

**TEXAS TECH UNIVERSITY**  
**GORDON W. DAVIS MEAT SCIENCE LABORATORY**  
**LABORATORY RESERVATION GUIDELINES**

**Use for Projects**

1. Scheduling Meat Laboratory Use
  - a. Before one can schedule meat laboratory use the following sheet needs to be filled out.
    - i. See Attached : Project Log, & SSOP, SOP and GMP Agreement
  - b. 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).
  - c. 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 yourself 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.
    - i. See Attached: SOP's, SSOP's, GMP's
  - d. 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 pm. 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.
2. Receiving of Meat
  - a. Non-Inspected Meat intended for research only
    - i. 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.
    - ii. This product must never be changed from non-inspected to inspected product. Therefore, if you have to further process cuts into retail cuts and trim is left over. The trim also needs to be labeled "Not For Sale" or discarded.
  - b. Inspected Meat

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- i. Immediately take a temperature of meat upon arrival. Do not puncture bags. Lay thermometer between two products to get temperature. If above 45 f, immediately report to Meat Laboratory Management for corrective actions.
  - ii. 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.
  - c. Meat for Human Consumption
    - ii. Meat that is intended for human consumption that is processed in the meat laboratory must be subjected to the same process as inspected meat. This meat must be received and stored in the Meat Laboratory.
    - iii. At NO time can product be brought from home, the ESB or Food Tech buildings.
      1. Due to the possible cross-contamination issue in some facilities no product will be brought of the nature to the facility to be cut for anybody. So plan ahead.
3. Project
- a. Before you start
    - i. If the product is inspected or intended for consumption a pre-operational report must be filled out. Plant management or trained employee will perform action. Furthermore, a lot # must be assigned to the product and temperature taken before fabrication begins.
  - b. During Project
    - i. Follow SOP's, GMP's
    - ii. Everything must be labeled properly.
      1. If it is research, it needs to be labeled with the product name, species and date as well as not for sale.
  - c. After Project
    - i. Follow SSOP's, must sanitize everyday. Due to the unfamiliarity and to maintain cleanliness of the plant and equipment for production, trained employees will perform this action. Everyday of production a fee will be charged to the account of the project to recover cost of student workers. This

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will vary due to time it takes to clean up. If you have any questions let management know.

- iii. 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.

### **Use for Teaching**

1. Before Classes Start
  - a. 2 weeks advance notice.
  - b. Give a class syllabus to meat lab management. And Sign SOP,GMP and SSOP Agreement.
    - i. This will ensure equipment and space is reserved for the days needed.
  - c. Get together with management about special needs, also 2 weeks notice.
    - i. Meat, Casings, Non-Meat Ingredients
  - d. If you are not familiar with machinery or making the products for class come a week early for training.
2. During the Semester
  - a. 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.
  - b. Some common problems that are usually found are: Jewelry and clothing not appropriate for the facility. 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.
  - c. Teaching Help
    - i. If you need management to cover a class for some reason, please contact them a week in advance for them to prepare.
    - ii. 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

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to help. We need to provide the students with as much knowledge as possible so planning is crucial.

d. Clean up

i. The Meat Laboratory will provide a clean-up crew. Fees might be incurred to help pay for labor.

ii. You are responsible for putting things back where they go. This will enable the next user to find the equipment or supplies.

1. This Includes:

Frocks

Hard Hats

Machinery

Knives

Scabbards

Machine Parts (Put back in Cabinet)