



## **POULTRY MEMORANDUM AND CERTIFICATE PREPARATION**

### **Purpose**

This instruction defines how to prepare poultry memorandums and certificates.

### **Procedures**

#### **I. Memorandums**

##### **A. Preparation of Memorandums**

To support the LP-210P and LP-209 grading certificates, Form LP-211, LP-232, and other approved worksheets shall be used as official worksheet documents. Company forms may be used instead of official memorandums when official documents are not requested and when they may be useful to the firm. The Federal-State supervisor shall approve company forms prior to use. Approval should be confirmed in writing to the grader. They may not be signed or initialed by the grader.

Memorandums should be completed at the time the grading is performed. Preparation of the memorandum is required when performing test weighing, commodity specification work, etc., where backup information such as detailed grading data, product temperatures, test weighing data, or information not normally included on the grading certificate is needed. Additional comments regarding loading, holding, styling, etc., which may be useful at a later date should also be included. As a minimum, the certificate number, date of grading, and grader's signature shall be shown on all memorandums. The only time it is necessary to fill out the memorandum completely is when someone other than the grader will prepare the grading certificate.

##### **B. Distribution of Memorandums**

1. Fee graders will file or send the memorandum to the State or regional grading office according to the supervisor's instructions.
2. Resident graders shall file certificates with memorandums attached for all certificates issued for the resident plant. Retain these files according to current record disposition schedules.
3. The memorandums shall not be distributed to industry.

#### **II. Certificates**

Approval to use computers to develop, generate, and/or print official USDA grading certificates must be obtained from the supervisor prior to use. The supervisor is responsible for assuring control procedures are established and followed. Official grading certificates may be filled out utilizing computers with appropriate software and printed. The grader must sign the original. Additional copies may be made by the grader or plant management. When an original signature is required on each copy, the grader will make the appropriate number of copies and sign each



one. Some States have approved systems permitting them to develop, generate, and print official certificates using a pre-issued set of sequential accountable number.

All official grading certificates must have all applicable Burden and Non-Discrimination statements required by the Department on the reverse side of each certificate.

Any alternative process or system to develop, generate, and/or print official USDA grading certificates by computers must be submitted to the National Supervisor, Quality Assessment Division for review and approval.

#### **A. LP-210P, Poultry Products Grading Certificate (Exhibit 1 and 1a)**

The certificate shall be completed in the normal manner adding the data required. Certificates are always prepared from the data available on the LP-211 memorandum, and completed as follows:

1. Certificates shall be issued and used in numerical order.
2. Product information on certificates should be typed or handwritten legibly in ink.
3. All copies of certificates must bear the number of the original certificate.
4. All originals shall be signed in ink. If requested by the applicant all copies can show the signature of the grader.
5. All of the applicable portions of certificates must be completed using no abbreviations except for poultry (PY), pounds (lbs.), Ready-to-Cook (RTC), or other abbreviations shown in **Exhibit 1**.
6. Weight range should not be shown in the product type and class section of the certificate unless weight range is verified according to procedures outlined in QAD 607.
7. Resident graders shall issue certificates only upon request of the applicant or the grader's supervisor.
8. When a request for grading is for other than quality, an appropriate statement shall be placed in the "Remarks" of the certificate such as "TEST WEIGHING ONLY" or "CONDITION INSPECTION ONLY."
9. The resident grader's accountability record for certificates, Form LP-185 is maintained at the plant.
10. The supervisor will determine how the accountability record is kept for other graders.
11. When minor errors, other than accounting data, are made on a certificate prior to the release of the certificate, the errors should be corrected and initialed in ink. The use of whiteout is not allowed on certificates.



## **B. “Void” Certificates**

When numerous errors are made in preparing a certificate, the word VOID should be written diagonally on the original. For resident graders, the originals of all voided certificates are filed at the plant. For all other graders, the originals of all voided certificates are filed at the office where the accountability record is maintained. All other copies are destroyed.

## **C. Certificate Amendments**

When an error is discovered, after a certificate has been released, and it is difficult to recall the original, it may be necessary to issue an amendment to correct the original certificate. Amendments may be issued:

1. To correct minor errors such as name of applicant, etc.
2. When a major error has been made and all copies of the distributed certificate cannot be recovered, providing all interested parties can be supplied with copies of the amendment.

Amendments shall be prepared on official USDA or State Department of Agriculture letterhead paper. When State letterhead paper is used, the grader should include the words “Federal-State Grader” in the signature block. They shall be dated and signed in ink by the grader issuing the amendment. Graders other than the grader issuing the original certificate may issue amendments covering errors in entries that are as stated by the applicant. Amendments for factors certified by USDA may be made by a second grader only if the grader can personally verify the amended information through observation of product or examination of grading records. The distribution is the same as the certificate that was amended (**Exhibit 2**).

## **D. Superseded Certificates**

Superseding certificates should only be used when an amendment is not acceptable. Occasionally, original certificates are distributed that require extensive modifications to correct a previously issued certificate. Under these circumstances, every effort should be made to retrieve the original certificate. If the original certificate cannot be retrieved, a new certificate can be issued to supersede the original certificate. When issuing a superseded certificate, the original certificate number and date must be referenced in the remarks section. A grader, after discussing with their supervisor, may issue a superseded certificate if it can be supported by examination of official grading records. Utilize the same distribution as the original certificate.

## **E. Distribution of Certificates**

The original and one copy shall be distributed to the applicant or designated representative. Additional copies may be furnished to the applicant when requested. The supervisor will instruct graders to distribute additional copies as required.



## F. Food Safety and Inspection Service (FSIS) Export Certificate of Wholesomeness

FSIS is responsible for issuance of all export certificates covering poultry products. Occasionally, FSIS asks the QAD to perform export inspections. When performing export inspections, the USDA Grader shall utilize stamps and certificates provided by FSIS personnel. Instructions on handling the inspection request shall be provided to the grader by the inspection office initiating the request for assistance.

Richard H. Lawson, National Poultry Supervisor  
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