

The Starting Block Meat Processing Application Guide

Guidelines for using The Starting Block Meat Processing Kitchen Incubator:

1. Food products are produced for re-sale.
2. Beef, Pork, and Poultry products follow an approved HACCP (Hazard Analysis & Critical Control Point) Plan in order to meet USDA inspection requirements. A guideline for creating a HACCP Plan is available at www.fsis.usda.gov which is the USDA FSIS (Food Safety and Inspection Service) website. Under 'Popular Topics' click on 'Find Resources for Small Plants.' Scroll down to 'HACCP Resources' and click on 'Resources and Information.' Scroll down to 'Documents' and click on 'Guidebook for the Preparation of HACCP Plans and Generic HACCP Models.' The Starting Block is able to assist with choosing which model and helping complete the plan.
3. A guideline for creating a label is available at www.fsis.usda.gov. Under 'Popular Topics' click on 'Find Resources for Small Plants.' Under 'Regulatory Compliance' click on 'labeling.' Scroll down and click on 'Labeling Policies.' Under 'Basics of Labeling' click on 'A Guide to Federal Food Labeling Requirements for Meat and Poultry Products.' To send completed label in for review go to www.fsis.usda.gov. Under 'Popular Topics' click on 'Find Resources for Small Plants.' Under 'Regulatory Compliance' click on 'labeling.' Under 'Label/Labeling Approval' click on 'Label Submission and Approval System.'
4. For the 'Food Safety Resources for Small and Very Small Plants' brochure with details on ordering HACCP Plan outlines and other useful materials, go to www.fsis.usda.gov and scroll to 'Information For.' Click on 'Small and Very Small Plants.' Click on 'Resources and Information.' Under 'Resources to Order,' click on 'Food Safety Information for Small and Very Small Plant Brochure.'
5. Questions: USDA Small Plant Help Desk, 1-877-374-7435 or e-mail infosource@fsis.usda.gov

To become a user of The Starting Block Facility, you or your company must complete the following:

1. Complete a HACCP Plan. Contact and meet with USDA inspector to review HACCP Plan.
2. Follow guideline for label preparation and review. Northern Label is a local labeling company in Hesperia, 231-854-6301.
3. Food and equipment safety and sanitation introduction at The Starting Block including:
 - U.S. Dept. of Ag video: "Food Safety is No Mystery"
 - Safety and Sanitation instruction, including: policies and procedures, kitchen rules, standard operating procedures, and equipment operation and cleaning instructions
 - Review & Sign: Intake Application, Kitchen Lease, Waiver of Liability, Confidentiality Agreement, Sanitation & Safety Rules, and Storage Agreement
 - Meet with Kitchen Manager/Person in Charge to review HACCP Plan implementation.
 - Kitchen Orientation with Kitchen Manager: Schedule at least 2 kitchen sessions with Kitchen Manager, reviewing safety and sanitation, date coding, record keeping, and production steps. Payment for kitchen use is due day kitchen is used.
4. Notify inspector before production date. Contact USDA inspector and schedule with The Starting Block to use the kitchen. Inspector is available M-F from 7:30-3:30, the production time frame.
5. Proof of product liability insurance coverage with a minimum of 1 million dollars per occurrence and 2 million dollars aggregate, with The Starting Block as additional insured. Contact your own insurance company or Van Wyk Insurance Co. www.vanwykcorp.com at 616-942-5070 or agent, Mike Rothermel at 616-726-1069. Kieft Agency www.kieftagency.com at 800-291-4028 is another insurance source familiar with us, contact agent Ryan Kelly at 616-842-8270.
6. Key deposits of \$10 per key for kitchen and storage