

TEXAS TECH UNIVERSITY

GORDON W. DAVIS MEAT SCIENCE MEAT LABORATORY

Meat Laboratory Use for Projects

● Scheduling Meat Laboratory Use

- Before one can schedule meat laboratory use the following sheet needs to be filled out.
 - See Attached : Project Log
- Meat lab use needs to be scheduled as soon as possible. This means a month in advance, no later than two weeks in advance (The meat Lab has many responsibilities, therefore the sooner you get your dates in the better we can work with you).
- The meat lab is a federally inspected Facility and must adhere to HACCP Plans and Pre Requisite Programs that are in place. The people helping you and you must read and understand the SOP's, SSOP's and GMP's of the meat lab. If you blatantly disregard meat lab policies outlined in the following documents you can be asked to leave the lab for your safety, product integrity and the safety of others.
 - See Attached: SOP's, SSOP's, GMP's
- Again the Meat Lab is a federally inspected facility and if we are saving any part of the meat for sale to recover cost we must produce the product during inspection hours. Hours of operation are from 7 am till 3:30. Therefore, if you feel that you need more time or will need to run early or late, arrangements need to be made as soon as possible with Meat Lab Management to communicate with the USDA FSIS Inspector.

● Receiving of Meat

- Non-Inspected Meat intended for research only
 - If meat is not inspected and will only be used for research purposes, the meat must immediately be labeled so with the labels that have been designed and provided by Kelly Adams. See attached.
 - This product must never be changed from non-inspected to inspected product. Therefore, if you have to further process cuts into retail cuts and

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trim is left over. The trim also needs to be labeled "Not For Sale" or discarded.

- Inspected Meat

- Immediately take a temperature of meat upon arrival. Do not puncture bags. Lay thermometer between two products to get temperature.
- Write down description of meat and temp in Receiving Log in Meat Lab Manager's office. If above 45 f immediately let management know so that corrective actions can occur.

- Project

- Before you start

- If the product is inspected a pre-operational report must be filled out. Make sure this is done either by plant management or trained employee.
- Also, a temperature and lot # must be assigned to the product before fabrication.

- During Project

- Follow SOP's, GMP's
- Everything must be labeled properly.

- After Project

- Follow SSOP's, must sanitize everyday.
 - See Clean up Log
- Take out trash
- Make sure everything is labeled properly and properly put up in coolers or freezers. Ask Meat Lab Management where to store the product, do not throw your boxes on the floor or just any other pallet.

- Post Project

- Meat for consumer studies and trained panels can take up a lot of space in freezers. Try to finish up project in a timely manner. Help keep down the clutter.

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Meat Lab Use for Teaching

- Before Classes Start
 - 2 weeks in advance
 - Give a class syllabus to meat lab management
 - Get together with management about special needs
 - Meat, Casings, Non-Meat Ingredients
 - If you are not familiar with machinery or making the products for class come a week early for training.
- During the Semester
 - First day of class, please let everyone know of rules and regulations that we must follow as a USDA inspected Facility. Meat Lab Management will provide a shortened version of GMP's and SOP's to TA's to pass out to all students. These must be enforced.
 - Some common problems that are usually found are: Jewelry, and not proper shoes. These students will be asked to leave the facility by the meat lab management if found in production rooms. Please take care of this before entering the facility.
 - Teaching Help
 - If you need management to cover a class for some reason, please contact them a week in advance for them to prepare.
 - If you need help with clean up, making products or getting ready for labs please let management know 2-3 days in advance. This is crucial so that management can plan production of retail items, research and other teaching accordingly. Also, this will give you time to train student workers if they need to help. We need to provide the students with as much knowledge as possible so planning is crucial.
 - Clean up
 - You are responsible for cleaning all equipment and rooms used for teaching purposes.
 - See Attached Clean-up log

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- You are responsible for putting things back where they go. This will enable the next user to find the equipment or supplies.
 - This Includes: Frocks, hard hats, machinery, knives, scabbards, and machine parts.

Judging Procedures for Work outs After Hours

- All judging teams and visitors must be in compliance with GMP's and SOP's. If not they are subject to removal. This is not what we want. We want a grand champion team so we need to act champion adults.
 - This means frocks, hairnets, hard hats, closed toed shoes and long pants. Caps are never to be worn in the facility.
- Before a Work Out
 - IF product is going to be packaged or un-packaged after hours the following must be followed.
 - Pre-operation log must be done on the room. On the top of the form write judging beside the date.
 - Temperature logs are to be filled out. For Lot # write "Judging and the date."
- During Work Out
 - Remember not to wear frocks out side of the hallways or the processing rooms or coolers.
 - If frocks are worn outside of those areas you must fill out an SSOP deficiency in the SSOP deficiency log book.
 - If any cutting is being done, proper PPE is to be worn. Refer to GMP's and SOP's, if you have a question.
- After Work Outs
 - Packaged material needs to be labeled with the date and product (This is a USDA Requirement) using a sharpie and put on specs rack.

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- All surfaces must be cleaned and sanitized. If need help running the foamer please ask management.
 - Fill out Clean up log. (We should not have to clean up after you on Monday. Remember we do produce product for customers)
- Fill out SSOP Deficiency Log and Daily Room Temperature logs.
- Lock up All Doors
- Theft or Taking of meat for Judging Teams
 - Do not allow any judging team members to take meat. If meat is needed for a gathering that the whole team is at or other judging function, let management know. We can help you out.
 - Remember, we process meat for Customers, retail sale and for filling other orders. So it is a good possibility that meat is spoken for or already owned by somebody.

Laundry Procedures

- Everyone is responsible for helping with laundry.
- When judging teams return from any road trip, is working out on Saturdays or labs returning from Plainview, or individuals returning from research projects they need to be responsible and help out by doing their laundry and not relying on just meat lab workers. The meat lab has a lot of responsibility as is, please don't add to it.
- Check all pockets for material
 - Pens, pencils, shroud pins and other objects can get caught in the basket and cause us to call a repair man. This cost will come out of your pocket.
- Make sure all Frocks and Gloves are put in dirty side out.
- Put the Following amount in the 4 compartments
 - Top Left-1/4 cup - Double X-Ion & 1/2 cup- Fashun or 1/2 Birko Surf
 - Top Right-2 scoops of powder detergent
 - Bottom Left-Fill half way with Resolve
 - Bottom Right-Fill halfway with Bleach or Birko Surf

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- Dry for the entire time possible.
- Fold frocks and **neatly** put back into the frock cabinets according to their respective sizes.