

## 1. Meat Ordering Procedure:

### Ordering Boxed Beef or Cuts

1. Call Kandi McClure @ 806-291-4064 and email at kandi\_mcclure@cargill.com
  - a. If there are any special instructions about the meat, sometimes you need to talk to her as well as email her, give her the **PO#**.
    - i. If you have special instructions make sure that she places them on the order. Before you pickup call load out to see if the order has been filled correctly. You will need the order number and other specifics that have either been emailed to you from Kandi or given to you by Kandi over the phone.
    - ii. If you are picking the product let her know that you are doing this.
  - b. If she is not available then contact Kim McCarty @ 210-337-7777 and email at Kimberly\_McCarty@cargill.com
2. Make sure to know product codes and order number when the order is placed.
  - a. This will aid in picking up or picking out of the product. (See Picking out or Picking Up Product)
3. **Picking up Trim on day of Production**
  - a. If you need trim for a project and it needs to be produced the day of production you need to contact: Trim Supervisor (Pamela Walker) at 806-291-4148
  - b. You might have to pick this up at the trim office.

### Ordering Carcasses

1. Call Colby Wright @ 806-291-4043 and email (?) Colby\_wright@cargill.com
  - a. Be specific what is needed and when it is needed.
    - i. Let him know if it will be shipped or if someone will be picking it up.
    - ii. If shipping you need to make sure to include if the carcasses will need to be hung, placed in a combo, or on a pallet.
  - b. Again, make sure that you get a product code and order number. This will aid in you getting out of the plant with the paper work. (Will discuss further in picking up meat.)

### Picking out Carcasses

1. Talk to Colby before hand and give him the PO #. Give him an idea about what you are wanting to pick out. At least number of sides, carcasses and grade if available.
2. After the items are picked make sure to tag the carcass with identification inside the flank and on the loin for the Hindquarter. For the forequarter, place a tag on the rib and then inside the ribcage. Make sure to use deadlocks for this.
3. Make sure that eye paper is on both the loineye as well as the ribeye.
4. If the carcass is going to be compositional tested, it probably will need to be bagged with combo liner.
5. If the carcasses are being shipped check on the truck and when it is being delivered.

### Picking out Boxed Beef or Cuts

1. Place the order and know the following information
  - a. Order Number, and Product Codes

- b. If the items are being picked from grades with limited number of carcasses per day, i.e. Prime, CAB, etc. Might need to contact Fab Manager. Plainview Fab Manager Ron Watts. You can reach him at the main number (806-293-5181).

## 2. **Picking out Judging Product**

- a. Get to the plant early enough to find a cart of some sort if you are picking out product for judging, such as ribs or short loins.
- b. Get a tag from a QA and put for TTU Judging. This will ensure that production will not take cart.
- c. Pick out product and keep grade designations.
- d. Be sure to communicate with floor management to let them know what you are doing and what product you need. Try not to inconvenience them as much as possible.
- e. Usually take all product at same time to chuck line
- f. Bag the product and box it. Put the correct labels, based upon order, on the top of the box as well as TTU Yellow Research Labels.
- g. Before you send the boxes up, talk to the red hat in the box room and let him know what you are sending. This will let him know where the boxes are coming from and he will pull them. He will pull them and send them on the express line over to box storage
- h. When you get over to box storage. Walk up to load out and let management know how many boxes and they will scan so that you can take them out. If this is on A-shift, talk to Isaihs or Hector (806-291-4060)
- i. Will need to go down to accounting and get paperwork after picking up the boxes. They will need to know an order number for ease.

## 3. **Research Product**

- a. Notify plant management.
- b. If the product is being tagged and sent straight to load out. Make sure that you have plenty of help to watch the tags so that they will not be pulled by workers.
- c. Also, have somebody boxing and putting TTU Research Stickers on the boxes. Notify Boxing Supervisor and let him know so he will pull and send on express line. Also put correct label on top of the box instead of where the label goes.
- d. Notify load out so they will be expecting the product.