

**DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER
PROTECTION NOTICE OF PROPOSED GUIDANCE DOCUMENTS**

Pursuant to section 227.112 of the Wisconsin Statutes, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) is hereby accepting comments on the proposed guidance document:

Programmed Improvement Plan for a Meat Establishment

LOCATION OF PROPOSED GUIDANCE

Proposed guidance document may be reviewed by accessing:

https://datcp.wi.gov/Pages/About_Us/GuidanceDocuments.aspx

SUBMITTING PUBLIC COMMENTS

Public comments on proposed or adopted guidance document may be submitted by accessing:

https://datcp.wi.gov/Pages/About_Us/GuidanceDocuments.aspx

DEADLINE FOR SUBMISSION

The comment period will run no fewer than 21 days after the publication of this document in the Administrative Register.

AGENCY PUBLICATION

The attached guidance document contains statements or interpretations of law under the following applicable provisions of federal law or the applicable state statutory or administrative code provisions: Wis. Stat. 97 Subchapter II, Wis. Admin. Code, ch. 55.

CERTIFICATION

Pursuant to the authority delegated to me by the Secretary, I have reviewed the attached guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.


Steve Ingham
Administrator
Division of Food and Recreational Safety



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GUIDANCE DOCUMENT

Guidance Document Title: Programmed Improvement Plan for a Meat Establishment

This guidance document is based on Wis. Stat. 97 Subchapter II and chapter ATCP 55 Wis. Admin. Code. This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed.

43 (DFRS)

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February 12, 2020

Steven Ingham, Ph.D. - Administrator, Division of Food and Recreational Safety

DATE

Contributors:



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Compliance Guidance Document

WI Statute Chapter 97.42, WI Rule ATCP 55.07

Programmed Improvement Plan for a Meat Establishment

9 CFR § 416.3

Overview:

The maintenance of the equipment and facility within a licensed meat establishment is a critical component of acceptable sanitary conditions. The facility and equipment need to be updated as well as upgraded as necessary to ensure all establishments operate within acceptable regulatory requirement levels. The Bureau of Meat and Poultry Businesses (BMPB) assigned Inspector, along with the Meat Safety Circuit Supervisor, will work with the establishment owner/operator in identifying facility and/or equipment issues that need updating or upgrading to meet expected regulatory requirements.

Creating a Programmed Improvement Plan:

To achieve regulatory compliance, the establishment owner/operator and the assigned inspector can employ the active use of a Programmed Improvement Plan (PIP). The intent of this plan is to identify facility and/or equipment issues that need improvements to meet or maintain compliance with regulatory requirements, but the conditions as they are do not create insanitary conditions that will create an imminent or potential adulteration of product. These improvements cannot be done within 24 hours and need planning to accomplish.

The Meat Safety Inspector (MSI) will identify those items or areas that demonstrate the potential for the creation of insanitary conditions if not addressed. The MSI will prioritize the items or areas, determined by the risk they pose to the creation of adulterated products. The Inspector will work with the Meat Safety Supervisor to verify their findings are appropriate for planned improvement rather than immediate corrective actions.

Once the MSI and the Meat Safety Supervisor have a plan developed, a weekly meeting will be scheduled with the establishment owner/operator. Each item documented on the PIP will be discussed, as well as the reason for the priority ranking. The discussion can also include possible ways to correct the condition, sources that can be used to correct the condition, and any other outreach that can assist with the restoration of conditions to gain regulatory compliance. The establishment owner/operator is responsible for the final decisions; BMPB will not dictate the corrective action only supply outreach and information the establishment owner/operator may find useful.

Mutually agreed upon timeframes for completion of each item identified on the PIP will be documented. These timeframes must be realistic and achievable and should be accomplished within a 90-day period. If an update or upgrade may not be accomplished within the 90-day time period, agreement can include temporary improvements that will maintain sanitary conditions until the permanent plan can be completed.

Once the PIP has been documented, listing agreed upon completion dates, the MSI and the

establishment owner/operator will sign and date the document. A copy of the PIP will be provided to the establishment owner/operator, and a copy will be posted in the MSI office, or some other convenient location. A copy will also be placed in the in-plant meat inspection file with a note identifying where the copy is posted.

Implementation of the PIP:

The MSI will observe the progress of the identified upgrades or updates during routine inspection visits. At approximately the halfway point of the agreed upon time frame, a weekly meeting will be held to discuss progress and plans in meeting the time frame commitment. This meeting will be documented and included on the posted PIP as well as the establishment's copy.

When an improvement is completed prior to the agreed upon timeframe, the MSI will capture the completion date on the PIP and will make note of the completed improvement on a Weekly Meeting Agenda.

When it appears an agreed upon timeframe may not be reached, the MSI will discuss with the Meat Safety Supervisor. They will schedule a meeting with the establishment owner/operator to discuss issues that may be preventing completion of the improvement in a timely manner and what plans will be put in place to prevent the creation of insanitary conditions prior to completion.

Summary:

Programmed improvement is a key to systematic long-term improvement of overall plant facilities and equipment. The Programmed Improvement Plan is a tool the establishment owner/operator and Bureau personnel can use to identify necessary equipment and facility upgrades and/or updates that are necessary to maintain acceptable sanitary conditions.