



MONITORING AND VERIFICATION GUIDELINES FOR FEDERAL GROUND BEEF PURCHASES

1 Purpose

The purpose of this Procedure is to set forth policies and procedures for monitoring and verification by the Agricultural Marketing Service (AMS) during the production of United States Department of Agriculture (USDA) donated red meats under *Supplement Livestock, Poultry and Seed (LPS) 211 to AMS Master Solicitation – Purchase of Frozen Beef Products for Distribution to Child Nutrition and Other Federal Food Programs – June 2012*.

2 Scope

The provisions of this document apply to the activities of the Quality Assessment Division (QAD) agents performing the duties required by *Supplement LPS 211 to AMS Master Solicitation – Purchase of Frozen Beef Products for Distribution to Child Nutrition and Other Federal Food Programs – June 2012*, during the production of all USDA ground beef contracts.

3 References

The following referenced documents are used for the application of this document. The latest edition of the referenced document (including any amendments) applies.

GVD 1426C Form All Commodity Procurement Products Weekly Summary Report

QAD 625A Appendix Laboratory Testing

QAD 625A Form Technical Requirements Schedule Checklist

QAD 625B Form Technical Requirements Schedule Nonconformance Report

GVD 428 Procedure Fees for Laboratory Analysis

[*Supplement LPS 211 to AMS Master Solicitation – Purchase of Frozen Beef Products for Distribution to Child Nutrition and Other Federal Food Programs – June 2012*](#)

[*Technical Requirements Schedule \(TRS\) – Ground Beef \(GB\)*](#)

4 Policy

A QAD agent will be present during ground beef production to monitor each grinding operation for compliance with the *TRS - GB* and the contractor's approved Technical Proposal (TP). The QAD agent will monitor and verify the processing steps and quality assurance activities outlined in the contractor's approved TP to assure conformance. The QAD agent will monitor and control the selection and preparation of samples submitted for AMS assessment; and will verify that corrective actions that are implemented as a result of nonconformance's (NC) are effective.

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5 Procedures

5.1 Interested suppliers may submit a TP to produce ground beef in accordance with the current USDA announcement. Each page of the contractor's TP must be signed and dated by the Contracting Officer. Following notice of acceptance of the TP(s) from the Contracting Officer, the supplier may request a pre-award supplier assessment. A supplier is eligible to bid after notification by the Contracting Officer of a satisfactory pre-award assessment. Changes to a TP must be approved by the Contracting Officer prior to implementation.

5.2 Definitions

Contractor's Technical Proposal (TP)	A detailed description of the beef item offered and production steps taken to meet or exceed the minimum product requirements in the Technical Requirements Schedule (TRS).
Corrective Action (CA)	Action submitted and taken by the contractor to eliminate the cause of a detected nonconformance (NC) or other undesirable situation.
Monitor	The QAD agent will observe designated contractor's employee(s) perform and document the specific task as required by the approved TP.
Non-conformance (NC)	A deviation from program requirements, TRS, or TP.
Preventative Action	Action submitted and taken by the contractor to prevent the reoccurrence of a detected NC or other undesirable situation.
Technical Requirements Schedule (TRS)	Used by the USDA, Marketing and Regulatory Programs (MRP), AMS, Livestock, Poultry and Seed (LPS) Program to buy ground beef products.
Verify	The QAD agent will review contractor's documentation to determine if the specific examination was performed, accurately documented, and in the specified tolerances required by the approved TP.

6 Responsibilities

QAD agents will:

- 6.1 Be familiar with the approved contractor's TP, contracts, product specifications, amendments, waivers, and grinding process for all USDA ground beef contracts. Maintain copies of all programs, contracts, and amendments used in the procurement of USDA ground beef items.
- 6.2 Monitor and verify program requirements as outlined in the *QAD 625A Form Technical Requirements Schedule Checklist* on a per shift basis. The agent will also verify the processing steps, quality assurance activities, corrective actions, and control of rejected products of the approved contractor's TP during the production of ground beef items.
- 6.3 Randomly select and record the time that each monitoring or verification is completed.



- 6.4 Verify each requirement listed in *QAD 625A Form Technical Requirements Schedule Checklist* column labeled Time Verified (Minimum Frequency).
- Note:** These are minimum requirements. Customize the *QAD 625A Form Technical Requirements Schedule Checklist* to include other requirements listed in the approved TP. If needed, QAD agents may conduct more frequent verifications than those listed in the *QAD 625A Form Technical Requirements Schedule Checklist*.
- 6.5 Report contractual deviations and NC findings to the facility for corrective action. Record corrective actions submitted and taken by the facility to address the findings and verify that the corrective actions are effective.
- 6.6 Complete a written summary on *QAD 625B Form Technical Requirements Schedule Nonconformance Report* if a continuous occurrence of the same NC finding is observed, outlining the history of the NC finding, and submit to Commodity Procurement.
- 6.7 Establish “hold points” in operations that fail to comply with the *TRS -GB* and applicable QAD Procedures. The operations must be stopped when gross NC findings are observed and immediate corrective actions must be taken on product produced since the last acceptable sampling. Gross NC findings (hold points) are:
- a use of non-approved suppliers or products;
 - b a specific defect not being removed throughout boneless product;
 - c incorrect lean finely textured beef (LFTB) or vegetable protein product (VPP) formulation;
 - d bone extruder not functional;
 - e metal detector not functional; or
 - f net weights not correct.
- 6.8 Monitor fat and microbial sampling and randomly select independent samples to be sent to the AMS designated laboratory for analysis per *GVD 428 Procedure Fees for Laboratory Analysis* according to the *TRS-GB*. *The QAD agent will devise a procedure specific to the grinding facility that will ensure control of sampling materials and samples at all times and are under the agent’s control.*
- 6.9 Monitor the preparation of AMS microbial and fat samples; and assure the samples are secured in tamper-proof sampling bags provided by the QAD for mailing to AMS Approved Laboratories. *The QAD agent will devise a procedure specific to the grinding facility that will ensure control of sampling materials and samples at all times and are under the agent’s control.*
- 6.10 Submit microbial samples and fat samples to the designated AMS laboratory per *GVD 428 Procedure Fees for Laboratory Analysis* for AMS assessment as specified in the *TRS-GB* and per *QAD 625A Appendix Laboratory Testing*.
- 6.11 Issue NCs to the contractor for program deficiencies and distribute copies of NC reports appropriately.
- 6.12 Prepare the *GVD 1426C Form All Commodity Procurement Products Weekly Summary Report* reporting the amount of product produced per item per contract as well as any general observations that are noted which are not covered by a nonconformance report and distribute appropriately.
- 6.13 Organize completed copies of the following in a secure file folder:
- a Contractor’s approved TP and Process Plan
 - b *QAD 625A Form Technical Requirements Schedule Checklist*



7 **Change Record**

Procedure name was changed from GVD to QAD

Section 3 References was updated to include QAD 625 forms and appendix

Sections 6.8 and 6.9 were modified to include, *“The QAD agent will devise a procedure specific to the grinding facility that will ensure control of sampling materials and samples at all times and are under the agent’s control.”*