



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading & Certification Branch

MGC Instruction 804
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DOCUMENT CREATION AND REVISION PROCEDURES

This instruction sets forth and implements Meat Grading and Certification (MGC) Branch procedures for submitting proposals for new documents, submitting recommendations for revision of existing documents, and for submitting comments for their collaborated creation.

MGC Branch Employees: Submit written proposals and recommendations for new and revised documents to immediate supervisor.

Supervisor: Forward suggestions to Quality Manager (QM).

QM: Prepare draft in proper format and circulate the draft via e-mail with a specified comment period to all employees. The following should be used as timeframe for comments:

Low Priority Documents (such as revised Instructions), 20 working days.

Medium Priority Documents (such as Specifications), 10 working days.

High Priority Documents (time sensitive), 5 working days or less.

E-mail the document to all employees along with background information, as appropriate.

MGC Branch Employees: Provide written comments via e-mail to QM within the specified time period.

QM: Incorporate comments and submit document to secretary for proofing. Prepare a summary of comments and reasons for why the comments were or were not used. E-mail the summary of comments to MGC Branch employees. Retain all comments and drafts in a historical file for 12-18 months.

NOTE: Under urgent circumstances to meet program demands and/or when the document does not directly affect grader's working conditions, documents may be issued as interim documents pending receipt and incorporation of union and field comments.

QM: Review document for proper format and style.

Assistant Chief: Review, amend (as necessary), and approve final document.

QM: Provide document to IT Staff who will print document, save as a read-only file on the server, add document to MGC Branch intranet site and Document Control Master List, and send signed, camera-ready copy to OFO Administrative Support Staff for distribution to applicable employees.

OFO: Copy document and distribute to employees with weekly mailing.

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