



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading & Certification Branch

Instruction 601
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Page 1 of 1

GENERAL APPLICANT RESPONSIBILITIES

Purpose

This instruction defines general applicant responsibilities necessary to receive the most efficient certification services possible.

Responsibilities

A Meat Grading and Certification (MGC) Branch supervisor or grader, and a designated plant official will conduct a complete production capability audit to insure applicants are able to meet all contractual requirements.

To ensure availability of graders, applicants must request services by Thursday of the week before they are needed. This will allow MGC Branch supervisors adequate time to schedule qualified personnel. Service requests must include time for MGC Branch personnel to prepare sample plans and complete necessary certification documents and history records. Discussions with MGC Branch supervisors or graders will provide information for this time allowance. Applicants not holding commitments will be serviced on a first-come-first-served basis, insofar as consistent with efficient and economic management practices.

Applicants must provide adequate quality control to ensure product conformity to contractual requirements. Applicants must ensure products offered for 100 percent examinations are at least 90 percent acceptable prior to certification.

Applicants must provide contractual documents to MGC Branch personnel, along with a product listing describing products offered for certification.

Applicants need to make products easily accessible and provide assistance and any equipment necessary to expedite the certification process. Equipment including, but not limited to, certified scales, commercial food blenders, food processors or grinders capable of handling approximately two pounds of ground product, special fast-drying ink, sample containers, and sanitized equipment. In addition, applicants will need to provide sufficient work surfaces with adequate lighting, and any other equipment deemed necessary by MGC Branch personnel.

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