

5220.2M&P EstablishmtNmbrgProcs

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OPI: AISD - Policy, Planning and Budget Branch
IO - Resource Management Staff

MEAT AND POULTRY ESTABLISHMENT NUMBERING PROCEDURES
TABLE OF CONTENTS

PART ONE--BASIC PROVISIONS

Title	Page No.
I. PURPOSE	1
II. CANCELLATION	1
III. REASON FOR REISSUANCE	1
IV. REFERENCES	1
V. FORMS AND ABBREVIATIONS	2
VI. POLICY	2
VII. DEFINITIONS	2
A. CORE	2
B. Establishment Number	2
C. Official Establishment	2
D. Official Import Inspection Establishment	2
E. Reserved Number	3
VIII. DELEGATIONS OF AUTHORITY	3
IX. THE CORE SYSTEM	3
X. ADDITIONAL INFORMATION	3

PART TWO--ASSIGNING ESTABLISHMENT NUMBERS

Section One--Basic Provisions

I. INTRODUCTION	5
II. RESPONSIBILITIES	5
III. NUMBERING FORMAT	6
A. CORE Format	6
B. Traditional Format	6
IV. (RESERVED)	7

Section Two--Domestic Inspection

V. ASSIGNING ESTABLISHMENT NUMBERS	7
VI. NUMBERS FOR CERTAIN TYPES OF INSPECTION	7
VII. NUMBERS FOR BUFFALO	8
VIII. NUMBERS FOR FUTURE DESIGNATIONS	8
IX. CONTROL AND USE OF ESTABLISHMENT NUMBERS	8
X. WITHDRAWING, SUSPENDING, OR RESERVING AN ESTABLISHMENT NUMBER	9
A. Withdrawing or Suspending a Number	9

	B. Reserving a Number	9
XI.	MENNONITE CANNING PROGRAM ESTABLISHMENTS	9
XII.	TALMADGE-AIKEN ESTABLISHMENTS.	9
XIII.	(RESERVED)	9

Section Three--Import Inspection

XIV.	NUMBERING FORMAT	9
	A. Traditional Format	9
	B. CORE Format	9
XV.	USE OF ESTABLISHMENT NUMBERS	10
	A. Reusing Numbers	10
	B. Updating Database	10
	C. Reserving Numbers	10
	D. Handling Special Requests	10
	E. Transferring Numbers.	10

MEAT AND POULTRY ESTABLISHMENT NUMBERING PROCEDURES
PART ONE--BASIC PROVISIONS

I. PURPOSE

This directive:

1. Describes the FSIS establishment numbering system.
2. Provides instructions and assigns responsibility for the issuance and control of establishment numbers to ensure Agencywide consistency.

II. CANCELLATION

(### This directive cancels FSIS Directive 5220.2, dated 4/16/90.

III. REASON FOR REISSUANCE

This directive is reorganized into two parts. Part One covers basic provisions for establishment numbering. Part Two covers specific responsibilities and procedures for assigning numbers. The principal changes include:

- A. Part One, subparagraph VII. B. is rewritten to clarify the definition of establishment number. The definition adds clarification for distinguishing between two or more official establishments under the same ownership.
- B. Part Two, paragraph III. is revised to clarify information used in the sixth and seventh positions of an establishment number.

IV. REFERENCES

MPI Regulations, Section 305.1, Official Numbers; Subsidiaries and Tenants
 MPI Regulations, Section 327.6, Products for Importation; Program
 Inspection, Time and Place; Application for Approval of Facilities as
 Official Import Inspection Establishment; Refusal or Withdrawal of

Approval; Official Numbers MPI Regulations, Section 381.25, Official Establishment Number FSIS Directive 1300.1, FSIS Information Resources Management FSIS Directive 1300.3, Common On-Line Reference for Establishment FSIS Directive 5220.1, Granting, Refusing, and Withdrawing Federal Inspection Service

V. FORMS AND ABBREVIATIONS

The following will appear in their abbreviated form in this directive:

AISSD Automated Information Systems Division, AM
AM Administrative Management
ASD Administrative Services Division, AM
CORE Common On-line Reference for Establishments
* * *
IFO Import Field Offices, IP
IID Import Inspection Division, IP
IO Inspection Operations
IP International Programs
MPI Meat and Poultry Inspection
PDD Program Development Division, IP
* * *
T/A Talmadge-Aiken

MP Form 225, Application for Voluntary Reimbursable Inspection Service

VI. POLICY

It is FSIS policy to maintain an establishment numbering system that is consistent throughout FSIS and standardized in FSIS automated information systems. Establishment numbers provide unique identifications, show the type of activities that occur in the establishments, and provide a uniform means of processing information.

VII. DEFINITIONS

- A. CORE. An automated data management system serving as a centralized information repository of establishments, staffs, and mailing data. It is also a common link among FSIS database systems.
- B. Establishment Number. A unique identifier issued by type of inspection (meat, poultry, import, equine, or animal food) to each establishment granted Federal inspection service. The assignment of an establishment number conveys with it any combination created by adding serial letters as suffixes. The serial letter suffixes distinguish between two or more official establishments UNDER THE SAME OWNERSHIP OR CONTROL. (See subparagraph IX. B. for an example of the number format.)
- C. Official Establishment.

1. Any establishment, determined by USDA's Secretary or FSIS's Administrator, where inspection is maintained following regulations for slaughter of meat or poultry animals or processing of meat or poultry food products. NOTE: The terms "official establishment" and "plant" are interchangeable.

2. A further definition is any building or geographically contiguous buildings and associated premises, as shown on an approved plot plan with the limits of the official premises denoted.

D. Official Import Inspection Establishment. Any establishment, * * * where products offered for entry from any foreign country are authorized to be reinspected by a program import inspector. * * * NOTE: The terms "official import inspection establishment" and "import establishment" are interchangeable. ### 9/28/92)

E. Reserved Number. The official number that is on hold for an establishment that has applied for but not yet received a grant of inspection.

VIII. DELEGATIONS OF AUTHORITY

Establishment numbers are issued under the authority of the Administrator with further authority delegated as follows:

A. AISD, AM, will maintain CORE with assistance from regional offices and PDD.

B. IO regional offices will issue, suspend, and withdraw individual establishment numbers.

C. IID, IP, will issue, suspend, and withdraw individual import establishment numbers.

IX. THE CORE SYSTEM

CORE is a multifaceted automated system which offers centralized information on USDA-inspected establishments.

A. The system is designed to increase data reliability and to integrate FSIS databases. CORE offers:

1. Broad access to other FSIS databases such as exports, protein-fat-free, total quality control, labels information system, and establishment history information.

2. Production of the MPI Directory and mailing labels. (See FSIS Directive 1300.3.)

B. FSIS uses standardized methods to store and retrieve establishment numbers. Conversion to the CORE coding for establishment numbers is required. No change is necessary in the way official FSIS forms are completed. All manipulations of the official establishment number for computer storage and retrieval purposes are handled by software programs. The MPI Directory contains the code for establishment numbers in the CORE format and in the Traditional format. EXAMPLE:

Traditional Format	CORE Format
96825/P96825	96825__M/96825__P
Appolonia Meats	
14 Purple Place	
Prince, IL 60609	
312-435-3506	

X. ADDITIONAL INFORMATION

If there are questions concerning this directive, please contact AISD.

PART TWO--ASSIGNING ESTABLISHMENT NUMBERS

Section One--Basic Provisions

I. INTRODUCTION

Part Two describes the method for assigning and using CORE establishment numbers. Also, this part provides guidance for the issuance of traditional establishment numbers. Traditional establishment numbers are used in the official mark of inspection and may be used in labels.

II. RESPONSIBILITIES

- A. AISD, AM, will implement and maintain the procedures and central system for issuing and controlling CORE establishment numbers.
- B. ASD, AM, will prepare, on a monthly basis, a file of granted and withdrawn establishment numbers to be issued in an addendum to the MPI Directory.
- C. Regional Directors, IO, will:
 - 1. Obtain valid establishment numbers from CORE.
 - 2. Maintain establishment number information on the issuance, withdrawal, or suspension of Federal inspection service.
 - 3. Issue a reserved establishment number following the requirements of this directive and FSIS Directive 5220.1.
 - 4. Assign a permanent establishment number when the Grant of Inspection is issued.

5. Withdraw assigned numbers from establishments at the time inspection is withdrawn or the business is terminated.

D. Area, circuit, and establishment-level supervisors, IO, will advise the regional director or his or her staff of any establishment numbers that are inconsistent.

E. IID, IP, will:

1. Obtain valid import establishment numbers from CORE.
2. Maintain import establishment number information on the issuance, withdrawal, or suspension of Federal import inspection service.

(### 3. Issue a reserved import establishment number following the requirements of this directive. ### 9/28/92)

4. Assign individual import establishment numbers to establishments at the time import inspection is granted.

5. Withdraw assigned import establishment numbers from establishments at the time inspection is withdrawn or the business is terminated.

F. IFO and Import Inspectors, IP, will advise IID of requests for import inspection or changes needed in import establishment numbers.

III. NUMBERING FORMAT

(### The establishment number consists of three components which taken together comprise a unique identifier for each type of inspection conducted at an establishment. The Agency has two different ways of showing this number:

A. CORE Format. The Agency's standard for entering the establishment number in any automated system.

1. The first five positions in the number are numeric digits. Leading blank positions are filled with zeros.

2. The sixth and seventh positions are serial letter suffixes that serve to distinguish two or more plants UNDER THE SAME OWNERSHIP. These positions are blank if no suffix is assigned.

a. Suffixes are not automatically generated by CORE and must be issued manually.

b. There is no uniform method for the selection or sequencing of suffixes.

3. The eighth position is a single letter code that is manually placed and designates the type(s) of inspection performed at the establishment. The codes are:

- a. M--Meat.
- b. P--Poultry.
- c. E--Equine.
- d. I--Import.
- e. A--Animal Food.

B. Traditional Format. Prescribed in the regulations for use on brands, stamps, and labels. It has the same components as the CORE format but in a different sequence.

1. The first position begins with the single code letter that designates the type(s) of inspection performed at the establishment. EXCEPTION: The code "M" for meat is not shown in the traditional format. Thus, any establishment number in the traditional format which does NOT begin with a single letter code is designating red meat inspection.

2. The next 5 positions are numeric digits, but leading zeros are not shown.

3. The seventh and eighth positions are serial letter suffixes that serve to distinguish two or more plants under the same ownership.

IV. (RESERVED)

Section Two--Domestic Inspection

V. ASSIGNING ESTABLISHMENT NUMBERS

An establishment number is assigned for each type of inspection (meat, poultry, import, equine, or animal food) performed at an establishment. Once a number has been assigned to an establishment for one or more types of inspection, CORE will restrict access of that number if requested for a different establishment. EXAMPLE: If a number is assigned in one region for meat inspection and the same number is requested by another region for poultry inspection, CORE will advise the second region that the number is already in use.

A. CORE establishment numbers are assigned from a nationwide pool of numbers. Regions may either request a computer-generated number or specify the number desired if an establishment wishes to have a particular number.

B. Establishments that specifically request particular establishment numbers will be accommodated if the numbers requested are available and meet the establishment number assignment criteria set forth in this Directive. ### 9/28/92)

VI. NUMBERS FOR CERTAIN TYPES OF INSPECTION

A. If desired, and a number is available, establishment numbers may be manually assigned for certain kinds of voluntary inspection service according to range connotations, as follows:

1. Series 03000-03099, Food Inspection Service.
2. Series 03100-03999, Identification Service, Approved Warehouse/Cold Storage, and Certification Service.

B. The CORE system does not use the range connotations to identify types of inspection service. CORE uses Y/N switches that are set by data entry personnel. The data entry personnel review MP Form 225 to determine the requested voluntary inspection service (i.e., identification, food inspection, or certification).

VII. NUMBERS FOR BUFFALO

A. Federal establishments that slaughter and/or process both red meat and buffalo should use the official red meat establishment number in the brand unless there is a previously assigned buffalo number. Establishments are not required to, but may, modify their brands to use the red meat establishment number. A new establishment that slaughters only buffalo or game should be given the next available official establishment number.

B. Establishments currently in operation that wish to commence the slaughter and/or processing of buffalo should use the previously assigned red meat number within the triangular brand used for marking buffalo and the buffalo meat products.

VIII. NUMBERS FOR FUTURE DESIGNATIONS

A. Numbers 10600 to 12599 are no longer reserved for future designated States.

B. Numbers not already in use in Series 01000-01999 are reserved for the Grading Branch of the Poultry Division, Agricultural Marketing Service, to use in egg product inspection.

IX. CONTROL AND USE OF ESTABLISHMENT NUMBERS

Each establishment will have only one number (including the unique alpha code) for each type of service. FSIS alone controls the assignment and use of establishment numbers. The following conditions apply:

(### A. Once a number is assigned to an establishment for a particular type of inspection, that number remains with that operation as long as the establishment remains in production. NOTE: The establishment number

includes any number created by adding serial letters as suffixes to the number to identify two or more official establishments UNDER THE SAME OWNERSHIP OR CONTROL. ### 9/28/92)

B. When a company is sold, the establishment number can be transferred to the new company. The transfer is subject to approval by IO and requires the issuing of a new Grant of Inspection to reflect the change in ownership. (The former owner's Grant of Inspection is withdrawn but the number remains active.)

C. When inspection is withdrawn from a plant, the number cannot be reassigned for 3 years. This prevents information confusion. If an establishment voluntarily withdraws for a short period of time and then desires to reestablish inspection, the number can be reissued to the same establishment.

X. WITHDRAWING, SUSPENDING, OR RESERVING AN ESTABLISHMENT NUMBER

A. Withdrawing or Suspending a Number.

1. Withdraw assigned numbers from establishments at the time inspection is withdrawn or the business is terminated.

2. Update the central CORE database immediately when an establishment number is withdrawn or suspended.

B. Reserving a Number. An establishment number may be reserved for an establishment that has applied for inspection. After one year, the establishment is asked whether it is still interested in Federal inspection. If interested, the number remains in reserve; if not, the reservation is cancelled.

XI. MENNONITE CANNING PROGRAM ESTABLISHMENTS

Establishments in the Mennonite Canning Program collectively use the number 07251, which represents the home office in Akron, PA. Individual establishments use their names and addresses on labels to add specific identification.

XII. TALMADGE-AIKEN ESTABLISHMENTS

When grants of Federal inspection are issued to T/A establishments, enter the notation "T/A" on the grant in the "remarks" section. However, "T/A" is not a part of the establishment number and is not used in the brand.

XIII. (RESERVED)

Section Three--Import Inspection

XIV. NUMBERING FORMAT

A. Traditional Format. The traditional, official import establishment number format contains a prefix alpha character "I", followed by up to three numeric digits. EXAMPLE: Establishment Number I526.

B. CORE Format. The CORE format for import establishment numbering contains 5 numeric characters, 2 blank positions, and the alpha suffix "I." EXAMPLE: The Establishment Number "I526" is shown as "00526__I."

XV. USE OF ESTABLISHMENT NUMBERS

A single number is assigned sequentially to each import establishment.

A. Reusing Numbers. Once a number has been assigned, it cannot be reassigned to another applicant, unless inspection has been withdrawn from the establishment previously holding the number for over 3 years. If an establishment has inspection withdrawn for a short period of time and then requests inspection to be regranted through the normal procedure, the number can be reissued to the same establishment.

B. Updating Database. Update the central CORE database within 2 workdays when a number is issued, withdrawn or suspended.

C. Reserving Numbers. An import establishment number may be reserved for an establishment that has applied for inspection. After one year, the establishment is asked whether it is still interested in Federal inspection. If interested, the number remains on reserve; if not, the reservation is cancelled.

D. Handling Special Requests. Establishments that specially request particular establishment numbers will be accommodated, if the numbers requested are available and meet establishment number assignment criteria. Special request numbers usually fall within a multi-establishment operator's series of numbers.

E. Transferring Numbers. An import establishment number of one business may be transferred to a second import establishment if the first business is sold to the second.

H. Russell Cross
Administrator