

METRIC

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SUPERSEDING

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COMMERCIAL ITEM DESCRIPTION

MUFFINS, FRESH OR FROZEN

The U.S. Department of Agriculture (USDA) has authorized the use of this Commercial Item Description (CID).

1. SCOPE. This CID covers fresh or frozen muffins (muffins), packed in commercially acceptable containers, suitable for use by Federal, State, local governments, and other interested parties. **Please note: This document does not guarantee purchase of this item by USDA.**¹

2. PURCHASER NOTES.

2.1 Purchasers *must specify* the following:

- Type(s), style(s), flavor(s), shape(s), and agricultural practice(s) desired (Sec. 3).
- When the age requirement at the time of delivery is other than specified (Sec. 5.5).
- When analytical requirements are different than specified (Sec. 7.2).
- When compliance with analytical requirements must be verified (Sec. 7.2).
- Manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

2.2 Purchasers *may specify* the following:

- Food Defense (Sec. 10.1) and Manufacturer's Quality Assurance (Sec. 10.2). Purchaser may specify one of the following combinations: Sec. 10.1.1 with 10.2.1 or 10.1.2 with 10.2.2.
- Packaging requirements other than commercial (Sec. 11).

3. CLASSIFICATION. The muffins must conform to the following list which must be specified in the solicitation, contract, or purchase order.

¹ USDA purchase specifications are available at: <https://www.ams.usda.gov/selling-food/product-specs>.

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Types, styles, flavors, shapes, and agricultural practices.²

Type I - Fresh (21 Code of Federal Regulations (CFR) §101.95)

Type II - Frozen (21 CFR §101.95)

Style A - Regular

Style B - Reduced fat (21 CFR §101.62(b)(4)(i))

Style C - Low fat (21 CFR §101.62(b)(2)(i)(A))

Style D - Fat free (21 CFR §101.62(b)(1)(i))

Style E - Other (*as specified by the purchaser*)

Flavor 1 - Plain

Flavor 2 - Bran

Flavor 3 - Corn

Flavor 4 - Blueberry

Flavor 5 - Cinnamon apple

Flavor 6 - Apple

Flavor 7 - Strawberry

Flavor 8 - Cranberry

Flavor 9 - Banana nut

Flavor 10 - Chocolate (21 CFR §163.111)³

Flavor 11 - Nut

Flavor 12 - Spice

Flavor 13 - Raisin bran

Flavor 14 - Carrot

Flavor 15 - Apple crumb

Flavor 16 - Chocolate chip (21 CFR §163.111)³

Flavor 17 - Chocolate chocolate chip (21 CFR §163.111)³

Flavor 18 - Other (*as specified by the purchaser*)

Shape a - Round

Shape b - Loaf or rectangular

Shape c - Square

Shape d - Octagonal

Shape e - Top

Shape f - Other (*as specified by the purchaser*)

² Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.

³ Federal Food and Drug Administration (FDA) compliance policy guide at <https://www.fda.gov/regulatory-information/search-fda-guidance-documents/cpg-sec-515800-labeling-products-purporting-be-chocolate-or-chocolate-flavored>.

Agricultural practice 1) - Conventional

Agricultural practice 2) - Organic

4. MANUFACTURER'S/DISTRIBUTOR'S NOTES. Manufacturer's/distributor's products must meet the requirements of the:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements: *as specified by the purchaser* (Sec. 7).
- Manufacturer's/distributor's product assurance (Sec. 8).
- Regulatory requirements (Sec. 9).
- Quality assurance provisions: *as specified by the purchaser* (Sec. 10).
- Packaging requirements other than commercial: *as specified by the purchaser* (Sec. 11).

5. PROCESSING GUIDELINES.

5.1 Processing. The muffins must be processed in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117).

5.2 Food defense. The muffins must be processed and transported in accordance with *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121). The eggs used in the muffins must be processed and transported in accordance with the Food Safety and Inspection Service (FSIS) *Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products*.⁴ These documents identify the kinds of preventive measures food manufacturers, processors, or handlers may take to minimize the risk that food under their control will be subject to tampering or other malicious, criminal, or terrorist actions. The implementation of enhanced food defense preventive measures provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials, other ingredients, and post-production finished product.

5.3 Organic ingredients. When organic muffins are specified in the solicitation, contract, or purchase order, the muffins must be produced, handled, and labeled in accordance with the USDA organic regulations by an operation that is certified organic in accordance with the requirements of the National Organic Program (7 CFR Part 205). A Certificate of Organic Production or Handling must be provided to verify that the product was processed and handled in accordance with the USDA organic regulations.

⁴ http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation_Security_Guidelines.pdf?MOD=AJPERES.

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5.4 Temperature. When frozen muffins are specified, the fresh product must be frozen within 24 hours of baking and reach a temperature lower than -12°C (10°F) within 24 hours after being placed in the freezer.

5.5 Age requirement. Unless otherwise specified in the solicitation, contract, or purchase order, the fresh muffins must be delivered within 48 hours after baking. Unless otherwise specified in the solicitation, contract, or purchase order, the frozen muffins must be manufactured not more than 365 days prior to delivery and must not exceed -12°C (10°F) at any time during storage and delivery.

6. SALIENT CHARACTERISTICS.

6.1 Definitions.

6.1.1 Reduced fat. Food contains at least 25 percent less fat per reference amount customarily consumed (RACC) than an appropriate reference food (21 CFR §101.62(b)(4)(i)). (The reference food may not be *Low Fat*.)

6.1.2 Low fat. Food must have 3 grams (g) or less fat per RACC in accordance with 21 CFR §101.62(b)(2)(i)(A) as compared to an appropriate reference food.

6.1.3 Fat free. Food must have less than 0.5 g of fat per RACC in accordance with 21 CFR §101.62(b)(1)(i) as compared to an appropriate reference food.

6.2 Labeling. All ingredients must be declared by their common or usual name in descending order of predominance by weight (21 CFR §101.4(a)) unless exempted by 21 CFR §101.100.

6.3 Ingredients.

6.3.1 Ingredients. The muffins must include enriched flour (21 CFR §137.165), sweetening agents; eggs; peanut, corn, soybean, or canola vegetable oils; vegetable shortening, or butter; water, salt; flavorings; leavening agents; and emulsifiers or other stabilizers. Fruit puree or sauce may be used to replace oil in Style B reduced fat, Style C low fat, and Style D fat free muffins (must be consistent with FDA regulation 21 CFR §101.62). The fruit addition must not change the characteristic flavor of the muffins.

6.3.1.1 Flour. The flour used will conform to the U.S. Standards of Identity for Enriched Flour (21 CFR §137.165) and must be milled from a variety of hard and/or soft wheat.

6.3.1.2 Milk. The milk products used in the muffins must comply with all applicable requirements of the Grade “A” Pasteurized Milk Ordinance.⁵

6.3.1.3 Eggs. The eggs used in the muffins must conform to the applicable provisions of the Regulations Governing the Inspection of Eggs and Egg Products (9 CFR Part 590). The eggs must be certified *Salmonella* free.

6.3.2 Additional processing ingredients. The mold inhibitors must be of proper levels as allowed by the Federal Food, Drug, and Cosmetic (FD&C) Act. When used, all additional ingredients must meet the standards specified in the Food Chemicals Codex (FCC) or, in the absence of FCC specification at a minimum, meet the specifications for quality set by the U.S. Pharmacopeia (USP)-National Formulary. The additional ingredients must be approved food additives (21 CFR Part 170) or meet Generally Recognized as Safe (GRAS) requirements (21 CFR Parts 182 and 184) for those uses by FDA.

6.4 Finished product.

6.4.1 Appearance and color. The muffin tops must have a rounded pebbled surface and may be “sugar dusted,” “sugar crumb,” “sugar crumbled topping,” or other appropriate topping. The muffin interiors must have an appropriate color characteristic of the flavor of muffin, such as a creamy white, slightly yellow, slightly blue or caramel to moderate dark brown color. The muffins must be evenly baked without evidence of scorching or burning. The muffin surface color must be typical of the muffin type specified in the solicitation, contract, or purchase order. There must not be any foreign color to the muffins.

6.4.2 Flavor and aroma. The muffins must have a flavor and aroma characteristic of the muffin specified in the solicitation, contract, or purchase order. There must not be any foreign flavors or odors such as, but not limited to, burnt, scorched, stale, rancid, or moldy.

6.4.3 Texture. The texture of the muffins must have a slightly moist, light, and tender crumb. When the muffins include nuts or fruits, there shall be an even distribution of nuts or fruit throughout the crumb. The muffins must not contain spots of unbaked flour on the bottom.

6.5 Foreign material. All other ingredients must be clean, sound, wholesome, and free from foreign material, such as, but not limited to, extraneous plant material, dirt, plastic, insects, insect pieces or rodent or insect infestation.

⁵ The PMO is available at:

<https://www.fda.gov/downloads/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Milk/UCM513508.pdf>

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7. ANALYTICAL REQUIREMENTS.

7.1 Analytical and microbiological requirements. Unless otherwise specified in the solicitation, contract or purchase order, the following analytical and microbiological requirements for the muffins must conform to those in Table I:

7.2 Analytical verification. Purchaser must specify manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

7.3 USDA verification procedures. When USDA certification (Sec. 10.4) is specified in the solicitation, contract, or purchase order, analytical testing must be performed as follows.

7.3.1 Product verification sampling. When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical testing must be performed on subsamples of packages randomly selected from the lot. The number of subsamples must be based on USDA inspection service sampling procedures and plans (7 CFR §52.38). The contents of each will be used to create a composite sample that will be used in the analytical testing.

7.3.2 Analytical testing and reporting. When specified in the solicitation, contract, or purchase order, the analyses must be made in accordance with the following methods from the Association of Official Analytical Collaboration (AOAC) International Official Methods of Analysis (OMA) or as specified in Table I. Any result not conforming to the analytical requirements may be cause for rejection of the lot.

TABLE I. Analytical and microbiological testing and reporting

Test	Requirement	Method	Reported as
Style C low fat	Less than 3.0 g of fat per 55 g per serving	922.06 or 2008.06	Nearest 0.1 g
Style D fat free	Less than 0.5 g of fat per 55 g per serving	922.06	Nearest 0.1 g
<i>Salmonella</i>	Negative	986.35, 967.25 967.26, 967.28, 2003.09, 2004.03, or 2013.09	Positive or negative
Water activity (A_w)	Less than or equal to 0.885 A_w	978.18	Nearest 0.001 value

8. MANUFACTURER'S/DISTRIBUTOR'S PRODUCT ASSURANCE. The manufacturer/distributor must certify that the muffins provided meet the salient characteristics of this CID, conform to their own specifications, standards, and quality assurance practices, and be the same

muffins offered for sale in the commercial market. The purchaser reserves the right to require proof of conformance.

9. REGULATORY REQUIREMENTS. The delivered muffins must comply with all applicable Federal, State, and local mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the muffins in the commercial marketplace. Delivered muffins must comply with all applicable provisions of the Federal FD&C Act, the Fair Packaging and Labeling Act, the Food Allergen Labeling and Consumer Protection Act (FALCPA), and regulations promulgated thereunder. The allergen statement must be provided in a format which complies with FALCPA for any product which contains wheat, fish, milk, soy, tree nuts, eggs, peanuts, and Crustacean shellfish or those in effect on the date of the solicitation, contract, or purchase order.

10. QUALITY ASSURANCE PROVISIONS. *Purchaser must specify 10.3 or 10.4. Purchaser may specify one of the following combinations: 10.1.1 with 10.2.1, or 10.1.2 with 10.2.2.*

10.1 Food defense. When required in the solicitation, contract, or purchase order, a Food Defense Systems Survey (FDSS) or audit must be conducted by USDA, Agricultural Marketing Service (AMS), Specialty Crops Program (SCP), Specialty Crops Inspection (SCI) Division. Food defense requirements include a documented and operational food defense plan that provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials and other ingredients and post-production finished product. The plan must address the following areas: (1) food security plan management; (2) outside and inside security of the production and storage facilities; (3) processing, including all raw material sources; (4) shipping and receiving; (5) storage; (6) water and ice supply; (7) mail handling; (8) personnel security; and (9) transportation, shipping, and receiving.

10.1.1 FDSS. When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, SCP, SCI Division. The FDSS verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. An AMS FDSS verifies the participating company's adherence to *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121), and when applicable, FSIS *Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products*.⁶

10.1.2 Food defense section of the Plant Systems Audit (PSA). When required in the solicitation, contract, or purchase order, a food defense audit will be conducted as part of the PSA. The audit will be conducted by USDA, AMS, SCP, SCI Division auditors. This verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. The food defense

⁶ See footnote 4 on page 3.

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section of the PSA verifies the participating company's adherence to *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121), and when applicable, FSIS *Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products*.⁷

10.2 Manufacturer's quality assurance. When required in the solicitation, contract, or purchase order, the product manufacturer will be required to provide evidence, by certificate that the manufacturing plant has undertaken one of the following quality assurance measures within 12 months prior to providing a bid or no later than 10 business days from the date of the awarding of the contract. Failure to provide this documentation within the proper time frame may result in the contract being terminated for cause.

10.2.1 Plant survey. A plant survey conducted by USDA, AMS is required within 12 months prior to the date of the awarding of the contract. The plant survey audit verifies that, at the time of the survey, the manufacturer produces products in a clean, sanitary environment in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117).

10.2.2 PSA. A PSA conducted by USDA, AMS is required within 12 months prior to the date of the awarding of the contract. The PSA verifies the manufacturer's capability to produce products in a clean, sanitary environment in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) and verifies that the manufacturer has in place an internal quality assurance program that meets or exceeds USDA requirements.

10.3 Manufacturer's/distributor's certification. When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the muffins delivered meet or exceed the requirements of this CID. The manufacturer/distributor must certify via a Certificate of Conformance or other adequate documentation (*as specified by the purchaser*) that the muffins meet the analytical requirements specified in Sec. 7 of this CID.

10.4 USDA certification. When required in the solicitation, contract, or purchase order that product quality and acceptability or both be determined, the USDA, AMS, SCP, SCI Division inspectors, must be the certifying program. SCI Division inspectors must certify the quality and acceptability of the muffins in accordance with SCI Division procedures, which include selecting random samples of the muffins, evaluating the samples for conformance with the salient characteristics and analytical requirements of this CID and other contractual requirements, and documenting the findings on official SCI Division score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, SCI Division inspectors will examine the muffins for conformance to the Standards for Condition of Food Containers (7 CFR Part 42) in effect on the date of the solicitation.

⁷ See footnote 4 on page 3.

11. PACKAGING. Preservation, packaging, packing, labeling, and case marking must be commercial unless otherwise specified in the solicitation, contract, or purchase order.

12. USDA INSPECTION NOTES. When Sec. 10.4 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of muffins and compliance with requirements in the following areas:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements *when specified in the solicitation, contract, or purchase order* (Sec. 7). When USDA analytical testing is specified, SCI Division inspection personnel must select samples and submit them to the to the USDA, AMS, Science and Technology Program (S&TP) laboratory for analysis.
- Packaging requirements (Sec. 11 or *as specified in the solicitation, contract, or purchase order*).

13. REFERENCE NOTES.

13.1 USDA services.

13.1.1 USDA certification. For USDA certification: **Inspection Operations, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, DC 20250-0240, telephone 800-811-2373, fax (202) 720-0393, or via E-mail: SCIinspectionoperations@usda.gov.**

13.1.2 USDA FDSS, plant survey, and PSA. For a USDA FDSS, plant survey, and PSA contact the **Chief, Auditing Services Branch, SCI Division, SCP, AMS, USDA, Room 1566 South Building, STOP 0247, 1400 Independence Avenue, SW, Washington, DC 20250-0247, telephone (202) 720-5021, fax (866) 230-9168, or via E-mail: SCAudits@usda.gov.**

13.1.3 Analytical testing and technical information. For USDA technical information on analytical testing, contact the **Laboratory Approval and Testing Division, S&TP, AMS, USDA, STOP 0272, 1400 Independence Avenue, SW, Washington, DC 20250-0272, telephone (202) 690-4089 or via E-mail: LATD@usda.gov.**

13.2 Sources of documents.

13.2.1 Sources of information for nongovernmental documents are as follows:

Copies of the AOAC International OMA may be obtained from: **AOAC International, 2275 Research Boulevard, Suite 300, Rockville, MD 20850-3250, telephone (301) 924-7077.**

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Internet address: <http://www.aoac.org> for nonmembers and <http://www.eoma.aoac.org> for members and AOAC OMA subscribers.

Copies of the Food Chemicals Codex and U.S. Pharmacopeia may be purchased from: **United States Pharmacopeia Convention, 12601 Twinbrook Parkway, Rockville, MD 20877, telephone (800) 227-8772 or (301) 881-0666, Fax (301) 816-8148 or on the Internet at: <http://www.usp.org>.**

13.2.2 Sources of information for governmental documents are as follows:

Applicable provisions of the Standards for Condition of Food Containers are contained in 7 CFR Part 42, the National Organic Program are contained in 7 CFR Part 205, the Fair Packaging and Labeling Act are contained in 16 CFR Parts 500 to 503, and the Federal Food, Drug, and Cosmetic Act are contained in 21 CFR Parts 1 to 199. These documents may be purchased from: **Superintendent of Documents, New Orders, P.O. Box 979050, St. Louis, MO 63197-9000. Credit card (Visa, MasterCard, Discover/NOVUS, and American Express) purchases may be made by calling the Superintendent of Documents at (866) 512-1800, (202) 512-1800. These documents may also be obtained free of charge on the Internet at: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.**

Copies of the FSIS Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products are available online from: **USDA, FSIS on the Internet at: http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation_Security_Guidelines.pdf?MOD=AJPERES.**

Copies of this CID and the Standards for Condition of Food Containers (7 CFR Part 42) are available from: **Director, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, D.C. 20250-0240, via E-mail: CIDS@usda.gov or on the Internet at: <http://www.ams.usda.gov/grades-standards/cids> and <https://www.gpo.gov/fdsys/pkg/CFR-2015-title7-vol2/pdf/CFR-2015-title7-vol2-part42.pdf>.**

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HHS - FDA
USDA - SCP
VA - OSS

PREPARING ACTIVITY:

USDA - SCP

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