



# Steps to Obtaining a Federal Grant of Inspection

We're often asked by meat and poultry producers how to obtain a federal grant of inspection for their facilities. In this two page document, we list the steps you will need to complete in order to file an application. Dirigo Food Safety can assist you in this process, or you can undertake the project internally.

If you would like to find out how [Dirigo Food Safety](http://Dirigo Food Safety) can help, please contact us at [info@dirigofoodsafety.com](mailto:info@dirigofoodsafety.com) or 207.517.3920.

## What is a Federal Grant of Inspection?

A federal grant of inspection is the process and the document by which a meat processor can bring the USDA to their facility to inspect and stamp the meat.

## Who needs a Federal Grant of Inspection?

Anyone who wants to wholesale meat across state lines. Poultry producers who want to slaughter more than 20K birds per year. If you slaughter fewer than 20K birds per year and want to sell across state lines it can be done, but it is hard.

## How do I obtain a Federal Grant of Inspection?:

1. [Apply for a Federal Employer Identification Number \(EIN\)](#) if you don't already have one, you will need one for tax purposes.
2. **Collect the contact information for all of the important stakeholders in your business.** You must list the name and home address of every managerial/executive employee, as well as anyone with a 10% ownership stake in your business.
3. **Make sure your facility is up to snuff.** [The Code of Federal Regulations](#) lays out the requirements. Your space must be of sound construction and in good repair, and the walls and floors must be impervious to moisture and easily cleanable. Lighting, ventilation and plumbing must be of sufficient quality for the space. Clean potable water must be available. You need bathrooms and dressing areas, and dry storage. A Pest Management system must be in place - call a pest control company before you submit your application.

4. **Provide a diagram or schematic of your facility**, highlighting all of the required features listed above. You will attach this drawing to your application. The USDA is used to seeing professional renderings of facilities. If you don't have blueprints, use a tool such as Google Drawings, or even PowerPoint, using the shapes function.
5. **Develop recall procedures**. You must be prepared to conduct a voluntary recall of dangerous or adulterated product. Your recall plan will include the names of your recall team, a framework for making a quick analysis of the hazards involved, and recordkeeping procedures that will allow you to assess the scope of the problem.
6. **Establish Sanitation Standard Operating Procedures (SSOPs)**. These are written procedures that are put into practice every day, before and during operations, in order to prevent direct contamination or adulteration of products. SSOPs must address how you clean and sanitize food contact surfaces, equipment and utensils. They must be thorough, effective, and implementable. These are a key part of the Programs Based Food Safety system.
7. **Complete your Hazard Analysis Critical Control Point (HACCP) plans**. Your plans must be developed by someone formally trained and certified in HACCP. This can be an outside consultant, or you can [take a course online](#) or at a nearby [cooperative extension](#). A HACCP plan [will have many components](#), including a process flowchart, a program for corrective actions, and recordkeeping specifications. The heart of a HACCP plan is the Hazard Analysis, in which every step of your process is analyzed with respect to its food safety risks, which in turn will suggest what preventive measures you will need to employ. A good plan - and one likely to be approved - will also have a supporting suite of safety programs, governing such other issues as employee hygiene, supplier approvals, and preventive maintenance. A robust food safety plan results in leaner and less complicated HACCP plans, streamlining production.
8. **Fill out your official FSIS Form 5200-2 application** and send it to your local [grants curator](#). The approval process takes 4-6 weeks

After you have been approved, you will be granted a conditional grant of inspection, during which you will validate your HACCP plan over the course of 90 days by demonstrating the safety of your processes.