-HHT	radio frequency – hand held terminal
RO	record of operations
ROA	Resale Ordering Agreement
ROR	Requisition Order Receipt
RTC	requirements type contract
SD	Store Director
SDO	Office of the Store Director
SDS	Safety Data Sheets
SME	subject matter expert
SO	Store Operations
SOS	Store Support Directorate
UPC	Universal Product Code
USDA	United States Department of Agriculture
WMS	Warehouse Management System
WRMD	work-related musculoskeletal disorders
YTD	year-to-date
ZM	Zone Manager

REFERENCES

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DeCA Directive 40-15, "Managing Accounting, and Reporting of Government Property,"
August 28, 2007
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DeCA Handbook 40-15, "DeCA Ordering Officer's Guide for Resale Items," March 15, 1999
DeCA Manual 30-17.1, "Safety and Occupational Health Program Manual," February 3, 2010
DeCA Manual 35-31.3, "Systems Access Manual," August 6, 2010
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