

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

FSIS NOTICE

78-07

11/28/2007

DOCUMENTATION OF NON-COMPLIANCES IN EGG PRODUCT PLANTS

I. PURPOSE

This notice instructs inspection program personnel at egg product plants how to document non-compliances in the proper format. Inspection program personnel have been documenting non-compliances found during processing in a variety of formats. To establish consistency within the Agency, inspection program personnel are now to document non-compliances on FSIS letterhead and attach the completed document to the applicable PY-203, *Daily Report of Plant Operations*, for liquid egg product processing plants or PY-159, *Daily Report of Egg Drying Operations*, for dried egg product plants.

FSIS Letterhead is available through Outlook Public Folders

Public Folders\All Public Folders\Microcomputer Support\USDA Symbol & Letterhead\FSISLetterhea1.doc

NOTE: These instructions replace the instructions set forth in the Egg Products Inspector's Handbook, Section 4, page 1, II A. 2; Section 4 page2, III, B; Section 13, Page 5, C.4 and Dried Egg Products Instructions, page 25, D. 8.

II. MEMORANDUM FORMAT FOR EGG PRODUCT NON-COMPLIANCE

A. When inspection program personnel observe a non-compliance, they are to document their findings on FSIS letterhead formatted as follows:

1. **Date - Record** the date. (Note: Date should match the date on PY-203/PY-159.)

2. **Name and Title of Plant Management Representative Who Was Notified and Time of Notification** - Record the name and title of plant management representative who was notified about the non-compliance, and the time notification occurred.

3. **Type of Non-compliance** - Record the type of non-compliance as listing on PY-203 or PY-159.

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4. **Plant Number** - Record the plant number.

5. **Relevant Regulations** - Cite the specific regulatory requirements that the plant did not meet.

6. **Description of Non-compliance** –

- Clearly and concisely identify each noncompliance. Be descriptive, specific and thorough, and include time and location of each noncompliance.
- Explain that the plant management has received adequate oral and written notification.
- Include:
 - The inspection findings,
 - Any previous corrective actions that were unsuccessful, and
 - Any applicable deadlines.
- Set out the plant response to previous notification of noncompliance.
- If a regulatory control action is taken, reflect the use (e.g., applying a tag or stopping a breaking machine).

7. **Signature of Inspection Program Personnel** – Inspection program personnel are to include their signature at the end of the memorandum.

8. **Plant Management Response** - Inspection program personnel are to document any oral response by plant management on the memorandum. They are also to document what action the plant is taking to correct the non-compliance, including appropriate product disposition. Inspection program personnel are to include any “further planned action” the plant is proposing to prevent recurrence of the non-compliance.

9. **Signature of Plant Management and Date** – Plant management’s signature or initials and date on the memorandum is voluntary.

B. Inspection program personnel are to provide plant management with a copy of the PY-203, PY-159, and the attached FSIS memorandum by no later than the end of each shift.

Refer questions to the Policy Development Division at 1-800-233-3935.

A handwritten signature in black ink, appearing to read "Alvin S. Dupler".

Assistant Administrator
Office of Policy, Program, and Employee Development