



Meat Grading & Certification Branch

**CERTIFICATION OF FURTHER PROCESSED  
COMMODITY MEAT PRODUCTS**

**PURPOSE**

The purpose of this Instruction is to set forth policies and procedures for the certification of further processed, United States Department of Agriculture (USDA) donated commodity or equivalent beef and pork products.

**POLICIES**

Food and Nutrition Service (FNS) regulations (CFR 7, Part 250, Section 30) require that the further processing of USDA donated commodity meat products be certified by the Agricultural Marketing Service (AMS) for non-diversion and non-substitution. Certified USDA donated commodity meat products must be produced and further processed in federally (or state equivalent) inspected plants. In addition, it is Meat Grading and Certification (MGC) Branch policy that all products shall have been properly handled, frozen, and stored.

MGC Branch supervisors shall evaluate the processor's facilities and operations in order to establish the most efficient utilization of personnel while maintaining proper accountability and integrity of USDA donated commodity meat products.

**PROCEDURES**

The MGC Series 600 Instructions referred to throughout this Instruction may be accessed from MGC Instructions - Series 600.

**I. PRODUCTION**

1. Provide the AMS grader with a COA (Certificate of Analysis) prior to the use of Fresh Boneless Beef (combos) for further processing. Processors should assure their suppliers fax the COA to arrive at delivery. A COA is not required for frozen coarse ground beef as the microbiological analysis is known before shipment.
2. All USDA donated commodity meat products shall be sealed in accordance with the approved technical proposal of each supplier. Occasionally, sealing straps/tapes on the containers of USDA donated commodity meat products are unintentionally broken during shipping and handling. In addition, processors may open a limited number of containers for product examinations, such as product condition, to ensure

that the Distributing Agency (DA) is providing an acceptable product for processing. If there is no apparent evidence of tampering, the product contained in the unsealed containers shall be acceptable for further processing purposes. Refer to MGC Instruction 603, Product Control, for further guidance. The addition of commercial meat or other ingredients may be allowed provided they are specifically listed on the End Product Data Schedule (EPDS) or if the processor is operating under an approved substitution plan.

3. AMS agents shall supervise processing activities to maintain proper accountability and integrity of USDA donated commodity meat products. AMS agents shall periodically check product and rework for acceptability prior to and during further processing to ensure that the product has been properly stored and handled. Frozen product that shows evidence of mishandling or deterioration shall be handled in accordance with the procedures outlined in MGC Instruction 618, Final Acceptance of Frozen Products Examined and Certified in the Chilled State.
4. USDA donated commodity meat product over 12 months of age requires a waiver from the Recipient Agency (RA) prior to processing. A copy of the waiver must be provided to the AMS agent prior to processing. Product over 12 months of age may not be commingled with any other product and must be segregated and processed separately. The finished product can only be returned to the RA from which it originated.
5. Unless otherwise specified in the State Participation Agreement (SPA) and/or End Product Data Schedule (EPDS) (Exhibit A -- Instructions And Explanations All Donated Foods Excluding Bulk Poultry And Nonfat Dry Milk, and Exhibit B -- End Product Data Schedule Basic Schedule for all Donated Foods Excluding Bulk Poultry and Nonfat Dry Milk), processors may commingle donated products that are 12 months of age or less from different States and/or RA's.
6. Rework shall be processed in accordance with Food Safety and Inspection Service (FSIS) regulations.

## II. CERTIFICATION

1. The processor must provide the AMS agent with signed and dated copies of the National Processing Agreement (NPA), SPA, and EPDS, prior to processing. The NPA, SPA and/or EPDS contains detailed end product information, such as the end product label, name, type or code; net weight per case; formulation; pounds of donated food to produce a finished case; percent yield; fees for service; etc. in addition to MGC Branch certification requirements. The processor must obtain a written waiver from an authorized DA representative addressing any deviations from the certification requirements in the NPA, SPA or EPDS. A copy of the waiver must be provided to the AMS agent prior to processing.

2. All products derived from USDA donated commodity meat products shall be certified for the following requirements (as applicable).
  - a. **non-diversion, non-substitution.**
  - b. **Metal Detection.** Detection shall be performed for stainless steel, ferrous and non-ferrous metals. The processor must declare to the AMS agent the equipment, location, detection procedure, sensitivity levels, frequency of validating the equipment, and demonstrate how the product with metal contamination is excluded from complying product.
  - c. **Condition Examination.** The condition examination shall be performed in accordance with the procedures outlined in MGC Instruction 609, Organoleptic Examination for Meat. The finding of any product in less than excellent condition shall result in rejection of the lot.
  - d. **Formulation.** Formulation shall be certified in accordance with the EPDS.
  - e. **Breeding Type and Percentage.** The breeding type and breeding percentage shall be performed in accordance with MGC Instruction 650, Certification of Breeding Percentage for Meat Products.
  - f. **Net Weight.** The procedures outlined in MGC Instruction 615, Net Weight Examination, shall be utilized to verify the marked net weights.
  - g. **Portion Size.** The desired portion size, applicable tolerances and sampling criteria shall be conducted in accordance with MGC Instruction 651, Certification of Portion Weights and Dimensions.
  - h. **Packing/Packaging.** The examination of primary and shipping containers shall be performed according to MGC Instruction 617, Condition of Container Examination.
  - i. **Special Labeling.** Examinations shall be performed in accordance with MGC Instruction 617, Condition of Container Examination.
  - j. **Other.** Any additional requirements, including related quality assurance provisions such as certification in accordance with a specification, must be specified. If designated, the SPA or EPDS shall list the specification name and date of issue.
  - k. **Optional.** The following are optional requirements and must be specified in the SPA.
    - i. **Freezing Requirements.** Purchaser shall specify temperature requirements for either 24 or 72 hours after placement into freezer and/or at time of shipment.

Temperature examinations shall be conducted in accordance with MGC Instruction 619, Requirements for Frozen Product Examination.

- ii. ***Final Certification.*** Final certification at time of shipping shall be performed as described in MGC Instruction 618, Final Acceptance of Frozen Products Examined and Certified in the Chilled State. Temperature (if required) and physical characteristics of the product shall be examined.
3. Processors operating under an FNS approved substitution plan may substitute commercial meat for USDA donated commodity meat, as long as the commercial product conforms to the requirements of the USDA donated commodity.
4. Boxes containing certified end products shall be closed and sealed in accordance with MGC Instruction 616, Sealing, Stamping, and Control of Containers. The stamp shall be applied using one of the methods outlined below.
  - a. USDA "Accepted as Specified" stamp:  
The USDA "Accepted as Specified" stamp shall be placed on boxes certified for additional requirements.
  - b. Alternative Stamping Methods:  
Processors are encouraged to develop alternative labeling and printing methods that incorporate the "USDA Accepted as Specified" stamp onto the product label, strapping bands or sealing tape. Prior to approval, processors are required to devise a control program that monitors the label, strapping, and/or tape inventories and their application to USDA certified products, as applicable.
5. The labels shall be placed on the face panel. They must contain, at a minimum, the production date, product name, product code, net weight, and donated commodity statement: "**Contains Commodities Donated by the USDA. This Product Shall Be Sold Only to Eligible Recipient Agencies.**" Product over 12 months of age is considered non-substitutable and must be labeled for the RA. Commercial labels may be used, provided product labels meet the applicable FNS and FSIS requirements.
6. When product contains commodity from more than one RA, the end item must be identified by RA in the same proportion as the starting commodity product.
7. Ensure that all backhaul commodities are isolated, run separately from directly diverted commodities and are identified with a specific backhaul code and State/RA specific designation.

8. All shipping containers shall include the production date on the front panel. The production date shall be in a month-day-year format (e.g. Jun. 21, 2006 or 06/21/06).

### III. DOCUMENTATION & DISTRIBUTION

1. Documentation of USDA donated commodity meat products further processed and certified in accordance with this Instruction shall be as follows:
  - a. AMS Agents shall complete the Commodity Further Processing Worksheet front (Exhibit C) and back (Exhibit D) during production. AMS Agents shall transfer data recorded on the MGC-44, USDA Donated Meat Product Production Information, (MGC-44) (Exhibit E) hard copy onto the electronic version of the MGC-44 template at the end of each shift or production day, or as determined by the Supervisory Meat Grader (SMG).
  - b. AMS agents working in plants that operate under FNS approved substitution programs may record production information for each state on one MGC-44 by percentage distribution. For example: 10,000 pounds of Charbroiled Beef Patties were produced for States A, B and C. States A and B were allocated to receive 4,000 pounds each, and State C was allocated the remaining 2,000 pounds. The MGC-44 shall reflect that State A receives 40 percent, State B receives 40 percent, and State C receives 20 percent of the finished product. Over yields and under yields shall be distributed in the same manner.
2. Distribution of MGC-44:
  - a. AMS agents shall send MGC-44's to the Office of Field Operations (OFO) via e-mail.
  - b. AMS agents shall provide the plant's processing coordinator or designee with an original copy of the MGC-44. This may be accomplished by printing or photocopying the MGC-44, signing (or re-signing) it with blue ink, then placing a USDA shield stamp over the grader signature.
  - c. AMS agents shall maintain copies of MGC-44's in the graders' office.
  - d. AMS agents shall issue MGC-44's daily or weekly, as determined by the SMG.
3. Designated OFO personnel shall enter production into the database system and generate reports as required.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

EXHIBIT A

**EPDS 1**

**INSTRUCTIONS AND EXPLANATIONS ALL DONATED FOODS  
EXCLUDING BULK POULTRY AND NONFAT DRY MILK**

This form can be used for both substitutable and non-substitutable donated food (DF) end products. All end products to be processed must be submitted on an End Product Data Schedule (EPDS) and approved by the applicable government agency. Summary Data from the EPDS should be submitted on the Summary EPDS A, except for meat or poultry processed under guaranteed minimum return which should be summarized on SEPDS B. Guaranteed Return for Meat Processing is submitted on EPDS 1 and summarized on SEPDS A. Non fat dry milk and Substitution of Commodity Cheese per FD-049, should used EPDS 4.

If two forms of the same DF, such as coarse ground beef and fine ground beef, are to be processed, submit a separate EPDS for each DF when the percent guaranteed return is different.

For all calculations, use normal round-off procedures to two (2) decimal places.

- Column 1 List finished end product code and product name as it appears on label.
- Column 2 Net weight of one case of finished product as shown on the label.
- Column 3 Indicate the number of servings per case.
- Column 4 Indicate the net weight of each serving and the DF component weight if applicable.
- Column 5 Use commodity code and short title for each donated food used as an ingredient. Using one line per ingredient, name each ingredient contained in raw batch. Spices and seasonings may be aggregate. A list may be attached to show ingredients other than DF.
- Column 6 Across from each ingredient indicate the quantity in pounds of that ingredient which goes into the raw batch formula. Enter total batch weight. It is recommended that actual batch weight be used where possible, but a hypothetical batch weight (i.e. 100 lbs) can be used if the proportion of ingredients remains the same regardless of batch size.

Note: Column 7 through Box 11 are completed for the donated food only

- Column 7 The number of cases of finished product produced per the size batch given in Column 6. This figure should represent average batch production for substitutable DF verified by production records. This column represents the guaranteed minimum return for non-substitutable DF. Cases produced above the guarantee must be returned.
- Column 8 The amount of raw DF required to produce one case of finished product is calculated by dividing the weight of DF (Column 6) by the number of cases of end product (Column 7).
- Column 9 This is the average percentage of manufacturing yield for all processing of each finished product. For cooked product, this also represents the cooking loss of the DF.
- Column 10 This is the amount of DF contained per case of finished product. This is calculated by multiplying Column 8 x Column 9. This column shall be used for inventory reduction of substitutable DF and is the basis for calculating discount or refund for substitutable DF on the Summary End Product Data Schedule.
- Box 11 Percent guaranteed minimum return (GMR) is calculated by dividing Column 2 by Column 8. It applies only to meat and boneless poultry processing.
- Grading Options For meat grading, check if the meat is to be processed under Full Certification (MGC 640) or Process Control Certification Program (PCCP) (MGC 638).

Unless the state agency specifically requests you submit EPDS to them, submit this schedule as follows:

<p><b>For red meat products:</b></p> <p>by e-mail: <a href="mailto:gradinginfo@usda.gov">gradinginfo@usda.gov</a>          fax: not acceptable          USDA/AMS/LSP/MGCB          13952 Denver West Parkway          Denver West Office Building 53, Suite 350          Golden, CO 80401</p>	<p><b>For boneless poultry products:</b></p> <p>by e-mail: <a href="mailto:Richard.Lawson@usda.gov">Richard.Lawson@usda.gov</a>          Fax: 202-690-3165          AMS Poultry Grading</p>
<p><b>For all other products:</b></p> <p>By -email: <a href="mailto:NPA@fns.usda.gov">NPA@fns.usda.gov</a> By fax: (703) 305-2420          By mail: Food Distribution Division, FNS, 3101          Park Center Drive          Alexandria, VA 22302</p>	

**EPDS 1**

## END PRODUCT DATA SCHEDULE

Basic schedule for all donated foods

(excluding bulk poultry and nonfat dry milk)

THIS IS A REPLACEMENT SCHEDULE ( For any changes to this schedule, a replacement must be submitted)

PRODUCT DESCRIPTION				PRODUCT FORMULATION			END PRODUCT RETURN				
PRODUCT CODE & NAME  1		NET WEIGHT PER CASE  2	SERVINGS PER CASE  3	NET WEIGHT PER SERVING & COMPONENTS (ounces)  4	COMMODITY CODE/SHORT TITLE, INGREDIENTS IN RAW BATCH  5		QUANTITY OF EACH INGREDIENT (pounds)  6	NUMBER OF CASES PER RAW PATCH  7	POUNDS DF NEEDED TO PRODUCE ONE CASE  8	PERCENT YIELD OF "DF" ONLY  9	POUNDS OF EACH "DF" CONTAINED PER CASE  10
Code	Name				Code	Short Title					
<b>Total Serving Weight (ounces):</b>					<b>Total Batch Weight (pounds):</b>						
<b>11. GUARANTEED MINIMUM RETURN</b>										<b>%</b>	

By-products other than rework will be produced. If yes, refer to Agreement for further requirements  <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Processor:</th> </tr> <tr> <td colspan="2" style="height: 30px;"> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Name of Company</td> </tr> <tr> <td colspan="2" style="height: 30px;"> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Name/ Title of Authorized Representative</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Signature</td> <td style="width: 50%; padding: 5px;">Date</td> </tr> </table>	Processor:				Name of Company				Name/ Title of Authorized Representative		Signature	Date
Processor:													
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Meat & Poultry Processing require AMS supervision according to their appropriate certification program.  For meat processing, please check one: <input type="checkbox"/> Full Certification (MGC 640) <input type="checkbox"/> Process Control Certification (MGC 638)													

Approving Agency	Subcontractor
Name of Approving Agency	Name of Company
Name and Title of Authorized Representative	Name and Title of Authorized Representative
Signature	Signature
Date	Date





