



LICENSING OF NON-MEAT GRADERS

Purpose

This Procedure defines procedures for requesting, licensing, and maintaining related records for non-meat graders employed by other Federal programs or States.

Policy

It is Quality Assessment Division (QAD) policy to provide accurate, efficient, and effective grading and certification services to all applicants. To maintain this policy, all personnel who provide grading and certification services must perform the duties and responsibilities of their positions properly, uniformly, and impartially. When non-meat graders provide grading and certification services to applicants, it is essential that they follow this Instruction and QAD 300 Procedure Qualification Standards and Training Requirements for Non-Federal Meat Graders. Licenses are issued under the authority of regulations promulgated under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621, *et seq.*). Licensed personnel may perform Federal meat grading and certification services under Federal supervision.

Procedures for Requesting a License

All applicants for licenses must complete QAD 206 Form Application for Meat Grader's License (Exhibit A).

1. Applicants will:
 - a. Complete QAD 206 Form Application for Meat Grader's License and must fully describe their work experience to enable proper evaluation of their qualifications.
 - b. Send the original copy of the application to their employing agency.
 - c. Submit to an eye exam if the employing agency does not have proof of their visual acuity and ability to differentiate colors.
2. The Employing Agency/State will:
 - a. Review each application to determine which applicants to recommend for licensing.
 - b. Certify that acceptable applicants meet the physical and mental ability requirements identified in QAD 300 Procedure Qualification Standards and Training Requirements for Non-Federal Meat Graders.



- c. Send the original copy of QAD 206 Form Application for Meat Grader's License and health certifications to the QAD Office.
USDA, AMS, QAD
13952 Denver West Parkway
Suite 350
Lakewood, CO 80401
 - d. Notify applicants of their status.
3. The QAD Office will:
 - a. Scan the original copy of QAD 206 Form Application for Meat Grader's License and save the electronic file in the appropriate area for training records.
 - b. Notify the Personnel Director and the Training Officer by e-mail that the QAD 206 Form Application for Meat Grader's License is available electronically and the location of the file.
 4. The Personnel Director will:
 - a. Review the completed QAD 206 Form Application for Meat Grader's License and determine if the applicant meets the minimum qualifications listed in QAD 300 Procedure Qualification Standards and Training Requirements for Non-Federal Meat Graders.
 - b. If the applicant does not meet the minimum qualifications, prepare a letter to the originating office identifying the reasons the applicant does not qualify.
 - c. If the applicant is satisfactory, notify the Grading and Certification Director and the Training Officer that the applicant is approved for training.
 - d. Coordinate the applicable training with the Training Officer, involved Assistant Director(s) and Supervisory Meat Grader(s).
 5. The Training Officer will:
 - a. Ensure that all training is completed.
 - b. Enter training information in a data file.
 - c. Inform the Personnel Director, Chief, Grading and Certification Director, and applicable Assistant Director when the training is satisfactorily completed.
 - d. If the training is not completed satisfactorily, the Training Officer will notify the Personnel Director, Grading and Certification Director and applicable Assistant Director.

Issuance of Licenses

1. Applicants who meet qualification requirements and successfully finish minimum training requirements may get a license.
2. Licenses will be issued on Form AMS-200, Authorization Card, (Exhibit B) and signed by the QAD Director.
3. A typewritten statement on the reverse of Form AMS-200 will indicate the classes of meat the licensee is authorized to grade and/or the meat and meat products which he/she



is authorized to certify for compliance with specifications. Licenses are not location specific.

4. A license is effective after the supervisor responsible for the licensee's work enters the issuance date on the license.
5. After satisfactory completion of applicable training and receiving a signed license, licensees may certify the class, grade, or quality of meat and meat products according to applicable Federal standards and specifications.
6. Lost or destroyed licenses may be replaced by authorization of the Grading and Certification Director.

Requirements of Licensees

The Supervisory Meat Graders will ensure that licensees get applicable Federal instructions, rules and regulations, standards, and specifications. In accordance with QAD 300 Procedure Qualification Standards and Training Requirements for Non-Federal Meat Graders, section I, part G, Technical Abilities, qualifying applicants must successfully complete the applicable training for the kind of license applied for. Before being given grading or certification assignments, licensees will be instructed in the interpretation of rules, regulations, and instructions pertaining to their work.

The licensee must have a thorough knowledge of (1) the regulations and the standards and their application; and (2) the preparation of applicable certificates, forms, and reports utilized by the Federal meat grading and certification service. Supervisors will certify that licensees meet these requirements (see Issuance of Licenses, 4). To maintain a license, the licensee must finish the formal training listed in QAD 300 Procedure Qualification Standards and Training Requirements for Non-Federal Meat Graders, section I, part G, and licensees must complete applicable refresher training every 12 months. The Training Officer and applicable Assistant Director will ensure that the training is completed and entered in the records.

Suspension and Revocation of Licenses or Authority

With the QAD Director's approval, the Grading and Certification Director may, suspend or revoke non-meat graders' licenses because of unsatisfactory performance, conflict of interest, etc., by giving written notice and explanation of the action to the licensee and the employing agency. The applicable Supervisory Meat Grader will collect all meat grading equipment and materials assigned to the licensee, including the license card (Form AMS-200). Within 7 days after receipt of this notice, the suspended licensee may appeal in writing to the QAD Director. The appeal must include an explanation of why the license should not be revoked. If the appeal is not filed within 7 days, the license is revoked.

Maintenance of Records of Licenses Issued, Active, Canceled, and Returned

1. The QAD Office will:
 - a. Under the supervision of the Grading and Certification Director, ensure that the license number, effective date of license, Assistant Director's name, etc., are entered



- on the original QAD 206 Form Application for Meat Grader's License; that the form is rescanned and that the rescanned file replaces the original scanned file stored in the appropriate area for training records.
- b. Retain the original signed QAD 206 Form Application for Meat Grader's License and send a copy containing the license number to the employing agency.
 - c. Assure that the license is dated and initialed by a QAD supervisor.
 - d. Maintain a record of individual licenses filed chronologically by employing agency. File completed copies of QAD 206 Form Application for Meat Grader's License with supplementary records.
 - e. Recover and destroy canceled license cards.
 - f. Maintain a record of all training provided to the applicant.
2. Completed copies of QAD 206 Form Application for Meat Grader's License received by the employing agency serve as the employing offices' official record of licenses.

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