

Performance and Policy

MEAT DEPARTMENT



BY ORDER OF THE DIRECTOR

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AUTHORITY: The Defense Commissary Agency Directives Management Program is established in compliance with DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," November 9, 1990.

HOW TO SUPPLEMENT: Region directors may supplement this Directive as necessary to adapt procedures to fit local conditions, with coordination and concurrence by Agency HQ process owner.

APPLICABILITY AND SCOPE: This Directive applies to all DeCA activities and personnel involved in operations associated with accountability for commissary resale merchandise.

HOW TO ORDER COPIES: Copies may be read or downloaded from the DeCA Web site.

SUMMARY: This Directive generally discusses day-to-day accountability for commissary resale merchandise, and describes in detail the policy and procedures for conducting accountable inventories and other inventories of commissary resale merchandise.

SUPERSEDES: DeCAD 40-3, Meat Department, May 8, 1992

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/DO

COORDINATORS: HQ DeCA AM, CI, DO, EE, HR, HS, OC, PM, PS, RM, SE, XP, GC, IG, IR, LL, regional offices

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CHAPTER 1

GENERAL

1-1. PURPOSE. To provide guidance pertaining to the day-to-day meat department operations covering the areas of safety, sanitation, training, stock assortment, display case merchandising, meat cutting, wrapping and rewraps, pricing, sales, reordering of products and supplies, inventory accountability, and application of administrative duties, all while meeting the needs of the customer.

1-2. OBJECTIVE. To ensure store directors, meat managers, leaders, meat associates, staff of commissaries, and the Central Meat Processing Plant (CMPP) have written guidance and standards to reference meat operation procedures.

1-3. REFERENCES.

- a. Department of Defense (DoD) Directive 5105.55, "Defense Commissary Agency (DeCA)," November 9, 1990
- b. DoD Directive 1330.17, "Armed Services Commissary Store Regulation," March 13, 1987
- c. U.S. Food and Drug Administration Food Code
- d. Defense Logistics Agency Regulation 4155.26, DoD Hazardous Food And Non-Prescription Drug Recall System
- e. DeCA Directive (DeCAD) 70-6, Financial Procedures for the Store Director's Office
- f. DeCAD 40-21, Accountability for Commissary Resale Merchandise
- g. DeCAD 40-23, Central Distribution Centers (CDC) Procedures
- h. DeCAD 40-28, Specialty Departments Deli, Bakery, Seafood, Plants, etc.
- i. Meat Cutting Test User Manual, April 25, 2001, located in DeCA Public Folders, Store Library, Meat Cutting Tests
- j. DeCAD 30-18, Defense Commissary Agency Security Programs

1-4. GENERAL MANAGEMENT RESPONSIBILITIES.

a. The Directorate of Performance and Policy and the Directorate of Sales are responsible for developing and maintaining operational policy and procedures regarding the meat department.

b. Region directors are accountable officers for all resale assets within their regions. Region directors are responsible for ensuring and monitoring compliance with policy and procedures stated in this Directive.

c. Zone managers will ensure store directors, general managers, and CMPP manager follow procedures outlined in this Directive.

d. Store directors, general managers, and the CMPP manager are the responsible officers for all resale assets within the meat department or processing plant. Managers will provide leadership in the management of meat accountability by:

- (1) Directing and managing all employee/associate activities, including their training and development. Maintaining accurate department records on all important matters including employee/associate performance, award recognition, and discipline;
- (2) Meeting budgeted labor goals as determined by the Agency;
- (3) Completing the Accountability Checklist as required in DeCAD 40-21, Accountability for Commissary Resale Merchandise and taking immediate action to correct deficiencies;
- (4) Managing department accountability to improve operations and efficiencies by taking action to control shrinkage and pilferage losses;
- (5) Ensuring inventories are maintained at a level to minimize out-of-stock and overstocks while ensuring that merchandise is fresh;
- (6) Following established department procedures for receiving and unloading incoming shipments, pricing the product, and stocking cases to ensure quality, protection, accuracy, and proper rotation of product in the cases and back-up storage areas;
- (7) Developing and maintaining communication processes with other store departments as an opportunity to train all store associates to identify product assortment and how to properly handle and store meat department products;
- (8) Ensuring high levels of patron satisfaction are established and maintained. Identifying areas in the meat department where customer service could be improved, and coordinating with the store director or designated store manager to discuss implementation;
- (9) Meat managers, leaders and/or designated meat associates will ensure that all required DeCA Inspector General (IG) compliant procedures, as pertaining to the meat market are established, enforced, and periodically reviewed in accordance with the most current published checklist areas of review. Current IG Checklists can be located in Public Folders, Store Library, and then Inspector General, Checklist Data; and,
- (10) Ensuring all DeCA security training requirements are accomplished and enforced in accordance with DeCAD 30-18, Defense Commissary Agency Security Programs.

1-5. SPECIALTY DEPARTMENTS. Deli and waterfood specialty departments are authorized to be established to enhance customer service under DeCA contracts in accordance with (IAW) existing contract terms and relevant sections of this Directive, whether contractor or DeCA operated. Even though the specialty departments may be vendor operated, DeCA has the overall responsibility for the operation of these specialty departments. Store directors will ensure that contract specialty department managers will be actively involved in the store operations and base relations. This may include such activities as attending store staff meetings and store construction meetings, etc., as necessary. Store management must implement all correspondence from Headquarters and regions that deal with specialty department operations. Specialty departments may be operated as different store department, for accountability purposes, depending on whether the products are vendor or government owned. Refer to DeCAD 40-28, Specialty Department Deli, Bakery, Seafood, Plants, etc., located on the DeCA Web site for detailed guidance.

a. Vendor-owned specialty products must be segregated from government-owned merchandise and secured. The contractor maintains ownership of that product until it is purchased by the customer.

b. Management will review end-of-the-day reports to ensure the contractor is given credit for all vendor-owned items sold. A daily reconciliation is required for vendor-owned product. This will help to locate and correct any potential payment problems, and reduce manual corrections as much as possible. The amounts identified as vendor-owned product that were not credited to the contractor via the front-end must be factored into the daily reconciliation. This includes items scanned into the wrong department, items manually keyed into the wrong department, and/or sweethearting, a one of a kind theft that often occurs between a cashier and his or her family members or friends. The relevant sections of this Directive and DeCAD 40-6, Customer Service Department, are located on the DeCA Web site.

c. Deli and waterfood departments under formal contracts are contractor owned and operated. However, these departments are under the oversight management of the perishable manager. If there is not a perishable manager, then management will be one level below the store director or one level above the meat manager. **Deli and waterfood departments operate as a meat department sub-account if operating where the product is government-owned.** Even though most deli and waterfood departments are operated by contract vendor management and staffing, the perishable manager or designee above the level of meat manager is responsible for the overall operation.

CHAPTER 2

MERCHANDISING

2-1. STOCK ASSORTMENT. The meat department manager, leader, and/or designated meat associate will ensure the proper stock assortment of meat items is available at all times throughout the business day to meet customer demand.

a. Stock assortment as it applies to “Never Out” items and “Authorized Stock” items are specified at Tab 1 and 2 on the “Never Out” list posted in Public Folders, Store Library, Marketing Business Unit (MBU), Meat Issues.

b. All meat department products purchase for re-sale must be approved by DeCA’s Sales Directorate and DeCA’s Resale Contracting Division.

c. Maintain customer selective stock levels throughout the stores hours of operation. Customer selective is defined as, at least three selections of each stock item.

d. Ensure ongoing stock rotation is maintained in such a manner that products closest to their intended “sell-by date” are on top and towards the front of the display case.

e. Keep displays free of sloppy, leaking, and discolored product packages along with abandoned packages, bags, and other debris.

f. Do not unload or cover display cases until the last customer has checked out.

g. Specific notices and other stock assortment information can be reviewed in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

2-2. DISPLAY CASE LAYOUT. Follow the standard case layout plans located in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

a. Ensure that display cases maintain proper lighting, bulb and fluorescent tubes that best reflect the displayed products. Specialty lighting that visually maximizes the appearance of fresh meats can be used at the supporting region director’s approval.

b. When identifying Manager’s Special items, use authorized sign templates located in Public Folders, Store Library, Marketing Business Unit, Meat Issues, Authorized Meat Signs. Print these signs in color whenever possible.

c. Handwritten signs should not be used unless no other pre-printed means are available and approved by store management.

d. Place all signs in a covered frame or plexiglas sign holder to keep signs looking new throughout the promotion period.

e. Black dividers with or without garland, black case liner, and black tag channel with Chalk Art signage is the preferred assortment of case display props. Ensure that the divider height is lower than the product fill line in order to maximize the patron’s side vision of displayed products.

CHAPTER 3

ORDERING

3-1. GENERAL. The store director or designated store associate will ensure meat department ordering personnel are instructed in the proper ordering procedures.

- a. Meat department ordering will be accomplished only by authorized personnel.
- b. A list of personnel authorized to order meat items will be posted in designated employee areas and made available to authorized ordering personnel.
- c. There are three primary order types: a blanket purchase agreement (BPA), blanket delivery orders (BDO), and requirement type contract (RTC). Ensure to maintain vendor folders for each contract supplier with a current copy of their Requisition Order Receipt (ROR) form.
- d. The RTCs are the primary source of order for all meat department products. BPAs and BDOs are to be used for either those items not available on the RTC, or for shortages and/or product non-availability from the contracted RTC supplier.
- e. When meat orders are called in, designated representatives will give the vendor a call number at the time the order is placed. Record the order information on the ROR. If calls are placed for items which are received into two or more departments or storage points, give the vendor a separate order and call number for each delivery point.
- f. Before placing orders, make sure to review the on-hand stock, and then estimate the quantity needed to operate until the next delivery, plus one additional day's stock requirement as a safety level. In remote locations or areas subject to severe winter weather conditions, provide a 3-day safety level.
- g. Maintain a vendor call number folder to record individual call numbers for each vendor and the scheduled date of delivery. Review the vendor call number folder daily to ensure tracking and delivery of all pending call numbers.
- h. Product ordered for the branch or site commissaries will be ordered per established procedures provided by the store director and/or designated store manager associate.

CHAPTER 4

RECEIVING

4-1. GENERAL. The store director or designated store manager will ensure meat department receiving personnel are instructed in the proper receiving procedures, to include the requirement for the Department of Defense Activity Address Code (DODAAC), call order number, and Procurement Identification Number (PIIN) to be entered on the delivery tickets (commissary and vendor copies) prior to the departure of the vendor delivery personnel.

a. Receiving and in-checking of meat department deliveries will be accomplished only by authorized receiving personnel.

b. A list of personnel authorized to receive meat items will be posted in designated employee areas and in receiving areas.

c. The store director or designated store manager will appoint and ensure only authorized personnel who have been fully trained in receiving procedures will in-check/receive merchandise into commissary accounts.

d. The employee/associate who calls in the meat order cannot act as a receiver.

4-2. ITEM RECEIVING.

a. When receiving bulk or random weight meats, 10 percent of the master containers will be randomly selected from throughout the shipment, weighed, and the contents of open boxes will be visually confirmed.

b. This procedure will also be used when merchandise is received under Frequent Delivery System (FDS) contracts. FDS pallet and case counts will be completed IAW the terms of the distributor memorandum of understanding (MOU) and once completed, the sampling procedures described above will be accomplished on random weight items received in the FDS shipment.

c. When any portion of the 10 percent that is weighed is not the same as the weight on the vendor's delivery ticket, the entire shipment will be weighed.

d. Any found product shortages and/or non-conforming product issues shall be noted on the vendor's delivery documents. This document will be signed by the receiver and the vendor's delivery representative.

e. Delivery documents will be signed and dated by the receiver to include total cases, pounds, or pieces received.

f. Shortages of FDS products will be handled IAW the FDS MOU.

g. If available and on-site, the receiver will notify the medical food inspection personnel when a shipment is ready for receiving in order for that individual to perform the necessary inspections for wholesomeness, etc.

h. If no medical food inspector is available, inspection and evaluation of products for contract requirements is the responsibility of store management personnel and/or receiving personnel.

- i. Non-conforming products and action taken (i.e., price adjustment or rejection) will be identified on DeCA Form (DeCAF) 10-21, Product Inspection Report **(Figure 4-1)**.
- j. Reports will be sent to the Contract Business Unit, AM-RAS. Department managers, leaders, and/or designated meat associates are required to complete and sign DeCAF 10-21 and forward results to the contracting officer, DeCA Headquarters Sales Division meat specialist, their supporting region point of contract (POC), and the region consumer safety officer.
- k. When necessary, the commissary will accept and hold products delivered by common carrier, which are non-conforming, in a segregated, refrigerated, or freezer applicable area until disposition instructions are settled with the vendor.
- l. The store director or store manager designate will assign an employee/associate to follow up on non-conforming items with the vendor.
- m. On each case of product received, which is authorized for the meat department, the receiver will place the date-of-receipt on the end of the case.

DEFENSE COMMISSARY AGENCY PRODUCT INSPECTION REPORT (For use of this form, see DeCAH 10-11; OPR is DO)		DATE OF REPORT:	
PART I			
TO: Defense Commissary Agency Resale Contracting Division (PSC) 1300 E. Avenue Fort Lee, VA 23801-1800		FROM: (Inspection Unit Address)	
DODAAC:		PHONE: _____	
CONTRACT NUMBER:		COMMISSARY:	
CALL NUMBER:		CONTRACTOR NAME:	
REPORT NUMBER:		MANUFACTURER:	
PART II <i>Non-Conforming Items Only</i>			
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
ITEM DESCRIPTION:		ITEM DESCRIPTION:	
UPC & IMPS #:		UPC & IMPS #:	
LOT SIZE:		LOT SIZE:	
NONCONFORMANCE:		NONCONFORMANCE:	
MEDICAL FOOD INSPECTOR (MFI)/ DEPARTMENT MANAGER: (please print)			DATE OF INSPECTION:
PART III			
1a. REQUIRED DELIVERY DATE: _____		2. WHAT WAS THE INTERNAL TEMPERATURE OF THE PRODUCT AT THE TIME OF DELIVERY? _____	
b. ACTUAL DELIVERY DATE & TIME: _____			
c. WAS PRODUCT ACCEPTED/REJECTED? _____			
3a. TOTAL # OF CASES ORDERED: _____		4a. WAS A MONETARY ADJUSTMENT MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. WAS THE SHIPMENT COMPLETE? <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF SO, WHAT WAS THE TOTAL DOLLAR ADJUSTMENT? \$ _____	
c. IF NOT, HOW MANY ITEMS WERE SHORTED? _____		c. WHAT WAS THE VENDOR CREDIT NUMBER? _____	
		d. CONTRACTOR POC: _____	
DEPARTMENT MANAGER/MFI REMARKS:			
ORDERING OFFICER'S PRINTED NAME AND SIGNATURE:		DATE	PHONE
PART IV			
CONTRACTOR COMMENTS:			
CONTRACTOR REPRESENTATIVE'S PRINTED NAME AND SIGNATURE:		DATE	PHONE

DeCA Form 10-21, Feb 2008

Supersedes DeCA Form 10-21, Feb 1998, Previous editions are obsolete.

DeCAF 10-21, Product Inspection Report
Figure 4-1

PART V (To be completed by PSC personnel)	
DOMS ASSIGNED REPORT #:	DATE REPORT RECEIVED:
COMMENTS/DISPOSITION:	
FINAL DISPOSITION (indicate all that apply):	
<input type="checkbox"/> Workmanship Defect <input type="checkbox"/> Late Delivery <input type="checkbox"/> Unauthorized Substitution <input type="checkbox"/> Shortage <input type="checkbox"/> Sanitation Issues <input type="checkbox"/> Transportation Issues <input type="checkbox"/> Authorized for Credit	
DATE ACTION CLOSED:	CLOSED BY (printed name):
INSTRUCTIONS	
<p>This report shall be completed by the destination activity and will use the following flow path:</p> <p>Using the current contract and Technical Data Sheet (TDS), if applicable, the Military Food Inspector (MFI) or Department Manager will inspect the product and identify non-conformance and complete the Product Inspection Report.</p> <p>The Ordering Officer (OO) will make the determination for product acceptance, rejection, or price adjustment. Price adjustment will be made only after the OO contacts the vendor representative, and the amount of the adjustment is mutually agreed upon. In the event that a mutually agreed upon adjustment cannot be derived, the matter shall be referred to the Contracting Officer. Product that is found to be unwholesome or unfit for its intended purpose will not be accepted. After completion of the form, the OO will forward the report to the Quality Assurance Specialist, DeCA/PSC, Fort Lee, VA, with a courtesy copy to the Region Specialist assigned to that commodity. The OO will also immediately provide a copy of the report to the contractor's designated representative.</p> <p>Forms can be provided via e-mail or facsimile to the following:</p> <p style="padding-left: 40px;">e-mail: (send to NonProduce1021@deca.mil)</p> <p style="padding-left: 40px;">facsimile: (804) 734-8665 or 8642</p>	
<p>PARTS I, II, and III - Completed by store level personnel, as appropriate.</p> <p>PART IV - Completed by the contractors designated representative.</p> <p>PART V - Completed by the Resale Contracting Division (PSC), Fort Lee, VA</p> <p>If additional space is required for Part II, a blank sheet of paper may be utilized and attached to the Product Inspection Report.</p>	

DeCAF 10-21, Product Inspection Report
Figure 4-1
(Cont'd)

CHAPTER 5

PRICING AND PROCESSED ITEM TESTS

5-1. PRICING STRATEGY. DeCA sells at cost, which is a combination of the delivered cost and an authorized markup to recoup shrink loss effecting overall salable yield.

a. Processed cuts extracted from a single sub-primal shall be priced the same, excluding ground beef trim, stew meat, and cube steak. (Example: Cuts extracted from an inside round, top round steak, top round roast, london broil, thin sliced top round, and kabobs would all reflect the same sell price or as close as possible.) This format shall be applied to all processed cuts extracted from all sub-primal products with the exception of bladeless pork loins.

b. Bladeless pork loins shall maintain two prices. One price for rib and loin chops (center loin section); and one price for sirloin, blade, and country style (end loin sections).

c. All fresh beef trim extracted from all primal/sub primal sources shall be included on the automated cutting test and processed as 81 percent lean ground beef.

d. Cube steak and stew meat will be extracted from one sub-primal of choice and so reflected on the cutting test. Whichever sub-primal is chosen, the price for either stew meat or cube steak shall be priced the same as the other cuts extracted from that sub-primal, with the exception of ground beef trim. (Example: Hypothetically if stew meat and cube steak has been chosen to be extracted from the outside round). The price for the stew meat and cube steak would be the same price as all other cuts from the outside round: rump roast, bottom round roast, and bottom round steak, etc.

e. Reflective daily cutting shall be maintained when conducting cutting tests, as it is very important that the same method of cutting and trimming be used to obtain average yields of meat cuts.

5-2. WHOLESALE PRICES. Wholesale prices are those prices listed on the current ROR and RTC prior to any applicable markup.

5-3. SELLING PRICES. Selling prices are determined by the yield results of the processed item cutting test plus an authorized markup to recoup shrink losses.

a. A **markup of up to → 5 ← percent** is authorized to compensate for losses resulting from product shrink.

b. Pre-packaged items that are not supported by an agreement of “Guaranteed Sale” by the supplier and/or broker are **authorized a markup of up to → 5 ← percent** to compensate for non-reimbursed product shrink.

c. Manager’s specials shall be priced at cost or below using good judgment based on the overall gain/loss financial status of the department. DeCA Headquarters Sales Directorate meat specials may apply to specified locations.

5-4. PRICE LISTS. The meat department manager, leader, and/or designated meat associate will establish and maintain a current price list on all processed and non-processed items. All price lists must be approved in signature and dated by the store director or authorized designated representative. The current automated retail cuts report, extracted from the Automated Cutting Test Program, which is located within the meat department data files, can be used as the processed item price list.

NOTE: The price on the label in the display case will agree with the approved price list.

5-5. ADJUSTING PRICES. The meat department manager, leader, and/or designated meat associate shall adjust prices of processed and pre-packaged items when cost prices change and/or to adjust for inventory overages or shortfalls to maintain overall financial compliance. Should price changes occur with a significant difference from the previous week's price, a gain or loss of significant dollars could occur. Do not employ the new prices until the previous week's stock levels have been depleted.

5-6. CENTRAL MEAT PRICING. Under a central meat pricing concept, sell prices for all processed meat items shall be established based on random cumulative cutting test results from all processing markets within that particular price zone.

a. Pricing zones are established considering the following criteria: geographic boundaries, suppliers, and contractual instruments. One or more commissaries may constitute a pricing zone.

b. Central pricing procedures will be developed and provided by DeCA Headquarters Sales Directorate as applicable to all central meat pricing locations.

5-7. CUTTING TESTS FREQUENCY. The automated cutting test "How To" manual may be found in public folders under Store Library, Marketing Business Unit, Meat Issues.

a. After initial startup cutting tests are completed, physical cutting tests will be processed monthly and documented on the automated cutting test file which is located on the store data base and accessed through the store meat department personal computer.

b. The monthly cutting test frequency may be changed to quarterly when the sub-primal combined tag weight total on the consolidated test reaches an amount equal to or greater than the amount processed in a week's time.

c. If the total salable yield on the most recent monthly cutting test differs by more than 2 percent from the salable yield on the most recent consolidated cutting test, start over. Save the last cumulative cutting test, then clear the cumulative test, prepare a memorandum for record, and start the new monthly test.

d. When making item changes to the existing cumulative cutting test, save last months cumulative test, clear cumulative test, prepare a memorandum for record, and begin a new monthly test. For example, change the monthly inside round cutting test by adding london broil and delete kabobs. Either the add or delete action would predicate the need to close out existing cumulative test and start with a new monthly test reflecting the changes in processed items. Failure to start a new monthly, non-consolidated test, when changes are made to the items listed on the cutting test, could significantly impact the department's financial status.

e. Ensure the person who computed the consolidated test signs in the block "Results Computed By." Have the store director or designated approving official sign in the block "Test Approved By" to indicate approval of the consolidated cutting test. The test will be dated the day new prices will go into effect.

f. Record the cutting tests results using the automated cutting test form for all processed meat items and keep a separate folder for each processed meat item. The form shall be approved by the store director or designated approving official by signature and date.

g. Meat managers, leaders, and/or designated meat associate will maintain disk or hard copy of all processed item cutting test files for a minimum of 1 year.

5-8. PRODUCT CONFORMANCE, ANALYSIS, AND SPECIFICATION EVALUATION.

DeCA policy is to purchase all United States Department of Agriculture (USDA) certified meats in accordance with current specifications approved and stated within DeCA's meat contracts.

a. At the time of delivery, medical food inspectors or store management personnel will inspect the product for compliance with contract requirements. The medical food inspector will determine if there is any degree of non-compliance, and will recommend rejection of the shipment if unwholesome and identify non-conformance(s) to the meat department manager, leader, or designated associate.

b. Should it be determined that there is a need to accept non-conforming product, the ordering officer, meat manager, leader, or designated associate will contact the vendor to request an appropriate price adjustment based on the extent of the non-conformance.

c. Before price adjustments are made on a delivery ticket/receiving document, inform the vendor of the problem, obtain a claim number, the name of the person issuing the claim number, date and time, and record this information on the receiving document.

d. The medical food inspector, in coordination with the meat manager, leader, or designated associate, prepares and attaches DeCAF 10-21, Product Inspection Report (**Figure 4-1**), or other suitable documentation (signed memo explaining non-conformance) to identify and document any contract discrepancies, non-conformances, or price adjustments.

e. Reports will be sent to the Contract Business Unit, AM-RAS. Department managers, leaders and/or designated meat associates are required to complete and sign DeCAF 10-21, Product Inspection Report (**Figure 4-1**), and forward results to the contracting officer, DeCA Headquarters Sales Directorate meat specialist, their supporting region POC, and the region consumer safety officer.

f. Meat department management, leader and/or designated meat associates will conduct a fat analysis test on each variety and batch of market generated trimmings processed into ground beef. Record the findings on DeCAF 40-8, Fat Analysis Record for Ground Beef (**Figure 5-1**). Coarse ground beef is the preferred product that should be used and will not require a daily fat test, unless there are perceived non-conformance issues and/or the need for random verification. If a non-conformance is found on coarse ground, then DeCAF 10-21, Product Inspection Report (**Figure 4-1**), must be completed according to the directions found in DeCA Handbook 10-11, Ordering Officers Guide for Resale Items. Should the need for independent laboratory testing of ground beef products become necessary to validate pre-certified tolerances of coarse ground beef, refer to guidance published in Public Folders, Store Library, Marketing Business Unit, Meat Issues, Procedural or Policy Changes.

g. The medical food inspector may perform ground beef tests at their discretion or as requested by higher authority. Finished ground beef will not be reworked to increase or decrease the lean-to-fat ratio. Non-conforming products will be reduced in price, 2 cents per pound, for each percent of non-conformance, and displayed for quick sale. Documentation supporting price reductions should be retained on file.

h. In-house ground beef fat testing cannot be used for contract price adjustments due to equipment accuracy tolerances and contract agreement. Non-conforming price adjustments must be supported by results provided from authorized independent testing facilities.

i. Items used for food inspection sample(s) will be recorded on DD Form 1222, Request for and Results of Tests (**Figure 5-2**), or other appropriate laboratory sampling form. United States Air Force Public Health utilizes the DD Form 1222. Army Veterinary Command personnel utilize DA Form 7539, Request for Veterinary Laboratory Testing and Food Sample Record (**Figure 5-3**). Obtain this information and a sample form from a DeCA Headquarters Food Safety and Quality Assurance advisor.

j. The meat department manager, leader, or designated associate will forward the DD Form 1222 to the office of the store director for processing as a credit to the meat department account.

k. Meat prices will not be adjusted to make up for the value of food inspection samples. Sampling by the USDA is authorized.

FAT ANALYSIS RECORD FOR GROUND BEEF													
<i>(For use of this form, see DeCAD 40-19; OPR is DO)</i>													
COMMISSARY NAME						MONTH OF: _____/20____							
	REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN			REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN	
DAY	%	INIT.	%	INIT.	%	INIT.	DAY	%	INIT.	%	INIT.	%	INIT.
1							17						
2							18						
3							19						
4							20						
5							21						
6							22						
7							23						
8							24						
9							25						
10							26						
11							27						
12							28						
13							29						
14							30						
15							31						
16													

DeCA Form 40-8, Jul 1991

Supersedes AF Form 2369 and TSA Form 204-R

DeCAF 40-8, Fat Analysis Record For Ground Beef

Figure 5-1

REQUEST FOR AND RESULTS OF TESTS					PAGE NO.	NO. OF PAGES
					1	1
SECTION A - REQUEST FOR TEST						
1. TO (Include ZIP Code)			2. FROM (Include ZIP Code)			
3. PRIME CONTRACTOR AND ADDRESS (Include ZIP Code)			4. MANUFACTURING PLANT NAME AND ADDRESS (Include ZIP Code)			
CONTRACT NUMBER			P.O. NUMBER			
5. END ITEM AND/OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED	
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS			
DATE	NAME AND TITLE OF PERSON CONDUCTING TEST			14b. SIGNATURE		

DD FORM 1222, FEB 62 (EF) REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE
This form was designed by FormSoft Group, Ltd. using FormFlow v3.1

DD 1222, Requests For and Results of Test
Figure 5-2

13. SAMPLE INFORMATION (Complete as much information as is available):			LAB REPORT #
SAMPLE NUMBER 1			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 2			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 3			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 4			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 5			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 6			
FOR LABORATORY USE ONLY			
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.			

DA 7539, Requests For Veterinary Laboratory Testing and Food Sample Record

Figure 5-3
(Cont'd)

CHAPTER 6

PROCESSING AND TRIM REQUIREMENTS

6-1. GENERAL. CONUS AND OCONUS stores will purchase beef, pork, lamb, and veal offal; i.e., in a fresh case ready form. In-house processing of these items is not authorized.

6-2. BEEF. Steaks and roasts should be cut to a variety of thicknesses to satisfy customer demand. Specific details of individual beef cuts are described below:

- a. Bordering fat on all processed fresh meats shall not exceed 1/8-inch thickness at any point of measurement and not less than 1/16-inch.
- b. Remove tail on beef loin, t-bone, and porterhouse steaks. Tail is defined as 1 inch below the longissimus dorsi and must remain. Anything more than 1 inch shall be removed.
- c. Remove all bordering fat and tissue from beef cubed steaks before tenderizing.
- d. Remove all bordering fat and tissue from beef for use as stew beef, fajita strips, thin sliced meats, and kabobs.
- e. All beef offal items will be merchandised pre-cut and case ready as specified within the authorized item processing list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues.
- f. Marked with the percent of lean/fat ratio. Trimmings must be used within 48 hours for a 6- and 7-day operation or 72 hours for a 5-day operation.
- g. ← Course ground beef is the preferred ingredient for ground beef products. Ground beef will be ground to support the anticipated current day's sales. Fresh ground beef may be sold the following day of production considering it is presented for sale within its original intended fresh "sell-by" date. At least two ground beef items will be offered in all meat departments and labeled as follows:

- (1) Ground beef, not less than 73 percent lean;
- (2) Ground beef, not less than 81 percent lean;
- (3) Ground beef, not less than 85 percent lean;
- (4) Ground beef, not less than 93 percent lean, and;
- (5) Ground beef, not less than 96 percent lean.

6-3. PROCESSED LAMB. Pre-cut or pre-packaged lamb is recommended. Ground lamb, for patties, will not be less than 70 percent lean and will be labeled accordingly.

6-4. PROCESSED VEAL. Pre-cut or pre-packaged veal is recommended. Ground veal, for patties, will not be less than 70 percent lean and will be labeled accordingly.

6-5. PROCESSED PORK. All pork cuts will be neatly trimmed and packaged with bordering fat not to exceed 1/8-inch thick and not less than 1/16-inch.

a. Pre-packaged pork is available to preclude product out of stock instances based on labor shortfalls and/or shortfalls in product distribution.

b. All moisture enhanced processed pork products must be labeled with ingredients of solution. These ingredients can be added to store scales in descending order of ingredients. Use pre-packaged chub or case ready ground pork.

c. All pork offal items will be merchandised pre-cut and case ready as specified within the authorized item processing list posted in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

6-6. PROCESSED SMOKED PORK CHOPS. Pre-packaged smoked pork chops are the preferred method of merchandising.

6-7. SPECIAL SERVICE AND ORDERS. Special service relates to providing customers with different cuts of meat other than what is displayed when a quantity desired by the customer exceeds the normal amount stocked in the display case, or when a customer requests re-configuration of case displayed products. Customer special order requests will be accepted and should be recorded on DeCA Form 40-1, Commissary Patron Special Order Form (**Figure 6-2**). Do not deplete the display case to fill orders for large quantities. This practice will decrease the selection of merchandise for other customers. Special orders shall be processed at the earliest point after the customer request, preferably during the customer's presence and not to exceed 24 hours for items that do not require ordering. A working bell or buzzer system with highly visible Special Order signage must be displayed within easy access and vision to the customer.

NOTE: Store associates or vendor stockers who are entitled to commissary privileges are not permitted to prepare, price, or wrap special orders which they are going to purchase for themselves or their families. This prohibition includes meat scraps, trimmings, suet, fats, and bones.

 COMMISSARY PATRON SPECIAL ORDER FORM <i>(For use of this form, see DeCAD 40-1; OPR is DO.)</i>		
COMMISSARY NAME		
<input type="checkbox"/> GROCERY DEPARTMENT <input type="checkbox"/> MEAT DEPARTMENT <input type="checkbox"/> PRODUCE DEPARTMENT <input type="checkbox"/> BAKERY <input type="checkbox"/> DELI <input type="checkbox"/> SEAFOOD DEPARTMENT <input type="checkbox"/> SPECIALTY SHOPS		
ITEM DESCRIPTION	SIZE/THICKNESS	QUANTITY
DATE ITEMS NEEDED	PATRON'S NAME	PHONE NUMBER
EMPLOYEE ACCEPTING ORDER	COMSY PHONE NUMBER	DATE

DeCA Form 40-1, Jan 2000 Supersedes DeCAF 40-1, Nov 1997, which is obsolete.
 Top copy to Patron; Bottom copy retained by Commissary (Store remarks may be annotated on the back of Commissary Copy)

DeCAF 40-1, Commissary Patron Special Order Form
Figure 6-2

CHAPTER 7

DISPOSITION OF REDUCED AND UNSALABLE MEAT PRODUCTS

7-1. REPROCESSING. Reworking of fresh meats is not authorized, e.g., steaks and roasts will not be processed into ground beef or any other processed cuts. Meat items will not be re-configured from its original format into any other saleable forms.

7-2. PRICE REDUCTIONS. Many times, the result for needed price reductions is caused by over processing and/or over ordering. Review daily the individual items and quantity of items that are being marked down in order to adjust daily processing and order projections to preclude continuing markdowns on like items due to over processing and excessive inventory levels. *Up to 30 percent reduction may be applied to markdowns.*

- a. It may be necessary to reduce the price of processed or pre-packaged items in-order to stimulate sales, further preventing a total loss of the product and department financial tolerances.
- b. Products closely approaching their intended shelf-life requiring a price reduction in order to stimulate sales should be reduced only in the amount which is necessary to deplete the on-hand inventory.
- c. Items reduced in price and frozen may be sold for 30 days after the “sell-by” date; however, they must be frozen prior to expiration of the “sell-by” date. Original and new price tags must be on each package in order to validate original pack date and new “sell-by” date.
- d. The preferred method for markdown meats is to reduce the product price and present it in a fresh state prior to freezing.
- e. After reducing the price, place a “Reduced for Quick Sale” sticker on the package and merchandise it with “like” items in the fresh display.
- f. Freezing for reduced sale shall be the last option.

7-3. DISPOSAL OF UNSALABLE PRODUCT. Items which have become unsalable due to age or damage that has made them unfit for human consumption must be disposed of.

- a. Losses, which are caused by other than normal operation may require the application of DeCAF 40-70, Government Property Lost or Damaged (GPLD) Survey Certificate manual or automated (**Figure 7-1**), IAW DeCAD 40-15, Chapter 4.
- b. The store director or designated store manager will advise when a GPLD action is required.

7-4. SALE OF SUET, BONES, FAT, AND MEAT TRIMMINGS. The store director or designated store manager is responsible for contacting the CBU Resale Commodity Branch for disposal of all suet, bones, fat, and scrap. The CBU will return 100 percent of the proceeds to the commissary.

7-5. CONTRACT FOR SALE. The CBU will obtain a contract for the sale of suet, bones, fat, and meat trimmings combined. Frequent pickups by the contractor are necessary and the sale is treated as a charge sale to the contractor in DeCA's financial system. The meat department manager, leader, or designated associate must ensure that each container of suet, bones, fat, and meat trimmings are weighed

prior to release to the contractor. If the contract for the sale of these items is not separated by type, do not use separate containers. List the suet, bone, fat, and meat trimming weights turned over to the contractor on the form as designated in the contract, in three copies. Obtain the signature of the contractor or representative on each copy, provide the contractor the third copy, and forward the other two copies to the Management Support Center Office for processing as a credit to the meat department account.

7-6. WEIGHING SERVICE. If Defense Reutilization and Marketing Office/Property Disposal Office (DRMO/PDO) weighing service is available on the installation, use it to verify the weight of the suet, bones, fat, and meat trimmings released to the contractor.

GOVERNMENT PROPERTY LOST OR DAMAGED (GPLD) SURVEY CERTIFICATE					
<i>(For use of this form, see DeCAD 40-15; OPR is DO.)</i>					
1. ACTIVITY			2. ORIGINATOR NAME AND GRADE		
3. TO <i>(Region)</i>			4. VOUCHER NO.		
I certify that the loss of or damage to the items described below was not caused by negligence, willful misconduct or deliberate unauthorized use. I further certify that the loss of or damage to the items occurred under the circumstances described herein.					
5. ITEM NO.	6. NSN OR MFR PART NO.	7. NOMENCLATURE	8. QTY	9. UNIT COST	10. TOTAL COST
					0.00
					0.00
					0.00
					0.00
					0.00
				11. TOTAL COST OF LISTED ITEMS	0.00
12. CIRCUMSTANCES OF LOSS OR DAMAGE					
13. DATE		14. TYPED NAME, GRADE AND ORGANIZATION SIGNATURE <i>(Dist Mgr, Comtry Off, Hand Receipt Holder)</i>			
15. REVIEWING AUTHORITY <i>(PBO/Opns)</i>			16. TO <i>(Director/Commander)</i>		
17. I have reviewed the evidence pertaining to the loss or damage and agree/do not agree (strike one out) that the loss or damage to the property was not due to negligence, willful misconduct, or deliberate unauthorized use. The following action is authorized:					
<input type="checkbox"/> An inventory adjustment for the property which was not lost through negligence, willful misconduct, or deliberate unauthorized use.					
<input type="checkbox"/> Repair the damaged property and charge to O&M/stock fund as fair wear and tear as damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use.					
<input type="checkbox"/> The circumstances surrounding the loss or damage warrant the processing of a report of survey, DD Form 200, to be initiated immediately.					
<input type="checkbox"/> Other action (Specify)					
18. DATE		19. DIR/CDR TYPED NAME, GRADE		SIGNATURE	

DeCA Form 40-70, Jan 1992

This form was designed by FormSoft Group, Ltd. using FormFlow99 v3.0

DeCAF 40-70, Government Property Lost or Damaged (GPLD)

Figure 7-1

7-7. SHELF LIFE PARAMETERS OF FRESH PROCESSED AND PRE-PACKAGED MEATS

a. Fresh Processed In-Store Wrapped Products

ITEM	SHELF LIFE	DISPOSITION INSTRUCTIONS
Ground meat (beef, veal, lamb, pork), chili meat	1 day	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
All bone-in or boneless products sliced or cut less than ¼-inch thick, all bone-in or boneless products cubed or diced, veal, lamb chops, lamb roasts	2 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.
Beef roast, beef steaks, beef ribs, fresh pork	3 days	Mark down and sell or freeze by close of business on the “sell-by” date. See note 1.

Note 1. To establish the “SELL-BY” date, add a day to the shelf life. Example: Ground beef produced on day 10 of the month would have a “SELL-BY” date of day 11 of the month.

Fresh beef trimmings see note 2	48 hours (cover tubs in cooler and apply date, time, and percentage of lean ratio). See note 3	Grind up to 48 hours for resale or freeze by close of business on last day of the shelf life.
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Note 2. Processed beef items will not be reworked into ground beef or other cuts.

Note 3. The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday's trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.

Table 7-1, Shelf Life

b. Prepackaged Fresh, Cured, and Smoked Meat Products

Prepackaged fresh, smoked, and cured meat products packaged by the manufacturer in non-conventional packaging	“Sell-by” date per the manufacturer’s specification
Non-conventional packaging includes: vacuum seal pack (vsp), modified atmosphere pack (map), and traditional vacuum packaging	Obtain specified prepackaged manufacturer’s shelf life parameters from representing product suppliers/manufacturers/brokers for all prepackaged items. Maintain, and at all times, have this information available for reference and inspection review

c. Previously Frozen and Sold Tempered

Merchandise received frozen and sold chilled. Merchandising of food products that are received and stored frozen, then displayed chilled, is permitted provided all the applicable conditions listed below are met.	Prepackaged and bulk processed foods received frozen and sold chilled must be received and stored in a frozen condition. Displayed product must be labeled with a “sell-by” date. The “sell-by” date will ensure products are sold within 5 days after thawing or within the time frame recommended by the manufacturer.
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d. Previously Fresh and Sold Frozen

Products previously merchandised in a fresh format that require freezing to extend the “sell-by” date, intended to minimize product loss.	Not to exceed 30 days beyond the original “sell-by” date
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**Table 7-1, Shelf Life
(Cont’d)**

CHAPTER 8

REFRIGERATION PRODUCT AND ENVIRONMENTAL CONTROLS

8-1. TEMPERATURE CHECKS. Temperature monitoring and recording is a key component towards ensuring product freshness, wholesomeness, and loss prevention. The store director, designated store manager, or CMPP manager will develop written procedures for performing refrigeration system alarm checks, refrigeration system checks, and who to contact on potential refrigeration losses. The region director/zone manager will approve these instructions.

8-2. CUTTING AND WRAPPING AREA. Ensure the meat cutting and wrapping area temperature does not exceed 50 degrees Fahrenheit.

8-3. RECEIVING/STORAGE AREA. Maximum receiving storage area temperatures for chilled meats is: boxed fresh meats, 35 degrees Fahrenheit and fish, 37 degrees Fahrenheit.

8-4. WALK-IN STORAGE BOXES. Maintain storage temperatures in walk-in boxes according to paragraph 8-9. Always keep each item under proper temperature and store in a manner to aid rotation and inventory.

8-5. TEMPERATURE CHART FOLDERS. Maintain the temperature chart folders for DeCAF 40-9, Daily Temperature Maintenance Log (**Figure 8-1**), in a convenient location, outside the view of the customer. List the equipment to be checked and the required temperature for each unit, on the form, in the folder. Ensure that temperatures are within allowable variance when making the temperature checks. If temperatures are not within the allowable variance, ascertain the reason for the variance and take appropriate action. Annotate the temperature readings on charts three times daily. In commissaries that do not have an alarm system, the store director will ensure equipment and storage temperature checks are performed on non-operating days. On non-operating days, make temperature checks at least twice, once after each defrost cycle. Also, check any time there are violent weather conditions or known power outages. Ensure personnel making temperature checks know how to reset compressors or who to contact for assistance when required. Provide the employee/associate who is scheduled to make the temperature checks with the appropriate telephone numbers of management personnel to contact when there is a problem.

8-6. FREQUENCY OF TEMPERATURE CHECKS. In commissaries with automatic refrigeration alarms, test check the alarm systems weekly in accordance with the manufacturer's guidelines, preferably on the evening prior to a non-operating day. Record the results of checks on DeCAF 40-9, Daily Temperature Maintenance Log (**Figure 8-1**), which should be placed close to the alarm system controls. When the alarm systems are not operational during non-operating days, follow the same procedures listed above for stores without alarm systems.

8-7. TRUCKS AND SEA VANS. Ensure that temperature surveillance is scheduled and conducted for all refrigerated trucks and sea vans in control of the store director or CMPP manager at the CMPP.

8-8. PERSONNEL PROTECTION. Personal protective equipment and outer thermal wear clothing will be worn by all personnel entering storage or other climate controlled areas which have temperatures at or below freezing (0 degrees Celsius/32 degrees Fahrenheit).

8-9. STORAGE TEMPERATURES. The following storage temperatures are required to optimize shelf life of the product. Food inspectors will still use requirements listed in the U.S. Food and Drug Administration's Food Code:

- Freezer: All frozen meats, -10 to 0 degrees Fahrenheit;
- Chill Box: All fresh meats, 28 to 32 degrees Fahrenheit;
- Display Case: Fresh red meat, 28 to 32 degrees Fahrenheit;
Open cured meats, 34 to 35 degrees Fahrenheit;
- Display Case: Processed meats, salads and Deli, 34 to 37 degrees Fahrenheit;
Prepared food, 34 to 37 degrees Fahrenheit;
- Chill Box: Fresh fish and water foods, 26 to 35 degrees Fahrenheit;
- Display Case: Fresh fish and water foods, 28 to 35 degrees Fahrenheit;

8-10. PRODUCT FREEZING PROCEDURES.

- a. Product must be in a salable condition within its intended fresh shelf life.
- b. Use either a blast freezer or a regular freezer having adequate air movement; a pedestal fan blowing directly at the product will greatly enhance this process.
- c. Freezer air temperature must maintain a minimum of zero degrees Fahrenheit throughout the freezing process.
- d. Place products one layer high (**do not stack**) on suitable pans or racks.

DAILY TEMPERATURE MAINTENANCE LOG <i>(For use of this form, see DeCAD 40-3; OPR is DO)</i>							*Indicate Plus or Minus Checkers will record actual time and temperature and initial in appropriate block.						
DEFROST CYCLE HOURS:							CASE IDENTIFICATION:						
TO	TO	TO	TO	TO	TO	TO	ALARM SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO (Check one)						
DEPARTMENT			PROPER TEMPERATURE RANGE _____ TO _____				PERIOD (Month/Year) _____ /20						
TYPE OF EQUIPMENT: (Check Two)							<input type="checkbox"/> FREEZER <input type="checkbox"/> DISPLAY CASE <input type="checkbox"/> CHILL BOX <input type="checkbox"/> STORAGE						
DATE	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	COMMENTS
1													
2													
3													
4													
5													
6													
7													
8													
9													
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DeCA Form 40-9, Jul 1991

Supersedes AF Form 638 and TSA Form 126-R

DeCAF 40-9, Daily Temperature Maintenance Log

Figure 8-1

CHAPTER 9

DISPLAY MANAGEMENT

9-1. PRODUCT DISPLAY MANAGEMENT. Follow case layout plan-o-grams listed in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

a. Display packages of meat so that the entire bottom of the case is covered during hours of operation. During slack periods, a single bottom row display is usually sufficient. During busy periods, display enough packages to ensure a sufficient supply for customer selection providing varied selection by size and weight.

b. Ensure all displayed products nearest to its labeled “sell-by” date are on top and nearest to the patron. Regardless of the calculated “sell-by” date meat items that have lost eye appeal must be pulled from the display case prior to expiration of the “sell-by” date. For example, items that have lost their bloom, vacuum, or other reason are unsuitable for sale, and products that no longer present eye appeal for the patron should be removed from the case.

c. Throughout the day, assign an employee/associate to monitor displays to ensure proper stock rotation and to keep displays neat and well stocked.

d. Always keep the displays free of sloppy, leaking, or discolored packages.

e. Ensure an adequate selection of meat cuts is available for all hours of operation. Meat cases will not be unloaded or covered until all customers have completed their shopping.

f. Use only Headquarters Sales Directorate signage. Approved sign templates are listed in Public Folders, Store Library, Marketing Business Unit, Meat Issues.

g. Products received fresh, frozen, or processed in the meat department and placed in display cases must have the manufacturer’s recommended “sell-by” dates or adhere to DeCA standard.

CHAPTER 10

INVENTORY PROCEDURES AND TOLERANCES

10-1. POLICY AND GUIDANCE. Refer to DeCAD 40-21, Accountability for Commissary Resale Merchandise, for in-depth guidance pertaining to inventory procedures for commissaries and CMPP facilities. DeCAD 40-21 is located on the DeCA Web site. Note, the record of operations (RO) inventory document is located on the store data base and accessed through the store administrative office computer.

10-2. AUTHORIZED VARIANCE. Cumulative meat account tolerance shall not exceed three-tenths of 1 percent gain with no loss to be considered in-compliance. Monthly tolerances shall not exceed 2 percent plus or minus to be considered in-compliance.

10-3. BACK-UP STORAGE COUNTS. Use the meat inventory portion of the automated cutting test program to record, calculate, and extend all back-up meat items. If the automated cutting test program is not available, record inventory results on other available legible means such as Excel, Word, and/or written medias. Make sure to deduct previously counted pre-stock items in back-up storage from the final back-up count.

10-4. DISPLAY CASE INVENTORY. Inventory display cases as soon as possible after the commissary closes. Ensure items are separated and cases are in order to get an exact count. Use the meat inventory portion of the automated cutting test program to record and extend all display meat items. If the automated cutting test program is not available, record inventory results on other available legible means such as Excel, Word, and/or written media. Inventory display case items at resale price.

CHAPTER 11

EQUIPMENT AND SUPPLIES

11-1. AUTHORIZED EQUIPMENT MIX. The meat department equipment package is determined based on the overall production level of each processing site. Initial new store equipment mix and scheduled equipment replacement is based on “Push/Pull” formula managed by the Headquarters equipment branch.

11-2. OUT-OF-CYCLE EQUIPMENT REQUESTS. Major equipment that may be needed prior to scheduled “Push/Pull” cycles, or equipment that may not be identified within the prescribed “Push/Pull” package, may be requested as an out-of-cycle request through the store manager.

11-3. MAINTENANCE RECORDS. Keep a record of maintenance calls for all equipment on a DeCAF 40-30, Equipment Downtime Ledger (**Figure 11-1**).

11-4. EXCESS EQUIPMENT. Equipment in serviceable condition, that is not being used, is considered excess and will be promptly reported to the appropriate region for disposition instructions. This will enable the region to dispose of, or redistribute, the equipment within the region so it can be utilized to the maximum extent possible. Unserviceable equipment, or equipment which cannot be maintained in a sanitary condition, will be identified to the region for replacement or turn-in as appropriate.

11-5. SUPPLY RECORDS. Use of operating supplies should be closely monitored. In order to avoid excessive inventory of supplies, an inventory must be taken prior to reordering. Always keep a sufficient quantity of operating supplies on-hand, but at the same time, avoid over-stockage. These procedures will eliminate surcharge funds being tied up in supplies that are not presently needed and will also avoid waste through deterioration and damage ultimately reducing unit costs.

11-6. WRAPPING FILM AND LABEL STORAGE. Wrapping film is a perishable product, which requires special storage and handling, and should always be stored in its original container until ready to use. Store the film in a cool dry place that is not subject to extreme temperatures, humidity, and direct sunlight. Optimum temperature for storage is 65 to 75 degrees Fahrenheit. Do not stack film cartons on end or over 50 inches high. Scale labels are to be considered as a perishable item and should be stored in a cool dry place according to manufacturer's instructions.

NOTE: Ensure all labeling, to include distinctive labels for marked down merchandise and price marking equipment/supplies, are controlled in accordance with DeCAD 30-18, Defense Commissary Agency Security Programs, paragraph 4-2 c. and d.

CHAPTER 12

PACKAGING MEAT ITEMS

12-1. PRINCIPLES. Proper packaging is a key component in maximizing sales, achieving high levels of patron satisfaction, and minimizing product shrink. Packaged meats should clearly reveal the quality of the contents of the package and clearly labeled reflecting all pertinent/required information. The visible portion of meat after packaging should reflect the total quality of the contents. Deceptive packaging promotes poor patron relations. Keep the following principles in mind in the packaging of meats:

a. Ensure all processed meat items are identified and labeled according to the meat operations standard list of price look up (PLU) numbers and descriptions. This standard list can be located in the Public Folders, Store Library, Marketing Business Unit, Meat Issues. It is the meat department manager, meat leader, and/or designated meat associate's responsibility to ensure that all state and federal labeling laws are applied. All pre-packaged items and/or fixed weight items that maintain a scale generated label shall be labeled using manufactures provided Universal Product Code (UPC) numbers. Do not employ a catch-all single UPC such as "Meat Department" for pre-packaged, non-processed items.

b. The correct "sell-by" date must be clearly printed on each label for processed meat items and any item that does not have a manufacturer's applied "sell-by" or "use-by" date. Meat items that have been rewrapped will have the original "sell-by" processing date on the label. Under no circumstances will the original "sell-by" date be extended on any rewrapped products.

- (1) Use only DeCA authorized packaging materials.
- (2) Cut and trim meat in compliance with current trim specifications.
- (3) Do not under or overfill meat trays with product. Match the tray size with the portion of product.
- (4) Follow the authorized tray size and color guide located in Public Folders, Store Library, Marketing Business Unit, Meat Issues.
- (5) Remove sharp edges from bones before wrapping. This will help to reduce film breakage reducing re-wraps.
- (6) Meat soaker pads will be placed in every package of fresh processed meats to include ground beef that is 90 percent lean or higher.

12-2. HAND WRAPPING. Use hand-wrapping methods for packaging items that are too large to be wrapped by the wrapping machine. Wrap meat with clear film only.

12-3. AUTOMATIC MACHINE WRAPPING. Employees/associates must become familiar with the wrapping machine operating instructions prior to using the machine.

12-4. REWRAPPING ITEMS. Packages requiring re-wrapping shall maintain the original price label reflecting the original "sell-by" date. Should the original label not be usable, a new label can be generated; however, it must indicate the original "sell-by" date as stated on the original price label.

CHAPTER 13
SCALES SYSTEMS

13-1. GENERAL. All scales must be calibrated at least annually, or more often, if required by state law. Check the accuracy of scales monthly (more frequently is encouraged) with test weights and have repaired, if necessary. Maintain documentation of tests on DeCAF 40-141, Meat Department Scale and Package Log (**Figure 13-1**). The meat manager, leader, and/or designated meat associate will ensure all scales are in proper working order. Tare weight is the sum of all packaging material such as the tray, soaker pad, wrapping film, and all applied labels. The meat manager/leader and/or designated meat associate will ensure that all tare weight configurations representing all packaged items are verified to be correct and programmed into the automated wrapping/scale systems.

Instructions for completion are on the reverse.															
MEAT DEPARTMENT SCALE AND PACKAGE LOG															
<i>(For use of this form, see DeCAD xx.)</i>															
	SCALE	SCALE	PACKAGE	PACKAGE	PACKAGE	PACKAGE	INITIALS	COMMENTS							
SERIAL #															
DATE															
1															
2															
3															
4															
5															
6															
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COMMISSARY								MEAT DEPARTMENT MANAGER				MONTH AND YEAR			

DeCA Form 40-141, Aug 2001

This form was designed by FormSoft Group, Ltd. using FormFlow99 v9.0

DeCAF 40-141, Meat Department Scale and Package Log
Figure 13-1

CHAPTER 14

MEAT DEPARTMENT SANITATION

14-1. GENERAL. The meat department must comply with the applicable sanitary requirements of the Food and Drug Administration Food Code and be kept scrupulously clean. The store director, store manager, meat department manager, leader, Quality Assurance Evaluator (QAE), and/or designated meat associate must ensure the highest possible standards of sanitation exist at all times. Proper operating systems and effective procedures are vital to cleaning and minimizing unnecessary resource expenditures such as labor, detergents, hot water, etc. → **Weekly sanitation self-inspections should be conducted on DeCA Form 40-89, DeCA Self Inspection Food Hazard Control Checklist for Meat Department.** ← Weekly sanitation self-inspections should be conducted on DeCA Form 40-92 for the deli, seafood, fish market, and any hot food operation conducted and maintained on file.

a. The meat department manager, leader, and/or designated meat associate must ensure that effective cleanup procedures are an essential and integral part of the training program for cleanup personnel. The meat department manager, leader, and/or designated meat associate will ensure that all cleanup personnel have discussed actual cleaning procedures and ensure that they know and follow these steps in the actual performance of the cleanup operation. As a minimum, cleaning and sanitizing will be accomplished at the end of each shift, between product changeovers, and when using common equipment on floors, walls, and equipment coming in contact with the product or wash water, or when the temperature or rinse requirements for safe handling are not met. All chemicals and soaps must be listed in the NSF, Inc. (formerly National Sanitation Foundation) White Book – Non-food Compounds Listing which is available at: <http://www.nsf.org/usda/psnclistsings.asp>. “Wear the appropriate personal protective equipment (PPE), as noted on the cleaning agent's material safety data sheet (MSDS) and as appropriate for the work environment (e.g., slip resistant footwear).” Effective cleaning procedures must follow these four simple steps:

b. Pre-cleaning. This step prepares the equipment and area so the next step (cleaning) will be effective. Wear cut-resistant gloves and use caution when handling band saw blades, tenderizer blades, or other components with sharp edges.

(1) Remove all exposed meat and scraps from the equipment/area to be cleaned and implement lock out/tag out safety procedures for all electrical equipment. Cover packaging/wrapping materials and sensitive equipment such as meat wrappers, scales, electrical boxes, switches, etc., to protect from moisture.

(2) Completely disassemble all pieces of equipment including bone dusters, meat tenderizers, grinders, mixers, meat slicers, and band saws. Place equipment pieces on tabletops or other surfaces, which allow easy access to all equipment surfaces.

(3) Using brushes, scrapers, other tools, or hands, remove all large pieces or accumulations of meat, fat, bone dust, etc., from all equipment and tables. Collect all scraps and place in bone barrels.

(4) Using brooms, brushes, shovels, or other appropriate tools, collect all large pieces/ accumulations of meat, fat, bone dust, etc., from floors and beneath tables and equipment. Place all scraps in bone barrels.

(5) Proper pre-cleaning will prevent clogged drains.

(6) When foam is not available, pre-rinse with hot water. Use either hot water (170 degrees Fahrenheit or higher) or approved chemicals for sanitizing equipment cleaned in the sink.

c. Cleaning. This step removes the remaining grease and small pieces of meat, fat, and bone particles, which remain after pre-cleaning.

(1) Prepare cleaning agents according to directions on label and load mix into applicator. Do not use more or less than required by label directions and do not dilute more or less than directed. All cleaning and sanitation chemicals must be approved. Approval can be ascertained by reviewing the NSF, Inc. (formerly National Sanitation Foundation) White Book – Non-food Compounds Listing which is available at: <http://www.nsf.org/usda/psnclistings.asp>

(2) Using applicator attached to a continuous supply of hot water; apply foam to all dismantled equipment, pieces of equipment, tabletops, pans, trays, knives, walls, and floors. Starting in one corner and working around the entire processing area, thoroughly coat all surfaces indicated above with foam.

(3) After foaming all areas and equipment, turn hot water hose off. NEVER LEAVE HOT WATER HOSE RUNNING UNATTENDED. Using a stiff brush, agitate (brush) foam on any equipment or areas, which are especially difficult to clean. Agitation will assist the agent in penetrating hard-to-reach areas and loosen particles missed during pre-cleaning. A stiff broom can be used to agitate the agent on floors.

(4) Use the "foam" method of cleaning floors, walls, and equipment. The "foam" contains a chemical, which breaks down grease and soil. This method consists of rough cleaning, followed by application of a "foam" from a dispenser on the end of a hose, and rinsing with hot water, using a ½-inch high pressure hose. Ensure hot water is available throughout the entire cleanup and sanitizing process. A high pressure sprayer may be used, if desired, to aid cleanup operations. Once the above procedure has been completed, all surfaces will be sprayed with a sanitizing agent and air dried.

(5) When "foam" is not available, use other approved detergents. Use detergents and sanitizing solutions strictly according to the manufacturer's recommendations. Approval can be ascertained by reviewing the NSF, Inc. White Book – Non-food Compounds Listing, which is available at: <http://www.nsf.org/usda/psnclistings.asp>

d. Rinsing. This step removes all loosened meat, fat, grease, and dirt.

(1) Using hot tap water, begin rinsing foam (degreaser) from all dismantled equipment, pieces of equipment, tabletops, pans, trays, knives, walls, and floors; beginning at the same point in the room where foaming began.

(2) Work around the entire area in the same direction foam was applied. This allows time for the foam to loosen meat, fat, dirt, and grease. Foam should remain on all surfaces for at least 15 minutes. If left on less than 15 minutes, results will be less than satisfactory. Longer waiting time (over 15 minutes) will not be harmful.

e. Sanitizing. This step kills many of the bacteria that remain after properly completing the first three steps. This step will be ineffective unless the first three have been properly completed.

(1) Prepare sanitizing agent according to manufacturer's directions and place into a hand operated sprayer or other suitable application device. Strict compliance is essential:

- (a) Too little sanitizer will be ineffective and will allow bacteria to grow.
 - (b) Too much sanitizer is needlessly expensive, wasteful, and could contaminate meat, which is processed afterward. Contaminated meat could be harmful to the customer.
 - (c) Use valid measuring equipment and appropriate chemical test strips to check recommended concentration. Chemical test strips can be purchased through the federal supply catalog.
- (2) Liberally apply correct dilution of sanitizer to all equipment, being certain that all food contact surfaces are thoroughly moistened.
 - (3) Allow sanitizer to remain on all pieces of equipment as directed by label.
 - (4) Allow all equipment to air dry.
 - (5) If clarification of these instructions or the directions on the product label is required, call the region consumer safety officer for assistance.

14-2. FLOOR CARE. To aid in keeping floors clean and comfortable, enhance floors with safety/ergonomic, slip resistant, tapered-edge, anti-fatigue mats of design that can be removed and thoroughly cleaned of meat, bone dust, trimmings, blood, and other matter. In addition to the aforementioned benefits, rubber anti-fatigue mats provide some insulation from the chilled floor. Anti-fatigue matting should be used at each workstation that requires prolonged standing. Heavy paper of corrugated cardboard, obtained from rolls may also be used on the floors provided the floors are thoroughly washed, sanitized, or steam cleaned. The use of wax coated cardboard (cut-out sections from the package meat boxes), sawdust, and wood chips are strictly prohibited in all meat department areas. Please see DeCAD 30-17, Safety and Occupational Health Programs for additional information.

14-3. HOLDING AND STORAGE ROOMS. In meat holding or storage rooms, heavy paper or corrugated cardboard obtained from rolls may also be used on the floors provided they are removed when the floor is cleaned IAW requirements.

14-4. EQUIPMENT CLEANING. Thoroughly wash, rinse, and sanitize all metal parts of power operated equipment at the end of each business day. Care must be exercised to prevent water from coming in contact with the motor or electrical components and connections. Electrical equipment must be de-energized with lock out/tag out procedures implemented.

14-5. CUTTING TABLES. Periodically inspect plastic cutting table surfaces for cracks, cuts, crevices, and overall structural integrity of the table itself. Replace, as necessary, to maintain sanitary standards. Turn tabletops over weekly to equalize wear. Do not keep meat on the cutting table longer than necessary. Cutting tables will not be used for storing or thawing meats. Clean and sanitize tables thoroughly with a stiff bristle brush and hot water, foam, or an approved detergent and sanitizer. Medical food inspection personnel may recommend additional measures to keep the surfaces in a sanitary condition.

14-6. TOOL CLEANING. Clean knives, steels, meat saws, boning hooks, mesh gloves, safety aprons, and knife holders daily. Wash tools individually in hot water and detergent, rinse and sanitize by immersion in 170 degrees Fahrenheit hot water for at least 30 seconds or approved chemical. After cleaning, carefully inspect plastic hand tools for cracks or crevices. Replace plastic hand tools when cracks, crevices, and other signs of deterioration are noted. When sufficient amounts of hot water are not available, an approved chemical may be used. Approved test kits will be used to ensure the proper

amount of sanitizer is being used.

14-7. SCALE CLEANING. Clean scales with disposable paper towels daily, or more often if required. Place paper on the scale before weighing delicatessen meats to help keep the scale surface clean during use.

14-8. SPECIAL CLEANING. Thoroughly clean and sanitize all equipment and surfaces before reuse when raw pork, lamb, veal, or poultry products have come in contact with equipment.

14-9. DISPLAY CASES AND REFRIGERATION. As often as necessary, wash and clean all refrigerated rooms and refrigerators. On a weekly basis, empty, wash, and clean all meat display cases.

14-10. PROPER PERSONAL SANITATION. Employees/associates must meet all applicable requirements of the installation medical authorities and may be required to have a Medical Certificate and Food Handler Training Certificate. Proper personnel sanitation requirements will include hair and beard restraints.

14-11. PROHIBITED ITEMS. The use of all forms of tobacco products is prohibited in meat processing and storage areas. Eating food or drinking beverages, including chewing gum, storing of personal lunches, which may result in contamination of any meat product, shall not be permitted. The wearing of jewelry – watches, neck chains, bracelets, and/or rings – is not permitted during meat processing. However, wedding bands may be worn, provided they do not present a safety hazard and wear is approved by the meat department manager.

14-12. HAZARD COMMUNICATION. Chemicals commonly used to clean and sanitize the meat department may be classified as hazardous chemicals by the Occupational Safety and Health Administration (OSHA). If so, the elements of the Hazard Communication Safety Program must be implemented.

CHAPTER 15

CARE AND USE OF EQUIPMENT

15-1. GENERAL. Keep all meat department equipment in good condition. Replace dull blades, tighten loose parts, lubricate, and maintain all equipment within their capability. The meat department manager, leader, and/or designated meat associate will ensure that personnel are instructed in the use and care of power-operated machinery. Post laminated safety precautions and operating instructions near each machine and follow the lock out/tag out safety procedures addressed within DeCAD 30-17, Occupational Safety, Health and Fire Protection Standards.

15-2. TOOLS. Store knives and other hand tools in a secure place, when not in use, to prevent contact with other equipment and as a safety measure. All knives and hand tools will be sanitized using an approved and appropriate concentration of sanitizer prior to use.

15-3. EQUIPMENT. Ensure all equipment is operated according to the appropriate manufacturer's operations handbook.

15-4. CONTRACT CUSTODIAL SERVICE. For meat departments with contract custodial service, management must work with quality assurance evaluators to ensure they know how to inspect the department to see if the contractor is meeting contract requirements.

CHAPTER 16

SAFETY

16-1. RESPONSIBILITY. Commissary meat department operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. The meat department manager is responsible for ensuring all employees/associates follow safety rules and directives. As a condition of employment, the employee/associate must follow safety procedures, as well as use and wear, the required protective clothing and equipment. Failure to follow procedures and enforce the use and wear of protective clothing and equipment may result in disciplinary action of the employee/associate and supervisor. **Mandatory provided protective equipment consists of safety-toe, slip-resistant shoes, and when cutting (but not when using the band saw) metal mesh or metal reinforced fiber mesh gloves and safety apron. Street clothing will not be worn as outer garments while on duty in the meat department.** Mandatory wear of butcher frock and cotton apron will be worn over street clothing. If qualified safety personnel have conducted a Personal Protective Equipment Hazard Assessment of the work area, department usage will reflect those safety requirements listed within this Directive and DeCAD 30-17, DeCA Occupational Safety, Health and Fire Protection Standards, Table 11-1 and para 11-10.

a. The meat department manager, leader, and/or designated meat associate or CMMP manager will work closely with the regional or commissary safety representative. The safety representative function is to assist in any safety related problems, which may arise, and elevate them, if necessary, to the installation safety office or DeCA region safety manager for resolution.

b. The meat department or CMPP manager must provide appropriate training and complete DeCAF 30-72, Employee Safety and Health Training Record **(Figure 16-1)**, on each individual working in the department. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Quarterly safety meetings will be held for all store associates working in the meat department and minutes will be taken and maintained.

16-2. HAZARD COMMUNICATION. The Hazard Communication Program is a chemical safety program to protect workers from being exposed to the harmful characteristics of chemicals. The name, Hazard Communication, is derived from the underlying principle of the requirement to communicate the hazard(s) of the chemical to the employee/associate. The program elements which have application to the meat department are:

a. Identify and list chemicals, which are hazardous. This task is performed by the CMPP or meat department manager, leader, and/or designated meat associate with assistance from the region, host installation, or store safety representative. This list of chemicals must be added to the comprehensive store's list;

b. Identify personnel who may be exposed to these chemicals. Once identified, these personnel must receive training on the Hazard Communication Program and the training must be documented on DeCAF 30-72, Employee Safety and Health Training Record **(Figure 16-1)**.

c. Obtain and maintain a material safety data sheet (MSDS). An MSDS is a document that provides information on the chemical's identity; hazardous ingredients and permissible exposure limits; physical description of the chemical ingredients; fire and explosive information; health hazard and symptoms; disposal/spill clean-up concerns and procedures; the manufacturer's identity, etc. An MSDS must be maintained and readily accessible to each meat department employee/associate for each chemical identified in the previous paragraph. In order to satisfy this requirement, a binder or file folder which contains all MSDS for the meat department should be placed in a location where any employee/associate

can obtain information from it at anytime; and,

d. In most cases, containers of incoming products containing hazardous chemicals will already be labeled by the manufacturer, supplier, or distributor to satisfy OSHA hazard communication requirements and Department of Transportation (DOT) requirements. The meat department manager will ensure incoming chemical product containers have proper warning labels. If hazardous chemicals in bulk containers are repackaged or redistributed into smaller containers used by more than one employee/associate or more than one work shift, then each usable container must be labeled to identify its content and hazard presented. An example is: mixing Clorox solutions or other sanitizers in a plastic spray bottle, which will be used by more than one person or on more than one work shift.

16-3. PERSONAL PROTECTIVE EQUIPMENT. Personal protective equipment (PPE) required within the meat department may include: eye/face protection; hearing protection; safety apron; plastic, metal mesh, or metal reinforced fiber arm guards; metal mesh or metal reinforced fiber gloves; cold environment clothing (insulated headgear, jacket, trousers/coveralls, gloves); and slip-resistant, steel-toe safety shoes.

a. The CMPP or meat department manager, leader, and/or meat associate will ensure a written, documented hazard assessment of the department's work areas and work practices (used to determine if hazards are present or likely to be present which necessitates the use of PPE) has been accomplished. This hazard assessment will be performed by qualified safety and health personnel (i.e., installation, region, or the store's safety representative, but only if the store safety representative has received formal training in hazard recognition and control). The selection and use of PPE will be IAW the results of this assessment. If a hazard assessment has not been conducted, PPE requirements will be as required by DeCAD 30-17, DeCA Safety and Occupational Health Program.

b. Training will be provided to each employee/associate who is required to use PPE. Each employee/associate shall be trained to know when PPE is necessary, what PPE is necessary, how to properly wear, remove, adjust, and clean PPE, its limitations, its proper care, maintenance, useful life expectancy and the disposition of unserviceable PPE. This training will be documented on DeCAF 30-72, Employee Safety and Health Training Record (**Figure 16-1**). Retraining may be necessary if the employee/associate demonstrates lack of understanding of the proper use of PPE or if changes (new equipment, work processes, or type of PPE) occur.

c. The department manager, leader, and/or designated meat associate will ensure compliance with the prescribed use of PPE. All supervisors, managers, and designated associates will become involved in this effort by personal example. In cases of employee/associate non-compliance, managers shall document the non-compliance and consider disciplinary action as a corrective measure against the offender and the supervisor, if appropriate.

16-4. HEARING CONSERVATION. Appropriate hearing protection shall be provided and worn when employees/associates are exposed to industrial noise levels in excess of 85 decibels (dB). Without proper measuring equipment, it is impossible to determine exact noise levels, but when workers have to raise their voices when talking to each other, it is an indicator of possible excessive noise levels. Contact the installation industrial hygienist or bioenvironmental engineer for assistance in conducting noise hazard surveys in work areas where it is believed that noise levels are excessive.

a. The department manager, leader, and/or designated meat associate will ensure that a noise survey has been conducted and that copies of the results are being maintained in the official store records. This survey is a one-time requirement; however, if new equipment or processes are introduced into the work area, a new survey must be conducted.

b. If hazardous noise levels exist in a work area (as determined by the installation bioenvironmental engineer or industrial hygiene office), the hearing conservation program must be initiated. Hazardous noise areas and/or equipment will be clearly identified (by signs, posters, decals, etc.) to alert personnel to the hazard. Personnel exposed to hazardous noise will be identified and a roster of these individuals will be maintained.

c. Annually, personnel who work in high noise areas will receive adequate and effective training in the proper care and use of personal hearing protection. This training will ensure affected employees/associates understand the effects of noise on hearing, the purpose of hearing protection, the advantages, disadvantages, and attenuation of various hearing protective devices, instruction on selection, fitting, use and care of hearing protectors, the purpose of audiometric testing, and an explanation of the test procedures. This training will also be documented on DeCAF 30-72, Employee Safety and Health Training Record (**Figure 16-1**).

d. Various types and sizes of hearing protection devices available from supply channels must be made available unless the selected medical devices are inappropriate for a particular hazardous noise exposure. Foam earplugs may not be suitable for use within the meat department. There is a potential for these to become contaminated by substances on the employee/associate's hands prior to and during fitting. The local occupational health office will be able to identify proper style and type based upon the worker and the operation. Hearing protection will be worn when required.

e. All personnel routinely exposed to hazardous noise shall be placed in a hearing testing and evaluation program. This program shall include pre-placement, periodic (at least once annually), and termination audiograms. Every effort will be made to conduct a reference audiogram on workers before they are assigned to duties involving hazardous noise exposure. In no case shall a reference audiogram be conducted more than 6 months from the date of a worker's initial exposure to hazardous noise.

16-5. LOCK OUT/TAG OUT. Whenever machines require servicing or maintenance, the energy source (circuit breaker or other main power switch) must be locked or tagged in the "off" position to prevent unexpected energization or start-up until the work is completed. This procedure must be accomplished whenever it is necessary to clean, repair, or clear jammed work from powered machinery. It does not apply to cord and plug connected electric machines or equipment for which the hazards of unexpected start-up is controlled by unplugging it from the energy source and by the plug being under the exclusive control of the person performing the servicing or maintenance. The department manager, leader, and/or designated meat associate, with assistance from the installation/DeCA region safety office must evaluate their operations that use powered machinery to determine if lock out/tag out procedures are required. If a lock out/tag out program is required, the store director must establish a written program explaining local lock out/tag out procedures, how employee/associate training will be accomplished, and what means will be used to ensure the integrity of the program.

a. Lock out or tag out determination. If the machine's energy isolating device (circuit breaker or other main power switch) is capable of being locked out (off), the device shall be locked out. After January 2, 1990, whenever replacement or major repair, renovation, or modification of a machine or of equipment is performed and whenever new machines or equipment are installed, energy isolating devices for such machines shall be designed to accept a lockout device. If the energy-isolating device is not capable of being locked out, a tag out device must be used at the same location where a lock out device would have been used.

b. When it is determined lock out/tag out procedures are required, each store will establish a written program describing how the program will be implemented, assigning responsibilities, identifying which machines are affected, and how training will be accomplished. The meat department manager will develop written procedures for each individual piece of powered machinery or equipment affected by

lock out/tag out. Assistance should be obtained from the DeCA region safety manager or the installation safety officer to develop these procedures. Included will be specific statements identifying tasks that make use of the procedure necessary, steps for shutting down the energy source and placement, and removal and transfer (when necessary) of locks or tags.

(1) The meat department manager, leader, and/or designated meat associate will serve as the meat department's "authorized employee/associate" for the meat department. This individual is responsible for locking out or tagging out the equipment prior to performing maintenance or cleaning.

(2) A lock or tag shall not be removed by anyone except the person who installed it. Exception to this rule may occur if the authorized employee/associate who installed the lock/tag is not available to remove it. Then it may be removed under the direction of the store director or designee, provided that specific procedures and training on this procedure have been developed and written into the lock out/tag out program. The procedure must provide equivalent safety to the removal of the device as the one used by the employee/associate who installed it.

(3) Requirements for Contractors. Whenever contractor (installation or private) personnel are servicing or maintaining machines or equipment requiring lock out/tag out, the contractor and store management shall inform each other of their respective lock out or tag out procedures. Store management shall immediately inform all employees/associates who may be affected of the contractor's lock out/tag out procedures.

c. Procedure to lock out/tag out equipment:

(1) Notify all affected employees/associates that the equipment will be shut down and locked out;

(2) Shut the equipment down by the normal stopping procedure (depress stop button, open switch, etc.);

(3) De-activate the energy isolating device(s) so that the equipment is isolated from the energy source;

(4) Lock out/tag out the energy isolating device(s) with the assigned lock/tag;

(5) Dissipate or restrain stored or residual energy by methods such as grounding, repositioning, blocking, bleeding down, etc.;

(6) Ensure the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

CAUTION: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment; and,

(7) The equipment is now locked/tagged out.

d. Procedure to restore equipment to service:

(1) Check the equipment and the immediate area around it to ensure non-essential items have been removed and that the equipment components are operationally intact;

(2) Check the work area to ensure all employees/associates have been safely

positioned or removed from the area;

- (3) Verify that the controls are in neutral (off);
- (4) Remove the lock out/tag out device and reenergize the equipment; and,
- (5) Notify affected employees/associates that the servicing or maintenance is completed and the equipment is ready for use.

e. Employee/Associate Training. Training will be provided to ensure the purpose and function of the lock out/tag out program are understood by supervisors and employee/associates and the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by authorized users. Training shall be documented in the remarks section of each DeCAF 30-72, Employee Safety and Health Training Record (**Figure 16-1**). Retraining shall be provided whenever authorized or affected employees/associates have a change in job assignment that would be influenced by lock out/tag out procedures, or there is a change in machines or equipment that would be influenced by current procedures, or any time there is a change in lock out/tag out procedures for other reasons.

16-6. SAFE OPERATING OF MACHINERY AND EQUIPMENT. The meat department manager will maintain manufacturer's manuals for all machinery or equipment under his control. In the absence of these, he will develop local operating instructions, to include job safety, maintenance, lubrication, and inspection. Such instructions will identify operator and maintenance technician responsibilities. Machines will not be left unattended while operating, and will not be operated unless all guards are securely in place and operational. Personnel will be trained by the supervisor or a designated trainer, prior to operating machinery or equipment. Training will include proper operation, safety precautions, hazard recognition, lock out/tag out, and emergency shutdown procedures for each piece of equipment they will use. Personnel must demonstrate their ability to operate the machine properly and safely. Additionally, supervisors will inform operators of those repairs they are authorized to perform and will train them in proper maintenance procedures. Supervisors will maintain a list of personnel qualified to operate and maintain equipment. DeCAF 30-72, Employee Safety and Health Training Record (**Figure 16-1**), will be annotated to reflect this training.

16-7. HAZARD IDENTIFICATION. Job hazard analysis (JHA) is a technique that focuses on job tasks as a way to identify potential hazards and to develop safe working procedures. It focuses on the relationship between the worker, the task, the tools, and the work environment. The JHA can also be a tool for training new employees in the steps required to perform their jobs safely. When prioritizing jobs on which to use JHA, one should consider the following criteria:

- a. Jobs with the highest injury/illness rates;
- b. Jobs with the potential to cause severe or disabling injuries, even if there is no history of previous accidents;
- c. Jobs in which one simple human error could lead to a severe accident or injury;
- d. Jobs that are new to the operation or have undergone changes in processes and procedures; and,
- e. Jobs complex enough to require written instructions.

16-8. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT. Management will inform employees/store associates on the number of fire extinguishers available and

point out the locations nearest to the meat department.

- a. Explain to the employees/associates where fire alarm “pull boxes” are located in the meat department or in the sales area nearest the meat department and the fire evacuation routes to use.
- b. Point out additional exits, fire extinguishers, and equipment located throughout the facility. Employees/associates should be familiar with their location, in the event they are away from their work area when an emergency occurs or normal designated emergency exit routes are blocked.
- c. Any employee/associate discovering a fire should sound a verbal alarm, pull the nearest fire alarm box, and evacuate the building. Management will check the work area to ensure everyone has departed as they exit the building. All personnel should assemble at a pre-designated area where management will check to determine if all employees/associates are present.

16-9. MANUAL MATERIAL HANDLING.

a. Reporting Accidents. All job-related injuries/illnesses and property damage accidents will be reported to the supervisor immediately. If necessary, it is the supervisor’s responsibility to investigate and prepare OSHA Form 301, Personal Injury/Illness Accidents **(Figure 16-3)**, and DeCAF 30-69, Accident Report **(Figure 16-4)**.

- (1) Position feet correctly by placing feet far apart for balance with one foot to rear of the object and the other foot slightly ahead of the other and to the side of the object.
- (2) Crouch close to the object – crouching is preferred to squatting. Stay close to the object to minimize strain on back muscles.
- (3) Full palm grasp pick up with a full palm grip. Do not attempt to pick up the object with the finger tips. Ensure the load is free of slippery, greasy, or sharp points which could cause injury. Use suitable gloves when necessary.
- (4) Always keep the back as straight as possible. It may not be possible to keep the back straight in the vertical plane, but avoid arching the back. Bend from the hips and not from the middle of the back.
- (5) Kinetic leg lift – with the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, lift the object with the legs and bring the back to a vertical position. Keep the object close to the body while lifting.

b. Power industrial trucks (PIT) or material handling equipment (MHE), powered and non-powered, shall be used whenever possible to reduce frequency on manual lifts and travel distance for carrying tasks.

c. Individual lifts of items/product weighing more than 51 pounds should be avoided. Two or more individuals should be assigned to perform this task.

d. Storage layout should be configured to discourage stacking product higher than shoulder height to reduce overhead lifts. Manufactured storage racks or additional pallets should be used to raise boxed product approximately 8 to 12 inches above the floor level to reduce potential strains from low lifts. Similar practice of elevating pallets off the floor should be used during receiving and in-checking process.

16-10. MISCELLANEOUS SAFETY INFORMATION.

a. Reporting Hazards. Unsafe equipment, conditions, or procedures must be reported to the supervisor(s) immediately. It is recommended to first discuss the hazard with the supervisor. DeCAF 30-66, Hazard Report (**Figure 16-2**), is available to formally report the hazard. The immediate supervisor, store director, or safety representative should follow-up on correcting unsafe equipment or conditions in the commissary.

b. Reporting Accidents. All job-related injuries/illnesses and property damage accidents will be reported to the supervisor immediately. If necessary, it is the supervisor's responsibility to investigate and prepare DeCAF 30-69, Accident Report (**Figure 16-4**).

c. Only trained and authorized personnel are authorized to operate PIT/MHE (e.g., forklifts and battery powered pallet jacks). A certificate providing evidence of this training will be maintained for each individual and training will be documented on DeCAF 30-72, Employee Safety and Health Training Record (**Figure 16-1**). Prior to off loading trucks with forklifts, the operator shall ensure that the vehicle has been chocked or restrained by the dock's locking device and that the cargo area of the truck is in good repair and able to support the weight

d. Cardboard Baler. Meat department personnel can operate the cardboard baler only if they are trained in its use and are authorized in writing by the store director or his designee. Stay clear of baling operations when not involved in the process.

e. Emergency Eye/Face Wash. Access to the emergency eye/face wash station will be unobstructed to permit ready access. The emergency eyewash unit will be flushed weekly for 3 minutes. Portable, self-contained eyewash units are not authorized. The meat department manager will maintain an in-house log sheet to record the initials of the individual performing the maintenance and the date of its occurrence. This log shall be maintained for at least a 1-year time period.

f. Cold Storage Areas. All freezer/cooler doors will be checked to ensure the emergency door escape mechanism functions properly. These areas will be visually checked for occupants prior to locking. All light units will be checked to ensure their protective housing/cover is in place and secured.

g. Loose fitting clothing, neckties, finger rings, bracelets or watches, or other apparel that may become entangled in moving machinery, power transmission apparatus, or moving parts will not be worn. However, wedding bands may be worn, provided they do not present a safety hazard and wear is approved by the meat department manager. Hair nets, caps, and beard restraints will be worn to keep hair under control and safely away from moving machinery, power transmission apparatus, or moving parts.

h. Water/moisture proof caps on electrical receptacles located in wet/damp areas will be provided to properly seal the device. Missing or damaged caps will be repaired/replaced upon discovery.

EMPLOYEE SAFETY AND HEALTH TRAINING RECORD						
<small>(For use of this form, see DeCAD 30-17; OPR is HS.)</small>						
SECTION 1: ADMINISTRATIVE ISSUES						
1. NAME (Last, First, Middle Initial)		2. STATUS (✓ one) <input type="checkbox"/> Civilian <input type="checkbox"/> Military		3. ORGANIZATION (Name, Department, Office Symbol)		
4. OCCUPATION (Title, Series, Grade Level)		5. OCCUPATIONAL HEALTH MEDICAL EXAMINATION REQUIRED				
6. POTENTIAL HAZARDS ASSOCIATED WITH PRESENT DUTIES						
SECTION 2: MANDATORY ITEMS (To be briefed annually to all personnel)						
Mandatory Items Briefing Dates (MM/DD/YYYY)						
EMPLOYEE'S INITIALS / SUPERVISOR'S INITIALS						
/ / / / / / /						
1. POTENTIAL HAZARDS OF THE WORK AREA						
2. POTENTIAL HAZARDS OF THE JOB / TASK, HOW TO RECOGNIZE HAZARDS, AND SAFETY PROCEDURES TO FOLLOW						
3. SAFETY AND OCCUPATIONAL HEALTH PROCEDURES AND GUIDANCE THAT APPLY TO WORKPLACE AND JOB						
4. INDIVIDUAL RESPONSIBILITY FOR ENSURING OWN SAFETY AND THE "SAFETY BUDDY SYSTEM"						
5. EMERGENCY PROCEDURES THAT APPLY TO WORKPLACE AND JOB (Includes evacuation procedures)						
6. LOCATION AND REVIEW OF APPROPRIATE SAFETY BULLETIN BOARDS (Including DeCAF 30-2272)						
7. LOCATION OF EMERGENCY NOTIFICATION AND PROTECTION EQUIPMENT (ACTIVITY FIRE PLAN)						
8. REPORTING UNSAFE CONDITIONS, ACTS, EQUIPMENT OR PROCEDURES (Both informally and on DeCAF 30-66)						
9. ACCIDENT REPORTING PROCEDURES						
10. LOCATION OF GOVERNMENT MEDICAL FACILITIES AND PROCEDURES TO OBTAIN EXAMINATION / TREATMENT						
11. EMERGENCY TELEPHONE NUMBERS						
12. PURPOSE AND FUNCTION OF DECAF 30-68, UNSAFE OR UNHEALTHFUL WORKING CONDITIONS						
13. REQUIRED USE OF SAFETY SEAT BELTS (Includes motor vehicle / forklifts)						
14. PERSONAL PROTECTIVE EQUIPMENT (Inform if any PPE is required to perform job)						
15. ERGONOMICS (General Awareness Training)						
16.						
17.						
18.						
SECTION 3: SPECIALIZED TRAINING (If required)						
SUBJECT	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
1. CASHIER ERGONOMICS TRAINING						
2. BALER / COMPACTOR OPERATION						
3. ASBESTOS AWARENESS						
4. BLOOD BORNE PATHOGENS						
5. HAZARDOUS COMMUNICATIONS						
6. HEARING CONSERVATION						
7. PERSONAL PROTECTIVE EQUIPMENT						
8. LOCKOUT / TAGOUT						
9. ERGONOMICS (Specific Training)						
10. FIRE EXTINGUISHER						
11. EMERGENCY RESPONSE & EVACUATION						
12. PERMIT REQUIRED CONFINED SPACE						
13. SAFE LIFTING						
14.						
15.						

DeCA Form 30-72, Jun 2006

Supersedes DeCA 30-72, Mar. 2006
Page 1 of 2

This form was designed by
FormSoft Group, Ltd. using FormFlow99 v5.0

DeCAF 30-72, Employee Safety and Health Training Record

Figure 16-1

SECTION 4: POWERED INDUSTRIAL TRUCK TRAINING <i>(e.g. forklifts, electronic pallet jacks, reach & tier, etc)</i>						
1. TRAINING DATE		INITIALS		3. NAME OF TRAINER & EVALUATOR, AND ORGANIZATION		
2. EVALUATION DATE		INITIALS				
4. RE-EVALUATION DATES <i>(When needed, NTE 3 year anniversaries)</i>				5. RE-TRAINING DATES <i>(If necessary, explain in Section 6, Remarks, why needed)</i>		
4a. DATES	INITIALS	4b. EVALUATOR NAME & ORGANIZATION		5a. DATES	INITIALS	5b. EVALUATOR NAME & ORGANIZATION
6. POWERED INDUSTRIAL TRUCK AUTHORIZATION USAGE LIST <i>(Type, Make, Model)</i>						
SECTION 5: PERSONAL PROTECTIVE EQUIPMENT						
CATEGORY	ISSUED (Y / N)	PROVIDED IN AREA (X)	SPECIFIC TYPE			ISSUED DATES (MM/YYYY)
a. HEAD						
b. EYE / FACE						
c. CHEST / TORSO						
d. ARMS / HANDS						
e. FOOT						
f. RESPIRATORY						
g. BODY (COLD)						
h. OTHER						
SECTION 6: REMARKS						
Employee's Signature _____			Employee's Initials _____			
Supervisor's Signature _____			Supervisor's Initials _____			
Supervisor's Signature _____			Supervisor's Initials _____			

DeCAF 30-72, Employee Safety and Health Training Record
Figure 16-1
(Cont'd)

HAZARD REPORT		
<small>(For use of this form, see DeCAD 30-17; OPR is HS.)</small>		
<small>This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the Activity. (Reference OSHA Poster (DeCAF 30-2272) on rights of employees and their representatives.)</small>		
Person reporting this hazard is: <small>(check one)</small> <input type="checkbox"/> Employee <input type="checkbox"/> Representative of employees <input type="checkbox"/> Other _____ <small>(Specify)</small>		
believes that a job safety or health hazard exists: PLEASE INDICATE YOUR DESIRE: <input type="checkbox"/> I DO NOT WANT MY NAME REVEALED TO THE OFFICIAL IN CHARGE. <input type="checkbox"/> MY NAME MAY BE REVEALED TO THE OFFICIAL IN CHARGE.		
DOES THIS HAZARD(S) POSE IMMEDIATE POTENTIAL FOR SERIOUS PERSONAL INJURY/PROPERTY DAMAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(If "yes", immediately contact your supervisor or safety representative.)</small>		
NAME OF OFFICIAL IN CHARGE	TELEPHONE	DeCA ACTIVITY
EXACT LOCATION OF HAZARD <small>(Room, Office, Dept., etc.)</small>		
1. KIND OF OPERATION		
2. DESCRIBE BRIEFLY THE HAZARD WHICH EXISTS THERE, INCLUDING THE APPROPRIATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD.		
3. LIST BY NUMBER AND/OR NAME THE PARTICULAR OCCUPATIONAL SAFETY AND HEALTH STANDARD(S) WHICH MAY HAVE BEEN VIOLATED. <small>(if known)</small>		
4.a. TO YOUR KNOWLEDGE, HAS THIS HAZARD BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANY-ONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH THE EMPLOYER OR ANY REPRESENTATIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
b. IF YES, PLEASE GIVE THE RESULTS, INCLUDING ANY EFFORTS BY MANAGEMENT TO REDUCE THE SEVERITY OR ELIMINATE THE HAZARD. 		
EMPLOYEE INFORMATION		
DUTY LOCATION	TELEPHONE	DATE
TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE		EMPLOYEE'S SIGNATURE

DeCAF 30-66, Hazard Report
Figure 16-2

SECTION II HAZARD INVESTIGATION INFORMATION		
1. INITIAL INVESTIGATOR INFORMATION:		
a. NAME	d. DATE REPORT RECEIVED	
b. ACTIVITY/OFFICE	e. DATE(S) OF INVESTIGATION	
c. PHONE NUMBER	f. E-MAIL ADDRESS	
2. INITIAL INVESTIGATION FINDINGS <i>(include standard(s) cited and RAC)</i>		
3. INITIAL RECOMMENDATIONS <i>(List all possible corrective recommendations)</i>		
4. INITIAL ACTION TAKEN/PROPOSED <i>(Provide both interim and final, if applicable)</i>		
5. NEED FOR DeCAF 30-67, Hazard Abatement Plan <i>(if fix will take longer than 60 days)</i>		
HAZARD ABATEMENT PLAN CASE NUMBER		
6. ORIGINATOR APPEAL OPTIONS:		
a. APPEALED TO DeCA REGION	DATE FORWARDED	RESPONSE DATE
b. APPEALED TO DeCA HQ	DATE FORWARDED	RESPONSE DATE
c. APPEALED TO DoD SAFETY	DATE FORWARDED	RESPONSE DATE
d. APPEALED TO OSHA FAP	DATE FORWARDED	RESPONSE DATE
7. FACILITY'S MANAGER INFORMATION:		a. CONCUR WITH INITIAL INVESTIGATION FINDINGS (Y / N)
b. NAME	c. SIGNATURE	
d. TITLE	e. DATE	
f. EXPLANATION OF NONCONCUR <i>(block Ta)</i>		

DeCAF 30-66, Hazard Report
Figure 16-2
(Cont'd)

OSHA FORM 301 - Injury and Illness Incident Report

This form helps the employer and OSHA develop a picture of the extent and severity of work-related incidents. *File this report if the doctor has you off work or on restricted duty due to the injury.*

Employee & Case Information:

Employee Name _____ Case Number _____ (Work Comp Dept
will assign this number)

Street _____ City _____ State _____ Zip _____

Date of Birth _____ Date Hired _____ Male _____ Female _____

Date of Injury or Illness _____ Time Employee began work _____ AM _____ PM _____

Time of Incident _____ AM _____ PM _____ Time Cannot Be Determined _____

Information about the physician or other health care professional:

Name of physician or health care professional who treated you (If Known) _____

If treatment was given away from the worksite, where was it given? _____

Was employee treated in an emergency room? Yes _____ No _____

Was employee hospitalized overnight as an in-patient: Yes _____ No _____?

Information about the Incident:

What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material the employee was using. Examples: "Climbing a ladder while carrying roofing materials"; "Spraying chlorine from hand sprayer"; "daily computer key-entry."

What happened? Tell us how the injury occurred. Example: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time; etc."

What was the injury or illness? Tell us the part of the body that was affected. Be more specific than "hurt, pain, or sore". Examples: "Strained Back"; "Chemical burn to hand"; "Carpal Tunnel".

What object or substance directly harmed the employee? Examples: "Concrete floor"; "Chlorine"; "radial arm saw". If this question does not apply to the accident, leave it blank.

If the employee died, when did death occur? Date of Death _____

PLEASE ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBLE. OSHA REQUIRES EXPLANATION OF ALL ACCIDENTS AND HOW THEY HAPPENED.

OSHA FORM 301, Injury and Illness Incident Report

Figure 16-3

FOR OFFICIAL USE ONLY (When Completed)

ACCIDENT REPORT				
<small>(For use of this form, see DeCAD 30-17; OPR is HS.)</small>				
<small>(For multiple personnel same incident, complete Section II only and attach)</small>				
SECTION I - ACCIDENT INFORMATION				
TYPE <input type="checkbox"/> Initial <input type="checkbox"/> Change	REPORT NUMBER	ACCIDENT CLASS	ACCIDENT CATEGORY <input type="checkbox"/> Occupational Illness <input type="checkbox"/> Personal Injury <input type="checkbox"/> Property Damage	
DATE/HOUR	ENVIRONMENTAL CONDITIONS WHICH CAUSED OR CONTRIBUTED TO ACCIDENT			
EXACT LOCATION OF ACCIDENT				
SECTION II - PERSONNEL INVOLVED				
NAME (Last, First, Middle Initial)			ASSIGNED ORGANIZATION	DEPT/OFFICE
SSN	GRADE/RANK	JOB SERIES	JOB TITLE	GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male
PERSONNEL STATUS <input type="checkbox"/> DeCA CIVILIAN <input type="checkbox"/> MILITARY <input type="checkbox"/> FOREIGN NATIONAL <input type="radio"/> DIRECT HIRE <input type="radio"/> CONTRACT HIRE <input type="checkbox"/> VENDOR <input type="checkbox"/> PATRON OR VENDOR <input type="checkbox"/> OTHER _____				
INJURY/ILLNESS CLASS <input type="checkbox"/> FATAL <input type="checkbox"/> PERMANENT TOTAL DISABILITY <input type="checkbox"/> PERMANENT PARTIAL DISABILITY <input type="checkbox"/> LOST WORKDAY <input type="checkbox"/> RESTRICTED DUTY <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> NO INJURY <input type="checkbox"/> OTHER _____				
TYPE OF INJURY/OCCUPATIONAL ILLNESS		BODY PART AFFECTED	INJURY EVENT	
NO. OF LOST WORKDAYS	PROTECTIVE EQUIPMENT REQUIRED AVAILABLE USED <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N			
NO. OF RESTRICTED DAYS				
NO. OF DAYS HOSPITALIZED				
UNSAFE ACT (this person)				
SECTION III - PROPERTY OR EQUIPMENT INVOLVED				
COMPLETE ITEM DESCRIPTION <small>(name, model, type)</small>		OWNERSHIP <small>(DeCA/non-DeCA)</small>	DAMAGE DESCRIPTION	COST
1.				
2.				
3.				
4.				
MATERIAL FAILURE OR FUNCTION WHICH CAUSED OR CONTRIBUTED TO MISHAP (what failed and how)				

DeCA Form 30-69, Sep 2003

Supersedes DeCA Form 40-168, Aug 2001 & This form was designed by FormSoft Group, Ltd. using FormFlow99 v3.1
DeCA Form 30-69, Jun 1997

DeCAF 30-69, Accident Report

Figure 16-4

SECTION IV - ACCIDENT NARRATIVE				
<i>(Use additional paper if necessary)</i>				
SECTION IV - ACCIDENT NARRATIVE				
NAME AND JOB TITLE OF INVESTIGATOR				DATE
REVIEWING OFFICIALS	STORE	ZONE	REGION	HEADQUARTERS

DeCA Form 30-69, Sep 2003

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DeCAF 30-69, Accident Report
Figure 16-4

SECTION II - SECOND PERSONNEL INVOLVED					
NAME (Last, First, Middle Initial)			ASSIGNED ORGANIZATION	DEPT/OFFICE	
SSN _ - _ - _	GRADE/RANK	JOB SERIES	JOB TITLE	GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male	
PERSONNEL STATUS					
<input type="checkbox"/> DeCA CIVILIAN <input type="checkbox"/> MILITARY <input type="checkbox"/> FOREIGN NATIONAL <input type="radio"/> DIRECT HIRE <input type="radio"/> CONTRACT HIRE <input type="checkbox"/> VENDOR <input type="checkbox"/> PATRON OR VENDOR <input type="checkbox"/> OTHER _____					
INJURY/ILLNESS CLASS					
<input type="checkbox"/> FATAL <input type="checkbox"/> PERMANENT TOTAL DISABILITY <input type="checkbox"/> PERMANENT PARTIAL DISABILITY <input type="checkbox"/> LOST WORKDAY <input type="checkbox"/> RESTRICTED DUTY <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> NO INJURY <input type="checkbox"/> OTHER _____					
TYPE OF INJURY/OCCUPATIONAL ILLNESS		BODY PART AFFECTED	INJURY EVENT		
NO. OF LOST WORKDAYS		PROTECTIVE EQUIPMENT			
NO. OF RESTRICTED DAYS		REQUIRED AVAILABLE USED <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N			
NO. OF DAYS HOSPITALIZED					
UNSAFE ACT (this person)					
SECTION II - THIRD PERSONNEL INVOLVED					
NAME (Last, First, Middle Initial)			ASSIGNED ORGANIZATION	DEPT/OFFICE	
SSN _ - _ - _	GRADE/RANK	JOB SERIES	JOB TITLE	GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male	
PERSONNEL STATUS					
<input type="checkbox"/> DeCA CIVILIAN <input type="checkbox"/> MILITARY <input type="checkbox"/> FOREIGN NATIONAL <input type="radio"/> DIRECT HIRE <input type="radio"/> CONTRACT HIRE <input type="checkbox"/> VENDOR <input type="checkbox"/> PATRON OR VENDOR <input type="checkbox"/> OTHER _____					
INJURY/ILLNESS CLASS					
<input type="checkbox"/> FATAL <input type="checkbox"/> PERMANENT TOTAL DISABILITY <input type="checkbox"/> PERMANENT PARTIAL DISABILITY <input type="checkbox"/> LOST WORKDAY <input type="checkbox"/> RESTRICTED DUTY <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> NO INJURY <input type="checkbox"/> OTHER _____					
TYPE OF INJURY/OCCUPATIONAL ILLNESS		BODY PART AFFECTED	INJURY EVENT		
NO. OF LOST WORKDAYS		PROTECTIVE EQUIPMENT			
NO. OF RESTRICTED DAYS		REQUIRED AVAILABLE USED <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> Y <input type="radio"/> N			
NO. OF DAYS HOSPITALIZED					
UNSAFE ACT (this person)					

DeCA Form 30-69, Sep 2003

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DeCAF 30-69, Accident report

Figure 16-4

(Cont'd)

APPENDIX A

ACRONYMS

BDO	blanket delivery order
BPA	blanket purchase agreement
CBU	Contract Business Unit
CMPP	Central Meat Processing Plant
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DeCAH	Defense Commissary Agency Handbook
DoD	Department of Defense
FDS	Frequent Delivery System
GPLD	Government Property Lost or Damaged
IAW	in accordance with
JHA	job hazard analysis
MBU	Marketing Business Unit
MHE	material handling equipment
MOU	memorandum of understanding
MSDS	material safety data sheet
NSF	National Sanitation Foundation
OSHA	Occupational Safety and Health Administration
PIT	power industrial trucks
POC	point of contact
PPE	personal protective equipment
ROR	Requisition Order Receipt
RTC	requirement type contract
UPC	Universal Product Code
USDA	United States Department of Agriculture