

A Letter from the Office of Policy and Program Development - Policy Development Division regarding Applying for a Grant of Inspection

Dear Prospective Applicant,

Thank you for your interest in producing a meat or poultry product under Federal Inspection. A Federal Grant of Inspection will enable you to sell your product in interstate commerce for resale. The FSIS Web page at www.fsis.usda.gov has lots of information. Here are the basics you need to know as you begin the process of applying for a Federal Grant of Inspection.

In order to obtain a Grant of Inspection from USDA-FSIS, you need at a minimum the following:

1. A **HACCP Plan**. HACCP is an acronym for hazard analysis critical control point. Such a food safety “process control program” must be developed by someone formally trained in [HACCP](#).
2. A **Sanitation Standard Operating Procedure (Sanitation SOP)**.
3. A **suitable facility** where the walls, floors, and ceilings are cleanable, impervious to moisture, insects, vermin and meet other sanitary requirements.

You may obtain an application, and paper as well as electronic copies of all these documents by contacting the appropriate [District Office \(DO\)](#). Your DO can put you in contact with a Front Line Supervisor assigned to your area who can also answer your questions. Once you have met the basic requirements and submitted your application to the appropriate DO with the required information, the approval process takes 4-6 weeks on average. FSIS will provide mandatory inspection service at no charge up to 40 hrs per week and voluntary inspection as arranged at a [nominal rate](#). You will be responsible for voluntary or overtime charges at approximately \$50-70/ hr.

To enhance your knowledge of the requirements, PDD recommends you become acquainted with the [Federal Code of Regulations applicable to FSIS](#). Save this as a Favorite or Bookmark. You should focus particularly on [Title 9 CFR](#) 305, 307, 416, and 417 that apply to facilities, sanitation and HACCP for red meat operations. For poultry operations listed in the 381 regulations under Title 9, you should refer to Subparts E and G in addition to all of the 416 and 417 regulations.

If you need assistance in developing your HACCP plan, you can view [models of various HACCP plans](#) on the FSIS Website. You can access these HACCP models by viewing “HACCP” in the [A-Z index](#) or using the FSIS public site Search engine.

Finally, if you need supporting documents or more specialized help, you can reach out to the experts and tools including [askFSIS](#) available via the [Small Plant Outreach](#). Contacts for [State HACCP Contacts and Coordinators](#) for each state are available on the FSIS Website and in Part 7.

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