Mobile Poultry Processing Unit

Food and Farm Safety Management Guide
for Small-Scale Poultry Producers and Processors
Using a Massachusetts-Inspected MPPU

Adopted from the New England Small Farm Institute
and the New Entry Sustainable Farming Project

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Preface
Throughout the United States, farmers and service providers are exploring the use of “mobile poultry processing units” (MPPUs) – a processing option that lets small-scale producers (those raising and processing more than 1,000 but fewer than 20,000 chickens or 5,000 turkeys each year) process poultry on their own farms, and market their products in their own States.

The *Mobile Poultry Processing Unit, Food and Farm Safety Management Guide for Small-Scale Poultry Producers and Processors Using a Massachusetts-Inspected MPPU* is intended to inform and provide guidance to small-scale producers in the safe use of a Massachusetts-approved MPPU.
Chapter 1
MPPU Safe Food-Handling Plan

1.0 - Introduction

The purpose of the MPPU Safe Food-Handling Plan is to insure that the products – whole raw poultry and giblets – offered for sale by Massachusetts’ smallest-scale poultry producers using a Massachusetts-approved MPPU – are wholesome and processed under clean and sanitary conditions, and that the operation meets Massachusetts Department of Environmental Protection (DEP) guidelines for waste disposal, and, therefore, does not contribute to environmental harm.

The MPPU Safe Food-Handling Plan begins with a clear description of the specific foods to be produced (whole raw poultry and giblets) and a flow chart that includes each step of the food production process. These are followed by:

- **Good Manufacturing Practices** (GMPs) that describe proper practices for safe and sanitary handling of foods,
- **Standard Operating Procedures** (SOPs),
- **Sanitation Standard Operating Procedures** (SSOPs) that describe the actual steps undertaken each day to insure sanitary food handling and general hygiene practices (and how to perform activities that ensure sanitary food handling and facility cleanliness), and
- **Hazard Analysis Critical Control Point** (HACCP) – a food safety management system that helps processors identify and control food safety hazards in their operations. While HACCP is widely regarded as the heart of a Safe Food Handling Plan, it is built on the foundation of carefully considered GMPs and SOPs.

|---------------------------------|------------------------------------------|

**HACCP is not a stand-alone program**
1.1 – MPPU-Processed Food Products

Common Name: Fresh, whole raw poultry and giblets.

Uses: To be cooked by consumers.

Packaging: Plastic bags or other approved method.

How Sold: Fresh or frozen (if fresh, picked up within four hours of slaughter by consumer or held at <41°F for no more than four days).

Where Processed: Processed on producer’s own farm, using a Massachusetts MPPU.

Where/To Whom Sold: Product may be offered for sale at the producer’s own farm or farm stand and at other approved locations, directly to “household consumers, restaurants, hotels or boarding houses that purchase whole raw poultry for use in their own dining rooms or in the preparation of meals for sale direct to consumers.” (Reference: Poultry Processing Inspection Act §464 (c) 1 (d).)

Labeling

Labels must include:
- producer/processor’s name and address,
- slaughter date,
- “Exempt P.L. 90-492,” and
- safe handling instructions. The graphic below is available from http://www.fsis.usda.gov/images/KC/safe_handling_label_hi.jpg

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**Safe Handling Instructions**

This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.

- Keep refrigerated or frozen. Thaw in refrigerator or microwave.
- Keep raw meat and poultry separate from other foods. Wash working surfaces (including cutting boards), utensils, and hands after touching raw meat or poultry.
- Cook thoroughly.
- Keep hot foods hot. Refrigerate leftovers immediately or discard.
1.2 - MPPU Operation

WATER USED IN PROCESSING and SANITATION:
All water used on the MPPU for processing, cleaning and sanitation, chilling tanks and ice manufacture, and used in the production of whole raw poultry carcasses and giblets, must be potable.

CLEANING and SANITATION AGENTS:
All cleaning agents (soaps and detergents) must be biodegradable and used in prescribed label concentrations and methods.
Approved sanitizing agents for use on food contact surfaces must be biodegradable and used in prescribed concentrations and methods.
Including: Chlorine (i.e., household bleach), Hydrogen peroxide, and quaternary ammonia-based sanitizers.

EQUIPMENT MAINTENANCE AGENTS:
Any agents used in equipment maintenance (whether such equipment is located on the MPPU or used in the production of whole raw poultry carcasses and giblets), including any lubricants applied to equipment surfaces subject to corrosion after final cleaning, rinse and sanitation, must be food grade.

ENVIRONMENTAL CONSIDERATIONS:
The MPPU unit must be managed in a manner that protects the environment and is in accordance with Massachusetts Department of Environmental Protection guidelines, including those related to wastes and groundwater. Please refer to:
- MPPU Good Manufacturing Practices #2.9, page 12,
- MPPU Processing Water and Solid Waste Management Protocol and Practice Log - Appendix C, page 45, and

Chapter 2

Good Manufacturing Practices

2.0 - Introduction

The following MPPU Good Manufacturing Practices (GMPs) describe what procedures must be followed in order to process safe and wholesome poultry. Approved Massachusetts-inspected MPPU models are designed to support sanitary processing conditions on the unit. The full processing environment extends beyond the unit to include the farm environment. It includes the people, buildings, grounds, equipment and conditions on the farm site. The following GMPs are designed to help create a processing environment that can meet stringent regulatory requirements for the safe and sanitary processing of raw poultry.

2.1 - Provide Training for Processing Personnel

Personnel must be trained to work on the MPPU. Supervisors must be sure that all personnel working on an MPPU unit are trained. Supervisors must keep records of training, which includes information about demonstrations and opportunities for supervised practice, and documented proficiency in the following areas:
A. Personal health assessment and hygiene practices (GMP 2).
B. Safe and humane poultry processing and handling.
C. Proper cleaning and sanitizing protocols (GMP 3-8).
D. Safe and effective processing waste management (GMP 9).
E. All aspects of SOP/SSOP HACCP program implementation, including recordkeeping.

2.2 - Establish Health and Hygiene Policies for Processing Personnel

Supervisors are required to make certain that personnel have the knowledge, skills and attitude necessary to keep poultry products free from contamination by food handlers. This is especially important because poultry products support the rapid growth of microorganisms and are recognized as a “potentially hazardous food.” Adopt written Personnel Health and Hygiene Policies and provide mandatory training in personal health and hygiene practices before you and your personnel begin to process poultry. Consider attending a ServSafe® or similar food safety training program to insure that you are well informed about safe food handling.

Your Personnel Health and Hygiene Policies and training program must address:
A. Personal Health. Personnel should be dismissed from the processing environment if they:
   • Have a food borne illness.
   • Show symptoms of a stomach or intestinal illness or jaundice.
   • Have a sore throat or temperature.
• Have an infected wound or cut.
• Live with or are exposed to a person who is ill.

B. **Personal Cleanliness.** Personnel must understand the critical importance of general personal cleanliness. Personnel should report to the processing date (location) clean and wearing clean outer garments, including showering and shampoo before work.

C. **Hygienic Hand Practices.** Hand washing is the most important aspect of personal hygiene for food handlers. Train personnel to follow these steps:
• Wet hands with running water as hot as you can comfortably stand it (at least 112°F) and apply soap.
• Vigorously scrub hands and arms for at least ten to fifteen seconds. Pay special attention to cleaning between fingers and under fingernails.
• Rinse thoroughly under hot running water.
• Dry hands with a single-use paper towel.
• Use a paper towel to turn off the faucet and to open the bathroom facility door.
• Wash hands frequently when handling live or processed poultry or viscera, as well as before starting work, and after:
  • Using toilet facilities.
  • Handling processing by-products or trash.
  • Touching hair, face or body, including an open sore.
  • Sneezing, coughing or using a tissue.
  • Handling chemicals that might affect food safety.
  • Touching dirty clothing, work aprons, work surfaces or anything else that could contaminate hands, such as unsanitary equipment, work surfaces or cleaning tools.
• Gloves, if used, should be disposable and changed when they become soiled or torn, before changing tasks, and at least every four hours during continued use. Hand dips are optional but not required. Nail polish and the use of fake nails are prohibited; nails should be clipped short.

D. **Proper Work Attire.** Processing personnel must:
• Wear clean clothing. If possible, change into clean clothes at the processing site.
• Wear a clean hat or other hair restraint. Personnel with long beards should wear beard restraints.
• Remove jewelry from hands and arms. Jewelry provides a good host site for pathogens and may pose a hazard when working around equipment.
• Wear appropriate, clean boots or close-toed shoes with non-skid soles. Consider providing step-in shoe sanitizing “stations” at points of entry to the MPPU.

2.3 - Create and Maintain a Clean Processing Environment

Establish grounds and building maintenance practices that provide a clean and wholesome processing environment.

A. Set up or arrange your site, including the location of the MPPU, to allow easy and direct movement of live birds to the holding area. Also provide easy and direct movement of chilled, packaged carcasses from the MPPU to your on-site refrigerated storage areas.

B. Maintain the following areas in a clean, well-drained condition and free of litter:
• Poultry-holding facilities and adjacent areas.
• The MPPU location (including water and electric hook up).
• Buildings or sheds used for: storage of processing/handling supplies, equipment, and
finished product (i.e., refrigeration or freezing, and adjacent areas).
• Facilities used by personnel for personal hygiene (i.e., toilets, hand-washing, supplies
and clothing) and adjacent areas.
• On-site areas used for processing waste management (i.e., fields or pastures used for
wastewater disposal and compost areas used to process solid wastes).

C. Frequently inspect all outside areas of your site for trash, blood, feathers, fecal material,
etc., all of which must be promptly and properly removed and disposed.
D. Keep trash cans tightly covered.
E. Maintain adequate dust control throughout your site.
F. Keep the buildings and sheds you use for storing processing supplies and product, and for
maintaining personal hygiene of your personnel, in good, easily cleanable repair.

2.4 - Control Pests: Inside and Outside

Install and maintain adequate pest control measures throughout your processing environment.
A. Keep all areas free of harborages for rodents and maintain clean zones in and around all
storage and processing areas.
B. Install measures to prevent wild birds, domestic and wild animals, and insects from
entering your processing environment.
C. Prevent wild birds and other pests from nesting in the processing environment.
D. Inspect all areas at least monthly for presence of rodents and all other pests.
E. Establish and maintain rigorous on-farm and farm-to-farm bio-security policies and
practices.

2.5 - Control Access

Place signs around your site to provide strict access control in your processing environment.
A. Discourage non-personnel from entering your poultry-rearing areas (a bio-security issue)
and processing environment in general, and do not permit them on the MPPU when in
use.
B. Limit access to poultry-holding areas, the MPPU, and on-site storage/refrigeration areas
to trained personnel during processing operations. Personnel must not move back and
forth between the MPPU’s slaughter and evisceration areas, between the unit and poultry
holding and on-farm refrigeration/storage areas, or out of and back into the processing
environment without removing gloves and aprons when leaving, and without washing
hands upon return.
C. Prohibit smoking, eating, drinking, and chewing gum and tobacco in the processing
environment when processing is taking place.

2.6 - Provide and Protect Potable Water

Provide a supply of safe-to-drink, potable water that is sufficient (quantity and pressure) to
support all processing, chilling, cleaning, sanitizing and personnel hygiene needs, including
ice manufacture. (Sources of potable water include municipal water, private wells that are properly managed and regularly tested, closed portable water containers filled with potable water and bottled drinking water.) In addition:
A. Provide hot water (112°F minimum) for personal hygiene (including hand washing) and equipment cleaning.
B. Provide approved, food-grade quality hoses and pipes for all water used for processing, cleaning, and personal hygiene.
C. Install and maintain measures to prevent contamination of water used in processing, cleaning, and personal hygiene; prevent cross-contamination between potable and non-potable water with water system backflow prevention devices (air gaps, vacuum/pressure breakers or check valves).

2.7 - Maintain and Securely Store Processing Equipment and Utensils

Maintain the processing equipment and utensils in good condition so that they can perform effectively and can be easily cleaned and sanitized. Store them securely when not in use.
A. Conduct pre- and post-operation inspections of all processing equipment and utensils, checking for cleanliness and signs of rust, wear, damage or other defects. The equipment inspection checklist should include:
   • Killing cones
   • Scalders and pluckers
   • Knives and other implements and utensils
   • Evisceration and work tables
   • Chilling and holding tanks, ice containers, processing waste collection tubs
   • Cleaning and sanitizing equipment
   • Hoses, water and propane lines and connections, water backflow devices, electric outlets and wiring, propane tanks, etc.
B. Repair serious defects and/or perform necessary maintenance before processing begins and prior to storage.
C. Store all cleaned and sanitized equipment and utensils in good conditions in clean, secure storage areas, to prevent damage or contamination of any kind.

2.8 - Provide Secure Storage for Processing Supplies and Materials

Store all supplies and materials used in cleaning, sanitizing, packaging and labeling in clean, secure storage areas, to prevent damage or contamination of any kind. Keep cleaning and sanitizing agents in clearly labeled, secure containers, and keep separated from supplies that may come in contact with food.

2.9 - Manage Processing Wastes

Before bringing a Massachusetts-inspected MPPU onto the farm, the producer will be asked to prepare a Processing Wastewater and Solid Waste Management Plan and receive a site inspection from Massachusetts Department of Agricultural Resources (DAR) staff. The plan
should describe the steps taken to manage processing wastes in a safe and environmentally responsible manner. The plan will insure that:

A. **Wastewater**, such as water from chilling, cleaning with approved soaps, and rinsing, is properly collected and land applied on biologically active farm hayfields or pastures in a manner that precludes erosion and functions as a safe and appropriate crop nutrient. Such fields or pastures must be located at least 100 feet from any surface water or wells.

B. **Solid processing waste**, such as poultry feathers, blood and viscera, is properly collected, transported and incorporated into an actively managed agricultural compost pile or windrow. The proposed compost “recipe” must support active composting, including appropriate bulking materials, moisture content and C:N ratio.

C. **Trash**, such as discarded containers for supplies, damaged packaging materials and disposable gloves, is properly collected, contained and removed from the processing environment.
Chapter 3

Standard Operating Procedures

3.0 - Introduction

Standard Operating Procedures (SOPs) and Sanitation Standard Sanitation Operating Procedures (SSOPs) are designed to prevent the creation of unsanitary processing conditions and insure that food products are wholesome and unadulterated. They describe how to carry out and document safe food handling and personal hygiene practices (GMPs).

3.1 - SOP for Site Management and Pest Control

A. Frequency: monthly throughout the processing season.
B. Person responsible: Producer-processor or designee.
C. Procedure (see GMPs 3-8):
   • Visually inspect processing environment (grounds and buildings, including storage areas and sanitary facilities) for cleanliness and presence of pests. List needed corrective actions.
   • Perform corrective actions.
   • Document, sign and date in MPPU Operations Log.

3.2 - SSOP for Personnel Health and Hygiene

A. Frequency: each day of processing operation.
B. Person responsible: Producer-processor or designee.
C. Procedure (see GMP 1 and 2):
   • Interview and visually check processing personnel for health and personal hygiene considerations, prior to approving anyone for food handling. Dismiss anyone found unsuitable for work.
   • Document, sign and date in MPPU Operations Log.

3.3 - SSOP: Pre-Operational Inspection and Sanitation Schedule

A. Frequency: each day, prior to processing operation.
B. Persons responsible: Producer-processor or designee.
C. Procedure:
   • Visually inspect all equipment and utensils for cleanliness and operability.
   • Clean, rinse and sanitize all product contact surfaces, equipment and utensils, including coolers. If appropriate, test food contact areas for sanitizer residue.
   • Document, sign and date in MPPU Operations Log.
3.4 - SSOP: Daily Operational Sanitation Maintenance

A. Frequency: each day, throughout processing operation.
B. Person responsible: Producer-processor or designee.
C. Procedure:
   • **Kill Area**
     1. If a carcass falls to the floor, pick it up immediately, and wash thoroughly before further processing and document.
     2. If a piece of equipment or a utensil falls to the floor, wash thoroughly and document.
     3. Maintain area in a clean and sanitary condition throughout operation.
   • **Processing Area**
     1. If a carcass or giblet falls to the floor, pick it up immediately, and wash thoroughly before further processing, and document event.
     2. If intestines are nicked during evisceration, thoroughly wash and sanitize all areas and utensils contaminated with fecal matter, and document event.
     3. If a piece of equipment or a utensil falls to the floor, wash it thoroughly, and document event.
     4. Maintain entire area in a clean and sanitary condition throughout the daily operation
D. Document required corrective actions, sign and date as required in MPPU Operations Log when daily operation is complete.

3.5 - SSOP for Chill Tank and Refrigeration Temperature Monitoring

A. Frequency: test chill tank slurry temperatures once per hour of processing operation, and test and record refrigerator temperature once per day.
B. Person responsible: Producer-processor or designee.
C. Procedure:
   • Use a digital thermometer to test chill tank ice slurry temperatures. The target temperature for chill tank slurry is between 33°F and 40°F. Add ice as necessary to adjust temperature. Document, sign and date as required in MPPU Operations Log.
   • **NOTE**: The chill tank must reduce the temperature of carcasses to 40°F or less within 4 hours of evisceration. See HACCP Critical Control Point #2. Use a digital thermometer to measure internal carcass temperatures of 2% (or a minimum of 5) of poultry. Document, sign and date as required in MPPU Operations Log.
   • Use a digital thermometer to test pre-chill tank water. Add cold water frequently to maintain as cool as possible. Ice water slurry is not required.
   • Use a max-min thermometer to measure refrigerator storage temperatures. Document, sign and date as required in MPPU Operations Log.
   • **NOTE**: Hold fresh product at 33°F-40°F until delivery. Stored at these temperatures, product shelf life is four days. Freeze or discard product if held for more than four days.
   • Maintain Farmer’s Market cooler temperatures at 33°F-40°F for fresh product. Record cooler temperatures at start and end of day. Document, sign and date as required in the MPPU Daily Operations Log.
3.6 - SSOP: Post-Operational Sanitation Schedule

A. Frequency: each day, after processing operation.
B. Person responsible: Producer-processor or designee.
C. Procedure:

- **Kill Area**
  1. Pick up feathers and other matter, and deposit into receptacle for inedible material.
  2. Briefly pre-rinse all dirty areas with warm water, and start the process at the top and work all material down to the floor.
  3. Apply detergent as directed.
     - Rinse all equipment from top to bottom.
     - Inspect and re-clean any missed areas.
     - After cleaning/rinsing work areas, apply sanitizer to all contact surfaces.
     - Squeegee standing water to the floor.

- **Processing Area**
  1. Pick up any pieces of bones, fat, meat or other matter and deposit into container for inedible material.
  2. Disassemble all equipment and place parts in their designated tubs.
  3. Briefly pre-rinse all soiled areas with warm water. Start the process at the top and work all material down to the floor.
  4. Apply approved soap as directed.
  5. Rinse all equipment from top to bottom.
  6. Inspect and re-clean any missed areas.
  7. After equipment and work areas have been cleaned, apply sanitizer to all contact surfaces.
  8. Squeegee any standing water on floor to drainage areas.
  9. Remove, clean and sanitize any waste conduits or drains.
10. Apply edible oil to all surfaces that are subject to corrosion.

- **Document, sign and date as required in MPPU Operations Log.**
Chapter 4  
_Hazard Analysis Critical Control Point Plan_

4.0 - Introduction

The adoption of a Hazard Analysis Critical Control Point (HACCP) plan for poultry is a valuable tool that can assist producers to produce a safer food product. Food safety is a critical concern for food business and for consumers. The failure to control a food safety hazard in your operation can cause food borne illness and result in undesirable legal and economic consequences for producers and the industry.

A HACCP system is a food safety system that helps processors identify and control their operation from the time they receive raw materials and ingredients until they distribute their final product. It focuses on thinking about and eliminating, minimizing, or reducing food safety hazards to an acceptable level. A HACCP program will reduce the likelihood that your operation will produce an unwholesome food – and result in fewer economic losses due to disposal of unsafe foods.

4.1 - The Seven Steps of HACCP

1. Assess food safety hazards associated with all areas of your product and your process, and describe measures that prevent the hazards.
2. Determine the Critical Control Points (CCPs) – observable and measurable.
3. Establish the Critical Limits (standards) for each CCP.
4. Establish Monitoring Procedures for the CCPs.
5. Establish Corrective Actions to be taken when CCPs are not in control.
6. Establish Record-Keeping Procedures that effectively document the HACCP system.
7. Establish Verification Procedures to determine that the system is working.

For the seven-step HACCP system to work, the producer must have a thorough knowledge and understanding of the process and the product. Beginning with a “hazard analysis” (Step 1), the processor identifies and reviews all potential food safety problems in the production, processing, packaging and distribution of the product. As a result of this analysis, producers target those points in the process that must be controlled to prevent the development or minimize the effects of a food safety hazard. These points in the process are called Critical Control Points (Step 2). Critical Limits are set for each Critical Control Point or CCP (Step 3). The Critical Limits at each CCP are monitored (Step 4) and Corrective Actions (Step 5) are taken if the system is not in control and a food safety hazard exists.

A HACCP plan includes a record-keeping system (Step 6) that validates that the potential food safety hazards in the process are under control. The producer will need a plan to regularly review the records and the process to verify that the HACCP system is performing adequately (Step 7).
Each HACCP plan is unique to a specific food product and processing facility. The plan included in the following pages has been developed for use by Massachusetts’ “smallest-scale” poultry producer processors using a Massachusetts-licensed MPPU to produce whole raw poultry carcasses and giblets for direct-to-consumer sale.
### 4.2 - Hazard Analysis and Identification of Critical Control Points

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Potential Hazard</th>
<th>What control measures can be applied to prevent the hazard?</th>
<th>Is the potential safety hazard significant and reasonably likely to occur?</th>
<th>CCP#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive/ Hold</td>
<td>Biological: fecal contamination (<em>salmonella ssp.</em> from birds or infected personnel.)</td>
<td>Withhold feed, provide acidified water prior day. Clean any foreign matter from birds. Prevent X-C. Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>YES. Steps to control contamination occur throughout processing process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: fecal</td>
<td>See above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td>See above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kill/Bleed</td>
<td>Biological: pathogen introduction (X-C)</td>
<td>Proper cleaning of cones, equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scald</td>
<td>Biological: pathogen introduction (X-C)</td>
<td>Monitor water temperature; change water if/as required.</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pluck</td>
<td>Biological: pathogen introduction (X-C)</td>
<td>Proper cleaning of equipment, including rubber picker fingers (SSOP 3).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chemical: none</td>
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<tr>
<td>Pre-Chill</td>
<td>Biological: pathogen introduction (X-C)</td>
<td>Monitor water temperature; change frequently (SSOP 5).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
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<tr>
<td></td>
<td>Chemical: none</td>
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<tr>
<td>Process Step</td>
<td>Potential Hazard</td>
<td>Control measures that can be applied to prevent the hazard</td>
<td>Is the potential safety hazard significant and reasonably likely to occur?</td>
<td>CCP #</td>
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<td>-------------------</td>
<td>----------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Transfer</td>
<td>Biological: none</td>
<td></td>
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<tr>
<td></td>
<td>Physical: none</td>
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<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Head/Feet</td>
<td>Biological: accidental X-C</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Oil Gland</td>
<td>Biological: pathogen introduction (X-C)</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make J-Cut around Vent</td>
<td>Biological: accidental fecal contamination (salmonella ssp.)</td>
<td>Proper personnel training (GMP 1); proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eviscerate</td>
<td>Biological: pathogen introduction</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Step</td>
<td>Potential Hazard</td>
<td>What control measures can be applied to prevent the hazard?</td>
<td>Is the potential safety hazard significant and reasonably likely to occur?</td>
<td>CCP #</td>
</tr>
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<td>------------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>Inspect Viscera</td>
<td>Biological: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Harvest Liver/Heart</td>
<td>Biological: pathogen introduction</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvest Neck</td>
<td>Biological: pathogen introduction</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
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</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Remove Crop and Lungs</td>
<td>Biological: pathogen introduction</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical: none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim Carcass/Final Rinse</td>
<td>Biological: pathogen introduction</td>
<td>Trim to remove any foreign matter that may cause contamination. Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Process Step</td>
<td>Potential Hazard</td>
<td>What control measures can be applied to prevent the hazard?</td>
<td>Is potential safety hazard significant and reasonably likely to occur?</td>
<td>CCP #</td>
</tr>
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<td>--------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Final Inspection: Carcass, Giblets and Neck</strong></td>
<td>Biological: pathogen introduction (X-C from other birds; ice) Physical: none Chemical: none</td>
<td>Trim to remove contamination from foreign matter. Proper cleaning of equipment and utensils (SSOP 3).</td>
<td>YES</td>
<td>CCP #1</td>
</tr>
<tr>
<td><strong>Chill Carcass, Giblets and Neck</strong></td>
<td>Biological: pathogen growth (X-C from other birds; ice) Physical: none Chemical: none</td>
<td>Reduce temperature rapidly using ice water slurry. Temperature control (SSOP 5). Use ice made from potable water source (GMP 6).</td>
<td>YES</td>
<td>CCP #2</td>
</tr>
<tr>
<td>Drain Carcass, Giblets and Neck</td>
<td>Biological: pathogen introduction Physical: contamination from foreign matter Chemical: none</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2). Proper cleaning of equipment and food contact surfaces (SSOP 3).</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Package, Weigh and Label</td>
<td>Biological: pathogen introduction ((\text{salmonella } ssp.)) from birds or infected personnel Physical: contamination from foreign matter Chemical: none</td>
<td>Include proper cooking instructions on every food label (see MPPU Food Product Description). Wash or trim to remove contamination from foreign matter (Final Inspection/CL 1).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 4.3 - Identifying Critical Limits, Monitoring and Corrective Actions

<table>
<thead>
<tr>
<th>Process/Step CCP</th>
<th>Critical Limit (CL)</th>
<th>Monitoring Procedures</th>
<th>Corrective Action (CA)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Inspection</strong>&lt;br&gt;Ccp #1</td>
<td>No visible foreign matter. Zero tolerance for fecal matter and ingesta.</td>
<td><em>What will be measured?</em> At least 2 % of birds, (5 minimum) will be monitored for presence of foreign matter and/or ingesta after final rinse and prior to chilling.  <em>Where will the CL be measured?</em> Final inspection in the evisceration area.  <em>How will the CL be measured?</em> Visual inspection.  <em>Who will monitor the CL?</em> HACCP-trained grower-processor or designee.  <em>Frequency?</em> For 200 birds or less: 5-bird sample over day.</td>
<td><em>How will the process be corrected?</em> Trim away any foreign matter.  <em>Product Disposition?</em> Discard trimmings into container for inedibles.  <em>Who is responsible for implementing the CA?</em> HACCP-trained grower-processor or designee.  <em>Measures to prevent any recurrence?</em> Retrain personnel as needed. Adjust process as needed.</td>
</tr>
<tr>
<td><strong>Chilling</strong>&lt;br&gt;Ccp #2</td>
<td>Internal bird temperature &lt;41°F.</td>
<td><em>What will be measured?</em> Internal temperature.  <em>Where will CL be measured?</em> In the carcass cavity.  <em>How will CL be measured?</em> Thermal probe.  <em>Who will monitor CL?</em> HACCP-trained grower-processor or designee.  <em>Frequency?</em> For 200 birds or less: 5-bird sample/day.</td>
<td><em>How will the process be corrected?</em> Keep chilling until temperature is reached.  <em>Product disposition?</em> Reject (discard), chill or freeze.  <em>Who is responsible for implementing the CA?</em> HACCP-trained grower-processor or designee.  <em>Measures to prevent recurrence?</em> Retrain personnel. Adjust process.</td>
</tr>
<tr>
<td>Task</td>
<td>Physical: none</td>
<td>Chemical: none</td>
<td>Trim to remove any foreign matter that may cause contamination.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Trim Carcass/Final Rinse (Inside and Outside)</td>
<td>Physical: none</td>
<td>Chemical: none</td>
<td>Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
</tr>
<tr>
<td>Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ls (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2).</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Step</td>
<td>Potential Hazard</td>
<td>What control measures can be applied to prevent the hazard?</td>
<td>Is potential safety hazard significant and reasonably likely to occur?</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>-----------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Final Inspection:** Carcass, Giblets and Neck | Biological: pathogen introduction (X-C from other birds; ice)  
Physical: none  
Chemical: none | Trim to remove contamination from foreign matter. Proper cleaning of equipment and utensils (SSOP 3). | YES |
| **Chill Carcass, Giblets and Neck** | Biological: pathogen growth (X-C from other birds; ice)  
Physical: none  
Chemical: none | Reduce temperature rapidly using ice water slurry. Temperature control (SSOP 5).  
Use ice made from potable water source (GMP 6). | YES |
| Drain Carcass, Giblets and Neck | Biological: pathogen introduction  
Physical: contamination from foreign matter  
Chemical: none | Proper cleaning of equipment and utensils (SSOP 3). Proper personnel hygiene (GMP 2; SSOP 2). Proper cleaning of equipment and food contact surfaces (SSOP 3). | NO |
| Package, Weigh and Label | Biological: pathogen introduction (*salmonella ssp.*) from birds or infected personnel  
Physical: contamination from foreign matter  
Chemical: none | Include proper cooking instructions on every food label (see MPPU Food Product Description).  
Wash or trim to remove contamination from foreign matter (Final Inspection/CL 1) | |
### 4.3 - Identifying Critical Limits, Monitoring and Corrective Actions

<table>
<thead>
<tr>
<th>Process/Step CCP</th>
<th>Critical Limit (CL)</th>
<th>Monitoring Procedures</th>
<th>Corrective Action (CA)</th>
</tr>
</thead>
</table>
| Final Inspection | **CCP #1**                                                                         | No visible foreign matter. Zero tolerance for fecal matter and ingesta.                | How will the process be corrected?  
Trim away any foreign matter.  
**Product Disposition?**  
Discard trimmings into container for inedibles.  
**Who is responsible for implementing the CA?**  
HACCP-trained grower-processor or designee.  
**Measures to prevent any recurrence?**  
Retrain personnel as needed. Adjust process as needed. |
|                  | **What will be measured?** At least 2% of birds, (5 minimum) will be monitored for presence of foreign matter and/or ingesta after final rinse and prior to chilling. | **Where will the CL be measured?** Final inspection in the evisceration area.         | **How will the process be corrected?**  
Trim away any foreign matter.  
**Product Disposition?**  
Discard trimmings into container for inedibles.  
**Who is responsible for implementing the CA?**  
HACCP-trained grower-processor or designee.  
**Measures to prevent any recurrence?**  
Retrain personnel as needed. Adjust process as needed. |
|                  | **Where will the CL be measured?** Final inspection in the evisceration area.     | **How will CL be measured?** Visual inspection.                                         | **Where will the CL be measured?** Final inspection in the evisceration area.  
**How will CL be measured?** Internal temperature.  
In the carcass cavity.  
**How will the process be corrected?**  
Keep chilling until temperature is reached.  
**Product disposition?**  
Reject (discard), chill or freeze.  
**Who is responsible for implementing the CA?**  
HACCP-trained grower-processor or designee.  
**Measures to prevent recurrence?**  
Retrain personnel. Adjust process. |
|                  | **How will CL be measured?** Thermal probe.                                        | **Who will monitor CL?** HACCP-trained grower-processor or designee.                   | **Who will monitor CL?** HACCP-trained grower-processor or designee.                    |
|                  | **Frequency?** For 200 birds or less: 5-bird sample over day.                      | **Frequency?** For 200 birds or less: 5-bird sample over day.                         | **Frequency?** For 200 birds or less: 5-bird sample over day.                         |
| Chilling         | **CCP #2**                                                                         | No visible foreign matter. Zero tolerance for fecal matter and ingesta.                |                                                                                           |
|                  | **What will be measured?** Internal temperature.                                   | **Where will CL be measured?** In the carcass cavity.                                  |                                                                                           |
|                  | **How will CL be measured?** Thermal probe.                                        | **How will the process be corrected?** Keep chilling until temperature is reached.   |                                                                                           |
|                  | **Who will monitor CL?** HACCP-trained grower-processor or designee               | **Product disposition?** Reject (discard), chill or freeze.                           |                                                                                           |
|                  | **Frequency?** For 200 birds or less: 5-bird sample / day.                         | **Who is responsible for implementing the CA?** HACCP-trained grower-processor or designee. |                                                                                           |
|                  |                                                                                   | **Measures to prevent recurrence?** Retrain personnel. Adjust process.                |                                                                                           |
### 4.4 - HACCP Record Keeping and Verification Procedures

<table>
<thead>
<tr>
<th>Process/Step CCP</th>
<th>Records</th>
<th>Responsibility</th>
<th>CCP Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Inspection</td>
<td>HACCP Final Inspection Logs (Carcass and Giblets)</td>
<td>HACCP-trained grower-processor or</td>
<td>HACCP Final Inspection Logs will be verified each day</td>
</tr>
<tr>
<td>CCP #1</td>
<td></td>
<td>designee</td>
<td>of use by grower-processor or designee.</td>
</tr>
<tr>
<td>Chilling</td>
<td>HACCP Temperature Log</td>
<td>HACCP-trained grower-processor or</td>
<td>HACCP Temperature Logs will be verified each day of</td>
</tr>
<tr>
<td>CCP #2</td>
<td></td>
<td>designee</td>
<td>use by grower-processor or designee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Personnel will be retrained each year by grower-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>processor or designee.</td>
</tr>
</tbody>
</table>
Appendix A

Sample Operation Recordkeeping Logs

Sample MPPU Personnel Training and Observation Logs:

- Safe Food Handling Plan Overview
- Personnel Health and Hygiene Assessment
- Sanitation Standard Operating Procedures
- Processing Waste Management
- On-Farm and Farm-to-Farm Bio-Security
- Safe and Humane Poultry Processing and Handling;
- Meeting Organic and Humane Livestock Handling Standards
- MPPU Equipment Operation, Maintenance and Repair

Sample MPPU Daily Use Report Logs:

- Monthly Log: Site Inspection and Pest Control
- Daily Log: Personnel Health and Hygiene Assessment
- Daily Log: Pre- and Post-Operational Inspection and Sanitation
- Daily Log: Operational Sanitation Maintenance
- Daily Log: Chill Tank/Refrigeration Temperature Monitoring
- Daily Log: HACCP Log: Carcass and Giblets Final Inspection
- Daily Log: HACCP Log: Carcass and Giblets Internal Temperature Monitoring
- Daily Log: MPPU Processing Water and Solid Waste Management Protocol and Practices and Appendix A
Sample MPPU Personnel Training and Observation Log: Safe Food Handling Plan

**Overview** (Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Training Topic: MPPU Safe Food Handling Plan, Review and Q &A

Signed/Date___________________________________________
Sample MPPU Personnel Training and Observation Log: Personal Health and Hygiene Practices (Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Training Topics (Principles and Practice – Review of Personnel Hygiene Policies):</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal Health and Food Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal Hygiene and Food Safety</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Hygienic Hand Practices</td>
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<td></td>
<td>Appropriate Work Attire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hygiene and SSOP/HACCP (Focus on SSOP 1 and HACCP Analysis)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed/Date___________________________________________
### Sample MPPU Personnel Training and Observation Log: Sanitation Standard Operating Procedures
(Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Training Topics (Principles and Practice):**
- SSOP 2: Personnel Hygiene Assessment
- SSOP 3: Managing and Documenting the Pre-Operational Inspection and Sanitation Schedule
- SSOP 4: Daily Operational Sanitation Maintenance and Documentation
- SSOP 5: Chill Tank and Refrigeration Temperature Monitoring
- SSOP 6: Managing and Documenting the Post-Operational Sanitation Schedule

Signed/Date: ___________________________
Sample MPPU Personnel Training and Observation Log: On-Farm and Farm-to-Farm Bio-Security
(Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Training Topic: (Principles and Practice):
Include MPPU Bio-Security Protocol as text.

Signed/Date___________________________________________
Sample MPPU Personnel Training and Observation Log: Processing Waste Management
(Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
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</thead>
<tbody>
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</table>

Training Topics (Principles and Practice)
   Water Quality Protection; HEL Assessment; Environmentally Responsible Irrigation Practices
   On-Farm Composting

Signed/Date___________________________________________
Sample MPPU Personnel Training and Observation Log: Safe and Humane Poultry Processing and Handling; Meeting Organic and Humane Livestock Handling Standards  (Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
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<tbody>
<tr>
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</table>

Training Topics (Principles and Practice)
Include MPPU Operator’s Guide: Safe and Humane Poultry Processing and Handling, and Meeting Organic and Humane Livestock Handling Standards as text.

Signed/Date__________________________________________
Sample MPPU Personnel Training and Observation Log: Equipment Operation, Maintenance and Repair
(Use to document GMP 1)

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Topic</th>
<th>Trainee(s)</th>
<th>Trained and Observed by:</th>
</tr>
</thead>
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<tr>
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</tbody>
</table>

Training Topic: (Principles and Practice):
Include MPPU Bio-Security Protocol as text.

Signed/Date___________________________________________
Sample Monthly Log: Farm Site Inspection and Pest Control
(Use to document SOP 1)

<table>
<thead>
<tr>
<th>DATE (Month/Year)</th>
<th>AREA INSPECTED/ CORRECTIVE ACTIONS NEEDED (IF ANY):</th>
<th>Initial/ Date:</th>
<th>NOTES/CORRECTIVE ACTIONS TAKEN:</th>
<th>Initial/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
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Once each month of permit duration:
1. Producer-processor visually inspects processing environment (grounds and buildings, including storage areas and sanitary facilities) for cleanliness and presence of pests and trash, **once each month** during operational period.
   Lists needed corrective action and documents (initials log).
2. Producer-processor performs corrective actions and documents (initials log).
3. Producer-processor verifies, signs and dates each monthly log.

Signed/Date___________________________________________
Sample Daily Log: Personnel Health and Hygiene Assessment
(Use to document SSOP 2)

Farm:  
Date:  
Time:  

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ASSESSED BY:</th>
<th>PASS/FAIL, COMMENTS</th>
<th>INITIAL/DATE (Both parties)</th>
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Use additional sheets if required.

Once each day of operation, personnel checks for following and initials log:
- Presence of food borne illness, and symptoms of a stomach or intestinal illness
- Sore throat or temperature
- Infected wounds or cuts
- Household member with person who is ill
- Personal cleanliness (hair, work clothes, shoes)
- Presence of jewelry; need for hair or beard restraint
- Working knowledge of proper hygienic hand practices

Producer-processor verifies, signs and dates.

Signed/Date___________________________________________
Sample Daily Log: Pre- and Post-Operational Inspection and Sanitation
(Use to document SSOPs 3 and 6)

For each day of use, both before (pre-operation) and after (post-operation) use:

1. Personnel visually inspect all water, electric and propane systems, and all processing equipment utensils for cleanliness and operability, and documents (initial log). Post-operation: picks up feathers and other matter, and removes receptacles for inedible material and trash. Document.


3. Producer-processor verifies, signs and dates. Signed/Date: ____________________________

<table>
<thead>
<tr>
<th>PRE-OP INSPECTION/ CLEAN-UP: (Initial)</th>
<th>CLEAN/RINSE/ SANITIZE: (Initial)</th>
<th>POST OP INSPECTION/ CLEAN-UP/STORAGE: (Initial)</th>
<th>NOTES/CORRECTIVE ACTIONS REQUIRED and COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Killing cones</td>
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<tr>
<td>Scalder and plucker</td>
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<td>Knives, implements and utensils</td>
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<td>Evisceration and work tables</td>
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<td>Chilling and holding tanks, tubs, etc.</td>
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<tr>
<td>Cleaning and sanitizing equipment</td>
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<tr>
<td>Pipes; hoses; water, propane and electric systems, backflow devices; floor, etc.</td>
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<td>Sanitary facilities</td>
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</table>
Sample Daily Log: Operational Sanitation Maintenance  
(Use to document SSOP 4)

Farm:  
Date:  
Time:

| POTENTIAL HAZARD/EVENT*  
(If Any) | CORRECTIVE ACTION** REQUIRED and COMPLETED | SIGN and DATE |
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Examples:

1. **Hazard**: carcass falls to the floor.  
   Corrective action: immediately pick up carcass and wash/rinse thoroughly before further processing. Document in Log.
2. **Hazard**: poultry intestines are nicked during evisceration, contaminating evisceration table and utensils with fecal matter.  
   Corrective action: wash, rinse and sanitize processing area and utensils. Document in Log.
3. **Hazard**: area of unit or piece of equipment becomes contaminated.
4. **Corrective Action**: Clean, rinse and sanitize, as per Pre-Operational Sanitation Procedures. Maintain clean and sanitary conditions throughout the daily operation. Document corrective action in Log.

Producer-processor verifies, signs and dates.  
Signed/Date___________________________________________
# Sample Daily Log: Chill Tank and Refrigeration Temperature Monitoring
(Use to document SSOP 5)

- **Farm:**
- **Date:**
- **Time:**

<table>
<thead>
<tr>
<th>CHILL TANKS</th>
<th>TIME</th>
<th>TEMP.</th>
<th>CORRECTIVE ACTIONS</th>
<th>SIGNED</th>
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<th>REFRIG.</th>
<th>DATE</th>
<th>TEMP.</th>
<th>CORRECTIVE ACTIONS</th>
<th>SIGNED</th>
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1. Personnel use digital thermometer to test temperature of chill tanks once *each hour of operation*. Maintain temperature between 33°F and 40°F.
2. Personnel use min-max thermometer to test temperature of refrigerator used to hold fresh poultry *once each day* in use. Maintain temperature at <40°F.
3. Personnel monitor Farmers’ Market cooler temperatures at 33°F-40°F. Add ice as required. Document temperatures at *start and end of day*.
4. Producer-processor verifies, signs and dates.

Signed/Date ______________________________________
Sample Daily HACCP Log: Poultry Carcass and Giblets Final Inspection
(Use to document CCP #1, Inspection)

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<tr>
<th>Sample</th>
<th>Inspected by:</th>
<th>Pass</th>
<th>Fail</th>
<th>Corrective Action *</th>
<th>Re-inspected by:</th>
<th>Pass</th>
<th>Fail**</th>
<th>Signature</th>
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NOTE: 2% of product must be tested and documented. For 200 or fewer birds, a sample of at least five is required. Use additional forms if required.

**Critical Control** is necessary to reduce a biological hazard – the rapid growth of pathogens introduced by physical presence of fecal matter or ingesta.

*Corrective Action*: Trim to remove contamination from foreign matter.

**Critical Limit**: Zero tolerance for fecal matter and ingesta. No visible contamination.

1. Personnel manage final inspection of 2% (minimum of 5) product samples and document.
2. Producer-processor verifies, signs and dates.

Signed/Date___________________________________________
Sample Daily HACCP Log: Poultry Carcass and Giblets Internal Temperature Monitoring
(Use to document CCP #2, Chilling)

<table>
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<tr>
<th>Sample</th>
<th>Test #1</th>
<th>Tested by</th>
<th>Pass</th>
<th>Fail</th>
<th>Corrective Action *</th>
<th>Test #2</th>
<th>Tested by</th>
<th>Pass</th>
<th>Fail**</th>
<th>Signature</th>
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NOTE: 2% of birds must be tested. For 200 or fewer birds, a sample of at least five is required. Use additional forms if required.

Critical Control is necessary to reduce a biological hazard – the rapid growth of pathogens introduced by X-C from other birds or from contaminated water or ice.

*Corrective Action: Keep chilling until critical limit is reached. Monitor chill tank temperature (at least once/hour) and document. The target temperature for chill tank slurry is between 33°F and 40°F. Add ice as necessary. See SSOP 5 for Chill Tank and Refrigeration Temperature Monitoring.

**Critical Limit: Internal carcass temperature <40°F within four hours. If critical limit is not reached, product may not enter commerce. Cook or freeze immediately for personal use or discard.

1. Personnel monitor and document product internal temperature and chill tank temperature.
2. Producer-processor verifies, signs and dates.

Signed/Date___________________________________________
Appendix B

Sample Farm-to-Farm Bio-Security Protocol and Practices

(Use log to document Good Manufacturing Practices 3, 4 and 5)

Introduction

“Bio-security means doing everything you can to protect your birds from disease. As a [producer-processor], keeping your birds healthy is a top priority. Your birds can become sick or die from exposure to just a few unseen bacteria, viruses, or parasites. In a single day, these germs can multiply and infect all your birds….”

This quote, and most of the following information, is taken from the USDA Animal and Plant Health Inspection Service (APFIS) brochure: *Backyard Bio-security Practices to Keep Your Birds Healthy.* Visit [www.aphis.usda.gov/animal_health](http://www.aphis.usda.gov/animal_health/) and [www.ma.gov/agr](http://www.ma.gov/agr) to learn more.

APHIS offers several “Bio-security Tips” to prevent poultry disease. They are as effective for keeping the processing environment clean and sanitary as for use in the poultry-rearing areas. They include:

1. **Keep Your Distance.** Restrict access to birds. Allow only people who care for them to come in contact with them. Keep a clean buffer zone around the area where they are housed or grazed.
2. **Keep it Clean.** Set aside work clothes and shoes that are worn around your birds. Shoes can be scrubbed with a long-handled scrub brush dipped in a solution of household bleach (sodium hypochlorite 6 percent. Mix ¾ cup per gallon of water.) Consider installing a pail and brush near both entrances of the MPPU.
3. **Don’t Haul Disease Home.** Car and truck tires, poultry cages and equipment can harbor “germs.” Be sure to disinfect these items – including tires of the MPPU and the truck that transports it -- before allowing them on the property. Scrub them with disinfectant and rinse at the entrance of the farm.
4. **Don’t Borrow Disease from a Neighbor.** Do not share birds, equipment, tools or poultry supplies with other bird owners. Clean and disinfect any items before bringing them onto the property – and clean and disinfect before returning them. Never share items such as wooden pallets [or other items that are porous] and cannot be adequately cleaned and sanitized.
5. **Cleaning and disinfecting is one of the most important bio-security practices.** Items must thoroughly cleaned and scrubbed with detergents before applying disinfectants or sanitizers. Sanitizers do not work on top of caked-on dirt. Rinse items well before applying a sanitizer with a brush, sponge or spray and allow adequate contact time.
Sample MPPU Farm-to-Farm Bio-Security Practices Log

FARM:  
DATE:  

1. Processing personnel who raise poultry have changed into clean work clothing and shoes (or disinfected shoes) before entering this farm.
2. Car, truck and MPPU trailer tires have been properly disinfected before being allowed onto this farm.
3. Equipment, tools and/or supplies borrowed from or shared with other poultry producers, if any, have been carefully cleaned and sanitized before being brought onto this farm.

The MPPU Farm-to-Farm Bio-Security procedures described above were implemented on the above farm on this date.

Signed: ________________________________________  
Producer-processor  MPPU Use Date
Appendix C
Sample MPPU Processing Water and Solid Waste Management Protocol and Practices Log

Good Manufacturing Practice 9 (see also, Appendix A to this document)

A. Processing Location: The MPPU unit was parked on (check one):
   _____ biologically active grass, farm hayfields or pasture.
   _____ an agricultural compost pad provided with a biologically active buffer strip, located at least 100’ from active cropland.

B. Water:
   _____ Water from pre- and post-process cleaning/rinsing and hand sinks not contained (i.e., was allowed to flow directly to an actively growing grassed area), was discharged in a manner that would not cause erosion or impact surface water, groundwater or other resource areas. No harsh cleaning and disinfectant chemicals were introduced into such rinse water; prior to commencement of post-process rinse, all solid waste (e.g., viscera, offal, feathers) was physically removed from equipment and food contact surfaces.

   _____ Water generated during processing (i.e., from scalder, plucker and evisceration tables, or from initial cleaning of contact surfaces that contain solids) was incorporated into a compost pile.

   Water contained in chill tanks was (check one):
   _____ applied to actively growing agricultural land verified by MDAR during site inspection as adequate to accept this application; or
   _____ discharged directly into a compost pile (see B, below). Such discharge shall not cause the water to migrate beyond the compost pile boundary.

   Completed by: _________________________________________
   Signed: _______________________________________________

   Producer-processor      MPPU Use Date

C. Solid Waste: Solid waste, e.g., feathers, blood, viscera and inedible processing byproducts have been properly collected and disposed of as follows (check one):
   _____ Placed in an on-site dumpster with regularly scheduled pick-up for transport to a licensed solid waste facility.

   _____ Incorporated into an approved active or newly constructed agricultural compost pile (minimum 4’ wide x 5’ high, and 6’ long per 100 birds). Also see Appendix A to this document.

   Completed by: _________________________________________
   Signed: _______________________________________________

   Producer-processor      MPPU Use Date
D. Trash: All trash generated by poultry processing activity on this date, e.g., paper towels, discarded containers or packaging materials, and disposable gloves, has been properly collected, contained and removed from the processing environment.

Completed by: ___________________________
Signed: ___________________________

Producer-processor MPPU Use Date
Appendix D

*DEP Guidelines and Best Management Practices for MPPU Waste Management*
May 29, 2009

Judith Puller Gillan
The New England Small Farm Institute
275 Jackson Street
P.O. Box 937
Belchertown, Massachusetts 01007-0937

Re: Belchertown
Mobil Poultry Processing Unit (MPPU)

Dear Ms. Gillan:

The Massachusetts Department of Environmental Protection (MassDEP) in cooperation with the Massachusetts Department of Public Health (MassDPH) and Massachusetts Department of Agricultural Resources (MassDAR), have been working with you and others affiliated with the New England Small Farms Institute regarding the requirements for disposal of waste and wastewater from a Mobile Poultry Processing Unit (MPPU). MassDPH and MassDAR agreed to conduct closely monitored pilot studies with the MPPU during 2008 and 2009 to establish regulatory and operational criteria. The intended use of the unit, as discussed herein, is based on discussions with MassDEP personnel, results of several pilot trial operational runs and information provided by you and Ms. Jennifer Hasley. The intended use of the unit is travel to small farms to facilitate processing poultry for private or market sale on a small scale as follows:

- The proposed MPPU will travel to individual small farms and process poultry raised or owned by the same farmer.
- The proposed unit does not use water during the evisceration (dry evisceration); however water is used for rinsing the eviscerated carcass, scalding/chilling the birds and the pre- and post-processing cleaning/rinsing of the unit.
- The unit will be sanitized during the pre- and post-processing cleaning by hand spraying disinfectant and wiping down surfaces followed by rinsing. This method is proposed to minimize the use of large volumes of cleaning material and rinse water to clean the equipment.
- The amount of water generated during processing and cleaning will be on average 1 to 2 gallons per bird processed. The maximum processing capacity of the unit is approximately 300 birds per day.

This information is available in alternate formats. Call Deondra M. Gomez, ADA Coordinator at 617-556-1057, TDD/TTY 617-727-6022 or 617-574-6060.

DEP on the World Wide Web: http://www.mass.gov/dep

Printed on Recycled Paper
The anticipated maximum number of sites visited by the unit per day will be two small farm locations.

The anticipated maximum volume of water generated is 400 gallons if the MPPU is located at a single site on a given day and processing up to 300 birds.

MassDEP has determined that your proposal for the management of waste materials and the scalding, chilling and rinse water from the MPPU, as described above, is acceptable to MassDEP provided that the following conditions are met:

1. The maximum amount of water generated at any given small farm shall not exceed 400 gallons on any given day (Based upon a conservative estimate of 1-2 gallons of water per bird processed and a maximum of 300 birds per day). MassDEP notes that metered data from the trial runs during 2008 used an average 150 gallons per day for processing approximately 180 birds.) This 400 gallons maximum amount of water may be generated at a single location so long as the farm's actively managed compost pile and the active growing land (to be irrigated) can accommodate such volume as verified by MassDAR (or MassDPH) during the farm inspection.

2. The unit shall be used at a maximum of two small farms on any given day and adequately cleaned before moving off of each site.

3. A compost area shall be used to dispose of the waste offal, feathers and all water used during processing that contains solids. Water used in the chilling bins shall be disposed of in the compost pile unless MassDAR has verified that a growing field is available and adequate to accept the water from the chilling bins.

4. MassDEP will rely on MassDAR (or MassDPH) to inspect the compost pile and management of the compost, during the initial flock inspection at each facility. Each facility shall obtain written confirmation from MassDAR verifying that the size of the compost pile (used to dispose of the waste offal, feathers and all wastewater that contains solids), site management of the compost and the size of the growing field, for the disposal of chilling water, meet the standards set forth in the MassDPH Food Protection Program, Mobile Poultry Unit Checklist. MassDEP's requirements contained in this checklist is attached and incorporated into this approval as Appendix A. [Best Management Practices (BMP) for Waste Management (Water, Offal, and Inedible Parts)]. These requirements shall be complied with.

5. Any discharges to an active compost pile shall not cause the effluent to migrate beyond the boundary of the compost pile.

6. If MassDAR assesses and confirms the adequacy of the actively growing field, the chilling water may be disposed through land application. If however, MassDAR does not assess the size of the active growing field, all wastewater generated during the processing and chilling must be disposed of in the compost pile.

If the adequacy of the active growing field is assessed and confirmed by MassDAR, the chilling water may be land applied with a spray hose, as irrigation water, over an active growing field during the natural growing season. Under no circumstance, shall the entire contents of the
chilling bins be allowed to empty in one location by opening the bung and allowing the water to drain.

7. The MPPU shall not be used on each small farm more than 4 times per month during any given active growing season for processing purposes; the unit shall not be stationed at the same physical location on the same farm more than 2 times per month; and no more than 2,500 birds shall be processed at any single farm per season.

8. The unit shall be utilized during the active growing season only.

9. No harsh cleaning and disinfectant chemicals shall be introduced into the rinse water.

10. MassDEP recommends that you, the unit owner, verify that the disposal method at each farm meets the requirements set forth in this approval prior to contracting with the facility.

11. The rinse water generated during the pre-process or final post-process cleaning may be allowed to flow to the ground provided that the unit is located in an area where runoff will flow to an actively growing grass area and will not cause erosion or to impact surface water, groundwater or other resource areas.

12. The rinse water from cleaning contact surfaces such as tables, plucker and scalders, during and immediately post-processing that is likely to contain solids (offal and feathers) shall be disposed of in the compost pile.

13. Every effort shall be made to capture and control wastewater that may have solids and blood during processing and the initial post-process cleaning. Modifications should be considered, to both process and/or construction of subsequent units, to improve efficiencies.

14. Each owner of a MPPU shall notify the Western Regional Office of MassDEP and the Regional Office of MassDEP where the unit owner is located, of its intent to use or offer for use the unit and shall provide the name, address and telephone number of the owner and the location where the unit will be housed.

15. MassDEP may, at its sole discretion, revise and/or revoke this approval. MassDEP will notify the affected parties, the owner(s) of the unit, of its decision to revise and/or revoke this approval.

16. Any farmer that anticipates exceeding the thresholds set in this correspondence shall contact the undersigned at the Western Regional Office of MassDEP, prior to exceeding the threshold, to determine if a permit is required for the operation.

17. Any farmer who intends to bring from off-site, onto his/her farm, materials to be composted, shall first register with either MassDEP or MassDAR.

Farmers should contact representatives of the U.S. Department of Agriculture, Natural Resources Conservation Service for advice and assistance in nutrient management on their farm as necessary. The web site to locate the closest regional office of the USDA is:

If you have any questions, please contact me at 413-755-2131 or Catherine Skiba at 413-755-2119.

Sincerely,

[Signature]

Saadi Motamedi
Section Chief
Compliance and Enforcement
Bureau of Waste Prevention

CC: MassDEP Regional Offices, MassDEP Boston Office
Appendix

BEST MANAGEMENT PRACTICES (BMP) FOR WASTE MANAGEMENT (WATER, OFFAL, INEDIBLE PARTS)

✦ COMPOST:

➢ Compost pile must be large enough to accommodate the offal and water without generating runoff. The actively managed compost pile must minimally be 5 and preferably 10 yards in size (minimal dimensions of 5 feet x 5 feet x 5 feet) per 100 gallons of water disposed to ensure enough bulk to produce adequate heat generation and composting.

➢ This minimum size compost pile must be available for each site use and not reused within any single four-week period of time to allow decomposition.

   • Compost should be actively managed to maximize heat generation and pathogen kill

➢ Compost pile must have minimum buffers as follows:

   • 100 feet from water wells,
   • 100 feet from surface water and wetlands with bio-filter buffer

➢ When composting the solids at the end of the day (offal and feathers), all waste parts must be covered with at least 12 to 18-inches of carbonaceous materials. This applies to any composting process, except rotary drum composters.

✦ MPPU LOCATION FOR PROCESSING:

➢ Minimum setback

   • water supply - 100 feet
   • surface water and wetlands - 100 feet with upland bio-filter buffer

➢ On impervious surface or active bio-filter

   • Locations shall be selected to ensure protection of groundwater and surface water resources and to prevent erosion
   • Impervious surfaces shall be bordered by active growing bio-filters to capture rinse water.

➢ For impervious surfaces that may not be bordered by active growing bio-filters, use of natural earthen material (i.e. soil and sand) as absorbent may also be used on impervious surfaces. The resulting mixture of absorbent and wastewater must be collected and must be added to the compost pile after the conclusion of the operation. Adequate amounts of absorbent material must be used in such a way to accommodate the amount of wastewater generated, to control runoff (i.e. berms) and that the mixture can be easily collected without leaving any residue behind on the impervious surface.
ACTIVE GROWING FIELD TO ACCEPT LAND APPLICATION OF SOLIDS FREE WASTEWATER:

- The intent of these BMPs is to prevent runoff and erosion. Land application of chilling bin water may be conducted by a variety of means and may include but not be limited to the following examples:
  - Spraying through a hose
  - Dispersed through perforated hose or pipe
- Minimum Setbacks
  - Water supply source: 100 feet
  - Surface water and wetlands: 50 feet with upland bio-filter buffer
  - 25 feet minimum bio-filter from food crops
  - Grazing field. No animals shall be grazed for a minimum of 2-weeks after land application of chilling bin and/or non-solid containing sealding water.
  - Field reuse. Chilling bin and non-solid containing sealding water cannot be applied to an actively growing field more than one time per week.
- Minimum size application plot size
  - To prevent runoff from land application of wastewater, MassDEP assumes approximately ½ to 1-inch of wastewater application. Therefore, at a minimum, approximately 30-35 ft² per 10 gallons and 300 – 350 ft² per 100 gallons shall be available for the land application of the wastewater.
  - Land spray application should be conducted with low profile spraying to minimize drift
  - In many cases, the land application may be conducted in the center of the plot to ensure that the wastewater does not migrate off of the setback limits of the application plot to receptors.