



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION  
Raleigh, North Carolina**

*Steve Troxler, Commissioner*

**MPID NOTICE**

**7-23**

**6-22-23**

**Compliance Review Protocol for Meat and Poultry Handlers**

**Do not implement this Notice until July 1, 2023.**

**I. PURPOSE**

This document establishes procedures for the review of Meat and Poultry Handlers: farmers, poultry exempt operators, distributors, warehouses, salvage dealers, and others.

**II. REFERENCES**

Federal Meat Inspection Act (21 U.S.C. 601 et seq); Federal Poultry Products Inspection Act (21 U.S.C 451 et seq.); 9 CFR Parts 300 to 500; NC Compulsory Meat Inspection Law (Chapter 106, Articles 49 B & C of the North Carolina General Statutes); NC Poultry Products Inspection Law (Chapter 106, Article 49 D of the North Carolina General Statutes); FSIS Directive 8010.1 Rev. 6.

**III. CANCELLATION**

MPID Notice 2-15 dated 2-10-15

**IV. DEFINITIONS OF BUSINESS TYPES**

**Distributor:** A person, firm, or corporation that receives and handles meat or poultry, typically from multiple domestic or overseas suppliers, stores those products in cold storage or freezers, and then redistributes those products to multiple customers without processing or breaking down the product. A distributor is required to register as a meat and poultry handler (21 U.S.C. 643 and 460).

**Food Bank:** An organization that collects or purchases meat and poultry products from individuals, manufacturers, wholesalers, retailers, or government agencies to store and donate the collected product to non-profit and community food programs.

**Meat and Poultry Handler:** An individual or business that engages in receiving and/or storing, transporting and/or offering for sale (wholesale and/or retail) fully

marked, labeled and wholesome meat and/or poultry product. All such product must bear a state or federal inspection legend on the final product at the time of sale. Opening of product containers for further processing or repackaging is not permitted.

**Poultry Exempt Operator (PEO):** A person, firm, or corporation that slaughters or processes poultry exempt from Federal or State inspection. This type of operation can sell to household or non-household consumers unless they are a custom exempt operator. Custom exempt operators may not engage in the buying or selling of any poultry product capable of use as human food (9 CFR 381.10(a)(5-7), 381.10(b), and 381.10(c)).

**Retailer:** A person, firm, or corporation that sells meat and poultry products directly to consumers for consumption, generally off-premises. Retail operations may include cutting up, slicing, trimming, grinding, freezing, curing, cooking, smoking, breaking bulk, or wrapping or rewrapping amenable food products (9 CFR 303.1(d)(1), 381.10(d)(1)).

**Salvage:** A person, firm, or corporation that purchases, sorts and sells "distressed" meat and poultry products that other businesses have been unable to sell (e.g., wholesome and properly labeled products that have quality issues or do not meet purchase specifications).

**Warehouse:** A person, firm, or corporation that handles meat and poultry products from multiple domestic or overseas suppliers and may be public (leases space to product owners) or private (stores its own products for its own retail stores). A public warehouse is required to register as a meat and poultry handler; a private warehouse is not required to register (21 U.S.C. 643 and 460). A warehouse also may operate under voluntary identification or certification service where it could repackage/label, certify for export, or perform other activities (9 CFR 350.3, 362.2).

## V. RISK CATEGORIES

Risk Category	Risk Category Descriptions	Review Timeframes
1	Violators	3 months
2	Warehouses, distributors, food banks, non-profits and salvage dealers, door-to-door salesmen; PEOs who slaughter more than 300 birds per year	4-6 months
3	Meat handler farmers who have 5 or more animals slaughtered under inspection and offered for sale per year, PEOs who slaughter fewer than 300 birds per year	1 year
4	Meat handler farmers who have fewer than 5 animals slaughtered and offered for sale per year; PEOs who have not slaughtered any birds for sale in the previous year and communicated no intention to slaughter any birds for sale without notifying MPID Compliance Officer first (does not want to cancel registration)	2 years
5	Meat handler farmer who has not slaughtered and sold any animals since last review and communicated no intention to slaughter any animals for sale without notifying MPID Compliance Officer first (does not want to cancel their registration)	3 years
9	Violator who has completed violator progression schedule (see note below); withdrawal of meat handler registration	N/A

Note: RC1 is highest priority and 9 lowest. When a violation is written the violator is placed in RC1 for quarterly review. Violators remain in RC1 until they have received their Notice of Warning or Civil Penalty and quarterly review shows no concerns. With acceptable reviews, violators progress through the risk categories (RC1→ RC2 → RC3 → RC9) until they are removed from the list or returned to appropriate RC for their type of operation. If the review shows concerns, MPID Compliance Officer will reassess RC.

## VI. PROCEDURES

MPID Compliance Officers (CO) will conduct reviews of Meat and Poultry Handlers and Poultry Exempt Operators in their designated areas. Each CO will conduct at least 15 reviews from Planned Compliance Review database (PCP) and 3 random reviews of any business offering meat/poultry for sale to general public per month with priority given to violators and new registrations. If an individual is a meat handler farmer and PEO, both reviews will be conducted at the higher risk category frequency.

Individuals dealing in meat or poultry products in or for commerce and that do not operate under State or Federal Inspection are required by law to register with the NCDA&CS Meat and Poultry Inspection Division.

Once registered with NCDA&CS Meat and Poultry Inspection Division, individuals who raise poultry may slaughter birds of their own raising on their farm to sell under 1,000- or 20,000- bird poultry exemption.

#### A. New Registrations for Meat and Poultry Handlers

1. Raleigh Office receives the request and submits [C&E 35a Compliance Referral](#) form to MPID's CO assigned to the county of the registrant's operation.
2. COs will contact registrant to schedule a review.
3. At the review, COs will gather information to complete MP-2 form Registration of Meat and Poultry Handlers and appropriate C&E 8 form. [C&E 8A](#) form New Meat and Poultry Handler application will be provided to registrant to complete.
  - [MP-2](#) – completed for new registrations of Meat and Poultry Handlers
  - [C&E 8](#) (short) – completed for Violators, door-to-door salesmen, salvage dealers, consumer complaints and sanitation concerns in conjunction with County Health officials
  - [C&E 8F](#) – completed for Meat Handlers who are farmers
  - [C&E 8Long](#) – completed for Meat Handlers acting as Warehouses
  - [C&E 8FD](#) – Distributors
4. COs will review facilities to ensure product is stored in a sanitary manner and product is properly labeled.
  - a. Observe freezers and/or coolers where inspected meat and poultry products will be stored ensuring they meet the [requirements](#).
  - b. Observe meat and poultry product labels and packaging to ensure product contains NCDA or USDA mark of inspection, other label requirements of [9 CFR 317](#) and packaging has not been compromised.
  - c. Observe area where the freezer and/or cooler is stored. It should meet sanitary requirements and be able to be secured when operators are not on premise.

5. COs provide the following documentation appropriate for the type of business along with the CO's contact information to the registrant and answer any questions they have.
  - Farmer Meat Handler – [MPID Notice 7-18](#), [MPID Notice 6-21](#), and establishment directory
  - Warehouse and Distributor – [MPID Notice 7-18](#)
6. Completed MP-2 and C&E8 forms are emailed to the Raleigh Office weekly. The Administrative Specialist will assign a registration number and enter the registrant in the PCP.
7. After registration number has been assigned, MP-2 forms are signed by the State Director.
8. Signed MP-2 forms are scanned and emailed to registrant and CO. The forms are then filed in Raleigh Office.

B. New Registrations for Poultry Exempt Operators (PEOs)

1. Raleigh Office receives the request and submits [C&E 35a Compliance Referral](#) form to CO assigned to the county of the registrant's operation.
2. COs will contact registrant to schedule a review.
3. At the review, COs will gather information to complete [C&E8P](#) form.
4. COs will review facilities to ensure product is properly labeled stored in a sanitary manner.
  - a. Observe freezers and/or coolers where exempt poultry products will be stored ensuring they meet the requirements.
  - b. Observe poultry product labels to ensure product label contains required features.
  - c. Observe area where the freezer and/or cooler is stored. It should meet sanitary requirements and be able to be secured when operators are not on premise.
  - d. Observe the equipment used to slaughter and process birds under the exemption (bleeding cones, pot & water heating equipment, plucking machine, tables, bags/packaging, etc.).

- e. Explain to PEO the importance of using potable water hoses.
  - f. Review documentation for water and/or ice potability.
  - g. Explain record-keeping requirements (slaughter and sale records).
5. COs provide and explain the following documentation appropriate for the type of business and answer any questions they have.
    - [MPID Notice 5-18](#) or [MPID Notice 6-18](#) and [Best Management Practices for On-farm Poultry Processing](#)
  6. Completed C&E8 forms are emailed to the Raleigh Office weekly. The Administrative Specialist will add the registrant to the PCP.
  7. The forms are then filed in Raleigh Office.

#### C. Meat and Poultry Handler and PEO Follow-up Reviews

1. COs schedule follow-up PCP review at frequency listed in risk category table in Section V.
2. CO reviews C&E8 records from previous reviews prior to site visit.
3. At review, COs verify name(s), address, phone number and email of farmer(s).
4. COs will review facilities to ensure product is properly labeled and stored in a sanitary manner.
5. COs complete appropriate C&E8 form and update the “review” and “review due” columns of the PCP. The CO then initials bottom right hand corner of C&E8 form signifying database update has been completed.
  - [C&E 8](#) (short) – completed for Violators, door-to-door salesmen, salvage dealers, consumer complaints and sanitation concerns in conjunction with County Health officials
  - [C&E 8F](#) – completed for Meat Handlers who are farmers
  - [C&E 8P](#) – completed for Poultry Exempt Operators
  - [C&E 8Long](#) – completed for Meat Handlers acting as Warehouses
  - [C&E 8FD](#) – Distributors
6. Completed C&E8 forms are mailed to Raleigh Office once per week.

7. Compliance Supervisor reviews forms once received at office for accuracy and verifies proper risk category has been applied.
8. Once reviewed, the Administrative Specialist files in Raleigh Office file.

**VII. ADDITIONAL INFORMATION:** If you have any questions or need additional information, contact your supervisor.

**Dr. Karen Beck**  
**State Director**

**DISTRIBUTION:**  
MPID Compliance Officers

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**SUBJECT CATEGORY:**  
Compliance