



USE, CARE, AND CONTROL OF EQUIPMENT

Purpose

This Instruction establishes policy and responsibilities concerning the use, care, and control of equipment.

Policy

Imprints made by official equipment must be legible and appear only on product, or cartons of product, which have been officially graded or certified by the authorized Meat Grading and Certification (MGC) Branch agent to whom the equipment has been assigned. All MGC Branch personnel possessing official equipment must take adequate measures to ensure the proper use, care, and control of the equipment. Graders will be held accountable for improper grading or certification resulting from loss of control.

Responsibilities

Supervisory Meat Graders (SMG)

1. Conduct periodic reviews of employees' equipment to ensure the proper use, care, maintenance, and measures for control.
2. Report any loss of control to the Assistant Director (AD).
3. Conduct an annual equipment inventory in accordance with MGC Instruction 907 Inventorying Equipment.

Graders

1. Ensure the proper use, care, and control of all assigned MGC Branch equipment. For common rollers and equipment padlocks issued to a duty station and used in multi-grader assignments, follow control procedures established at each plant.
2. Evaluate the condition of equipment, and when necessary, order replacement equipment.
3. Non-inventorial equipment may be disposed of in the field when the equipment or parts of the equipment are deemed unserviceable.

Applicants

1. Present carcasses or containers which can be legibly identified with MGC Branch equipment.

2. Provide locked storage as specified below:

- a. The locker will be constructed of heavy-gauge metal with sides, back, top, and bottom securely fastened by either (or a combination of) rivets, pan-head bolts, or spot welds to prevent unauthorized entry.
- b. The door hinges must be recessed or welded to prevent hinge post removal.
- c. The locker door must be equipped with a hasp to accept a lock with a 2-inch diameter shackle and a 1-inch shackle clearance.
- d. The interior must be large enough to accommodate carrying cases, chassis, handles, and other related items.
- e. The locker must be in a readily accessible location within the plant which is reasonably secure and free from excessive moisture.
- f. The locker must be securely fastened to the floor, attached to the wall, or placed in a locked office.

2. Applicants may develop control procedures for using two roller men for approval by the AD. Procedures must include plant provisions for applicant monitoring of roller brand accuracy.

Control of Equipment

During Work Shift

1. Equipment must be in the grader's personal possession, within direct sight, or locked in an approved locker at all times. Procedures for the control of common rollers and equipment padlocks will be established at the local level.
2. Graders must either personally apply grade identification stamps or directly supervise the application of grade stamps by a plant employee.

During Off-Duty Hours

1. MGC Branch equipment must be secured by one of the following options:
 - a. In a locked locker.
 - b. Locked in the trunk of a vehicle (do not lock inside passenger compartment).
 - c. At home.
 - d. At the MGC Branch Office
 - e. In a location specified by the SMG or AD.
2. Inventorial locks shall be used to secure equipment in the approved applicant storage facility. The keys must remain in the grader's possession. Keys are not to be loaned, used by another

person, or left in an applicant's establishment overnight.

Care of Equipment

Brushes

Remove brushes from chassis regularly. Clean and rotate them to ensure even wear.

Hand stamps

Clean metal stamps regularly with hot water and soap. Purple meat ink and stencil ink should not come in contact with rubber stamps due to a chemical reaction which causes a breakdown in the rubber and glue. Only use black, quick-drying ink with rubber stamps, and clean regularly with approved cleaning solvent.

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