

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

5220.1
Rev. 1

9-24-97

GRANTING, REFUSING, VOLUNTARY SUSPENSION OR VOLUNTARY WITHDRAWAL OF FEDERAL INSPECTION SERVICE

I. PURPOSE

This directive provides Circuit Supervisors and District Managers with procedures for granting an establishment's request to receive inspection or to have inspection services voluntarily suspended or withdrawn.

II. CANCELLATION

Cancel FSIS Directive 5220.1, Granting, Refusing, or Withdrawing Federal Inspection Service, dated 2-7-89, and FSIS Form 5200-5.

III. REASON FOR REISSUANCE

FSIS is revising this directive to eliminate references to the prior approval of blueprints and specifications. Also, this directive reflects the new field organizational structure.

IV. REFERENCES

Parts 304, 305, and 335, Federal Meat Inspection Regulations; Part 381, subparts D, E, and W, Poultry Products Inspection Regulations.

V. FORMS AND ABBREVIATIONS

The following will appear as abbreviated in this directive.

CS Circuit Supervisor
DM District Manager
OFO Office of Field Operations

DISTRIBUTION: Inspection Offices; T/A Inspectors;
Plant Mgt; T/A Plant Mgt; TRA; ABB; PRD, Import
Offices

OPI: OPPDE

FSIS Form 5200-1	Grant of Inspection (Attachment 1)
FSIS Form 5200-2	Application for Federal Meat, Poultry, or Import Inspection (Attachment 2)
FSIS Form 5200-3	Voluntary Suspension or Voluntary Withdrawal of Inspection Service (Attachment 3)
FSIS Form 5200-4	Recommendation on Application for Inspection (Attachment 4)

VI. GRANTING INSPECTION

A. At an applicant's request, a District Office provides the application for inspection (FSIS Form 5200-2), application guidelines, and instructions. The office also supplies additional information including the address of the Government Printing Office, Sanitation Standard Operating Procedures Guidelines for Meat and Poultry Establishments, and Guide to Facilities Design and Construction and Equipment Selection for Meat and Poultry Establishments.

B. The District Manager or designee reviews the application for completeness, and checks appropriate boxes for applicable Act(s) under which the establishment will operate. The DM should return any application if it is not complete and specify areas of the form that need attention.

C. After the application is reviewed, the DM completes the top portion of the recommendation for granting inspection (FSIS Form 5200-4) and forwards it to the CS.

1. The CS visits the establishment to make a recommendation about granting inspection. The CS will be provided with guidance material and a checklist.

2. The CS completes the recommendation form and returns it to the DM.

D. The DM reviews the returned recommendation form and other pertinent information and determines if the applicant will be granted inspection service.

E. If inspection is granted, the DM issues the grant of inspection (FSIS Form 5200-1) and an establishment number. If a conditional grant of inspection is issued in accordance with 9 CFR 304.3(b) and 381.22(b), the DM receives from the CS information necessary to determine whether establishments have met the terms of the conditional inspection before issuing a final grant of inspection.

F. The DM sends the original of the grant of inspection to the applicant, along with a copy of the application. The DM also sends the official establishment copies of the grant and application, if the establishment and applicant have different mailing addresses.

- G. The DM sends copies of the grant and application to the following:
1. The Inspector-in-Charge
 2. Technical Service Center
 3. Data Service Center, Des Moines, Iowa
 4. National Agriculture Statistical Service, Washington, DC (slaughter establishments only)
 5. Appropriate State meat and/or poultry inspection program. (Talmadge-Aiken establishments only)

H. The DM must maintain copies of the application, recommendation, grant, and related documents.

I. The DM requests establishments that make changes (i.e., new mailing address, corporate structure, type of operation) to complete a new application. The DM keeps the updated application on file.

VII. ESTABLISHMENT VOLUNTARY SUSPENSION OR WITHDRAWAL OF INSPECTION

A. An establishment may request in writing a voluntary suspension or withdrawal of inspection. The voluntary withdrawal of inspection is permanent; establishments wishing to reinstate inspection must reapply for inspection. A voluntary suspension of inspection is temporary and cannot exceed 120 calendar days. An establishment typically requests such suspensions for purposes of resale, major structural changes, or remodeling. When situations arise that are beyond the establishment's control (such as inability to obtain equipment on schedule, inability to complete major structural changes because of weather conditions, or other valid reasons), the DM may extend the 120-day period, if the Deputy Administrator, OFO concurs. Meat or poultry establishments that traditionally operate on a seasonal basis may be in suspension status beyond the 120-day period, but the suspension may not exceed 1 year.

B. The CS receives the written request from establishments for the voluntary suspension or withdrawal of inspection

C. The CS transmits the establishment's request letter, including the effective date, to the DM.

D. The DM will issue the voluntary suspension or withdrawal of inspection form (FSIS Form 5200-3) and forward the original to establishment management. The DM must maintain a copy of the form and any related documents.

E. The CS notifies the DM when inspection is reinstated.

VIII. REFUSAL OR WITHDRAWAL OF INSPECTION SERVICE

The Assistant District Manager for Enforcement has basic responsibility for initiating inquiries, assembling documentation, and/or conducting necessary liaison with the Office of the General Counsel regarding refusal or withdrawal of inspection service. Procedures are established by departmental rules and regulations. Subtitle A, under Title 7 of the Code of Federal Regulations provides general rules of practice which are further defined in the meat and poultry inspection regulations. The Assistant District Manager for Enforcement should be promptly notified when there is reason to believe inspection service should be refused or withdrawn.

Deputy Administrator
Office of Policy, Program Development and Evaluation

- | | |
|--------------|---|
| Attachment 1 | FSIS Form 5200-1 -- Grant of Inspection |
| Attachment 2 | FSIS Form 5200-2 -- Application for Federal Meat, Poultry, or Import
Inspection |
| Attachment 3 | FSIS Form 5200-3 -- Voluntary Suspension or Voluntary Withdrawal of
Inspection Service |
| Attachment 4 | FSIS Form 5200-4 -- Recommendation on Application for Inspection |