

## CHANGE TRANSMITTAL SHEET

Unified Sampling Form

10,210.1  
Amend. 2

12/1/2000

### I. PURPOSE

This change transmittal issues new project codes for the ready-to-eat products sampling programs. This is necessary to reflect changes to the microbiological sampling program and is in conjunction with the issuing of the revised FSIS Directive 10,240.2, Revision 1.

After November 30, 2000, inspection program personnel will no longer collect samples under the old codes for microbiological sampling of ready-to-eat product (i.e., ME7, ME15, ME16, ME22, ME23, MM9, MM11, MT01, MT02). If inspection program personnel still have forms with an old code, they should complete the collection.

### II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 10,210.1.

/S/

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Deputy Administrator  
Office of Policy, Program Development and Evaluation

### FILING INSTRUCTION

#### Remove Old Pages

15-26

#### Insert New Pages

15-21 (pages 22-26 reserved)

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

**OPI: OPPDE**

# **ATTACHMENT 2**

## **MICROBIOLOGY SAMPLING**

Product Sampling - Microbiology  
ME13 - Imported Cooked Products (Meat and/or Poultry)

Project Number	ME13
Program Title	Imported Cooked Products
Program Dates	Ongoing
Analyzed for	<i>Listeria monocytogenes</i> OR <i>Salmonella</i>
Product to Sample	Cooked meat and poultry products, or cooked meat products, or cooked poultry products
Collection Instructions	<p>COLLECT INTACT PACKAGES ONLY.  RANDOMLY collect FIVE units for packages of one pound or less when the total weight of five units is two pounds or more. When the total weight, of five units of packages weighing one pound or less, is less than two pounds, collect TEN units.  For final packages weighing more than one pound, but less than three pounds, collect TWO units.  For final packages weighing three pounds or more collect ONE unit.  (Follow Import Inspection Procedures Manual, Part 6.)</p>
Sample Request Form	Fill out the form according to the instructions. Place a copy of the product label and the sample request form in a plastic bag and place the plastic bag into the shipping container with the samples.
Plant Management Notification	Notify import plant management AT THE TIME OF SAMPLING. Remind plant management of its option to hold the sampled lot.
Shipment	<p>FROZEN. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient FROZEN COOLANT to keep samples frozen during transit.  SHIP samples so they ARRIVE in the laboratory on a WEEKDAY. Do not ship samples on the day before a Federal holiday.</p>
References	<p>FSIS Directive 10,230.2  FSIS Directive 10,240.2, Rev. 1  Import Inspection Procedures Manual, Part 6</p>

Product Sampling - Microbiology  
MM14 - Cooked Species Monitoring (Meat and/or Poultry)

Project Number	MM14
Program Title	Species Identification Monitoring - Cooked Meat
Program Dates	Ongoing
Analyzed for	Animal Species
Product to Sample	Examples include: Finished Product, Formulated, comminuted, chopped, or chunked and formed cooked product; Franks, Bologna, Ham, Corned Beef, Poultry/Meat Rolls, Jerky, Salads, Spreads, or OTHER similarly prepared product
Collection Instructions	RANDOMLY select three individual samples of approximately one pound each from a single lot of finished product. IF the product to be sampled is in a NATURAL casing, collect the samples randomly from THREE DIFFERENT BATCHES OF RAW EMULSION ONLY instead of from finished product. Do NOT collect any product listing ALL THREE species (BEEF, PORK, AND POULTRY) on the ingredient statement.
Sample Request Form	Fill out the form according to the instructions. Place a copy of the product label showing the INGREDIENT STATEMENT and the sample request form in a plastic bag and place the plastic bag into the shipping container with the samples. If product requested is unavailable for sampling, complete Block 33 and mail the form to the laboratory listed in Block 9 and on the PRE-ADDRESSED LABEL.
Plant Management Notification	Notify plant management AT THE TIME OF SAMPLING. Remind plant management of its option to hold the sampled lot.
Shipment	REFRIGERATED or FROZEN. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient FROZEN COOLANT to keep samples cold during transit. SHIP samples so they ARRIVE in the laboratory on a WEEKDAY. Do not ship samples on the day before a Federal holiday.
References	FSIS Directive 10,230.2

Product Sampling - Microbiology  
HV03E

Project Number	HV03E
Program Title	Microbiological HACCP Verification Sampling of Not Heat Treated, Shelf Stable Ready-to-Eat Meat and Poultry Products
Program Dates	Ongoing
Analyzed for	<i>Salmonella</i> AND <i>Listeria monocytogenes</i> If the product is a dry or semi-dry fermented sausage, it will also be analyzed for <i>E. coli</i> O157:H7 and staphylococcal enterotoxin.
Product to Sample	Any READY-TO-EAT meat and/or poultry product produced under PBIS procedure 03E, not heat treated, shelf stable.
Collection Instructions	Identify a completely processed (finished) whole lot of product that has passed pre-shipment review. Collect enough INTACT product so that at least TWO pounds of product are submitted to the laboratory for analysis. If an intact sample of the product is too large to submit to the laboratory, ask the establishment to slack fill or short weight a package to two pounds. If this is not possible, contact the laboratory to see if a larger shipping container is available. If not, submit the sample request form to the lab with block 33 marked code 53, other reason for non-collection, with the appropriate explanation.
Sample Request Form	Fill out the form according to the instructions on pages 5 - 7 of this directive (FSIS Directive 10,210.1). Place the sample request form and a copy of the label in a plastic bag and place the plastic bag into the shipping container with the sample. If no sample is collected, complete Block 33 and mail the form to the laboratory listed in Block 9 and on the PRE-ADDRESSED LABEL.
Establishment Management Notification	Give establishment management sufficient notification of sampling so that the sampled product may be held. Holding product is at the option of the establishment.
Overnight Shipment	Refrigerated or frozen. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient frozen coolant to keep samples cold during transit. Ship samples Monday through Friday so that they arrive at the laboratory overnight. A sample box shipped on Fridays must have a Saturday Delivery sticker on it and Saturday delivery marked on the shipping label to avoid delivery delays and discarded samples. Do not ship samples on Saturdays or on the day before a Federal holiday.
References	FSIS Directive 10,240.2, rev. 1

Product Sampling - Microbiology  
 HV03F

Project Number	HV03F
Program Title	Microbiological HACCP Verification Sampling of Heat Treated, Shelf Stable Ready-to-Eat Meat and Poultry Products
Program Dates	Ongoing
Analyzed for	<i>Salmonella</i> AND <i>Listeria monocytogenes</i> If the product is fully-cooked meat patties, it will also be analyzed for <i>E. coli</i> O157:H7. If the product is a dry or semi-dry fermented sausage, it will also be analyzed for <i>E. coli</i> O157:H7 and staphylococcal enterotoxin.
Product to Sample	Any READY-TO-EAT product produced under PBIS procedure 03F, heat treated, shelf stable.
Collection Instructions	Identify a completely processed (finished) whole lot of product that has passed pre-shipment review. Collect enough INTACT product so that at least TWO pounds of product are submitted to the laboratory for analysis. If an intact sample of the product is too large to submit to the laboratory, ask the establishment to slack fill or short weight a package to two pounds. If this is not possible, contact the laboratory to see if a larger shipping container is available. If not, submit the sample request form to the lab with block 33 marked code 53, other reason for non-collection, with the appropriate explanation.
Sample Request Form	Fill out the form according to the instructions on pages 5 - 7 of this directive (FSIS Directive 10,210.1). Place the sample request form and a copy of the label in a plastic bag and place the plastic bag into the shipping container with the sample. If no sample is collected, complete Block 33 and mail the form to the laboratory listed in Block 9 and on the PRE-ADDRESSED LABEL.
Establishment Management Notification	Give establishment management sufficient notification of sampling so that the sampled product may be held. Holding product is at the option of the establishment.
Shipment	Refrigerated or frozen. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient frozen coolant to keep samples cold during transit. Ship samples Monday through Friday so that they arrive at the laboratory overnight. A sample box shipped on Fridays must have a Saturday Delivery sticker on it and Saturday delivery marked on the shipping container to avoid delivery delays and discarded samples. Do not ship samples on Saturdays or on the day before a Federal holiday.
References	FSIS Directive 10,240.2, rev. 1

Product Sampling - Microbiology  
HV03G

Project Number	HV03G
Program Title	Microbiological HACCP Verification Sampling of Heat Treated, Not Shelf Stable Ready-to-Eat Meat and Poultry Products
Program Dates	Ongoing
Analyzed for	<i>Salmonella</i> AND <i>Listeria monocytogenes</i> If the product is fully-cooked meat patties, it will also be analyzed for <i>E. coli</i> O157:H7. If the product is a dry or semi-dry fermented sausage, it will also be analyzed for <i>E. coli</i> O157:H7 and staphylococcal enterotoxin.
Product to Sample	Any READY-TO-EAT meat and/or poultry product produced under PBIS procedure 03G, heat treated, not shelf stable.
Collection Instructions	Identify a completely processed (finished) whole lot of product that has passed pre-shipment review. Collect enough INTACT product so that at least TWO pounds of product are submitted to the laboratory for analysis. If an intact sample of the product is too large to submit to the laboratory, ask the establishment to slack fill or short weight a package to two pounds. If this is not possible, contact the laboratory to see if a larger shipping container is available. If not, submit the sample request form to the lab with block 33 marked code 53, other reason for non-collection, with the appropriate explanation.
Sample Request Form	Fill out the form according to the instructions on pages 5 - 7 of this directive (FSIS Directive 10,210.1). Place the sample request form and a copy of the label in a plastic bag and place the plastic bag into the shipping container with the sample. If no sample is collected, complete Block 33 and mail the form to the laboratory listed in Block 9 and on the PRE-ADDRESSED LABEL.
Establishment Management Notification	Give establishment management sufficient notification of sampling so that the sampled product may be held. Holding product is at the option of the establishment.
Shipment	Refrigerated or frozen. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient frozen coolant to keep samples cold during transit. Ship samples Monday through Friday so that they arrive at the laboratory overnight. A sample box shipped on Friday must have a Saturday delivery sticker on it and Saturday delivery marked on the shipping label to avoid delivery delays and discarded samples. Do not ship samples on Saturdays or the day before a Federal holiday.
References	FSIS Directive 10,240.2, rev. 1

Product Sampling - Microbiology  
HV03I

Project Number	HV03I
Program Title	Microbiological HACCP Verification Sampling of Not Shelf Stable Ready-to-Eat Meat and Poultry Products with Secondary Inhibitors
Program Dates	Ongoing
Analyzed for	<i>Salmonella</i> AND <i>Listeria monocytogenes</i> If the product is fully-cooked meat patties, it will also be analyzed for <i>E. coli</i> O157:H7. If the product is a dry or semi-dry fermented sausage, it will also be analyzed for <i>E. coli</i> O157:H7 and staphylococcal enterotoxin.
Product to Sample	Any READY-TO-EAT meat and/or poultry product produced under PBIS procedure 03I, product with secondary inhibitors, not shelf stable, such as dried beef that requires refrigeration, etc.
Collection Instructions	Identify a completely processed (finished) whole lot of product that has passed pre-shipment review. Collect enough INTACT product so that at least TWO pounds of product are submitted to the laboratory for analysis. If an intact sample of the product is too large to submit to the laboratory, ask the establishment to slack fill or short weight a package to two pounds. If this is not possible, contact the laboratory to see if a larger shipping container is available. If not, submit the sample request form to the lab with block 33 marked code 53, other reason for non-collection, with the appropriate explanation.
Sample Request Form	Fill out the form according to the instructions on pages 5 - 7 of this directive (FSIS Directive 10,210.1). Place the sample request form and a copy of the label in a plastic bag and place the plastic bag into the shipping container with the sample. If no sample is collected, complete Block 33 and mail the form to the laboratory listed in Block 9 and on the PRE-ADDRESSED LABEL.
Establishment Management Notification	Give establishment management sufficient notification of sampling so that the sampled product may be held. Holding product is at the option of the establishment.
Shipment	Refrigerated or frozen. Ship to the laboratory listed in Block 9 of the sample request form and on the PRE-ADDRESSED LABEL. Use sufficient frozen coolant to keep samples cold during transit. Ship samples Monday through Friday so that they arrive at the laboratory overnight. A sample box shipped on Friday must have a Saturday Delivery sticker on it and Saturday delivery marked on the shipping label to avoid delivery delays and discarded samples. Do not ship samples on Saturdays or on the day before a Federal holiday.
References	FSIS Directive 10,240.2, rev. 1



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