

Checklist for Custom Processing HACCP Plan Requirements

Custom Processing is a process that takes place at a stationary establishment wherein slaughtered meat animals or meat, caused to be delivered by the owners thereof, are prepared for compensation, payment or remuneration of any kind, and are thereafter returned to the owner thereof or to the order of the owner. All facilities wishing to use this special process must have an approved HACCP Plan to control for foodborne pathogens.

In addition to the required information on the General HACCP Plan Checklist, all proposed HACCP Plans must comply with the requirements listed below for the respective process to be considered for approval. A separate HACCP Plan must be completed for each special process and food product.

A food establishment operator shall obtain a waiver from the Washoe County Health District before custom processing animals that are for personal use as food and not for sale or service in a food establishment (Section 050.335).

The following guidelines are required to ensure that any custom processed animals stored in the establishment are contained and handled so that there is complete separation from all other products for sale to the consumer.

- The meat must be received in a safe, unadulterated, and honestly presented condition.
- Provide a written list of days and times when game animals are processed.
- Attach a tag, with the words “NOT FOR SALE” in letters at least 3/8” in height, to all incoming carcasses. Tags must also include a space for assigning a designated carcass number. (A label may also be stamped directly onto the carcass.)
- Store all custom processed animals and animal products on separate shelves while in cold storage. A “NOT FOR SALE” tag, with a corresponding record number from the original tag, should be attached to any shelves or packages storing custom processed animals or animal products. Separate storage areas in cold storage units for Custom Processed meat products. Dedicate a work areas for Custom Processed meat items that is separate from retail meat items.
- Keep a record (log book) of the name and address of the owner of each carcass, the species, date received, dressed weight and the assigned designated carcass number to the tag. Records should be maintained for at least 90 days and should be available during reasonable hours for inspection by the Washoe County Health District.
- Any equipment used to process game animals or meat must be thoroughly cleaned and sanitized before it can be used for processing domestic meat, poultry, fish, ready-to-eat foods and other retail products.
- The supporting facilities for custom processing must be constructed in such a manner that they comply and are approved by the Washoe County Health District.