

VERMONT AGENCY OF AGRICULTURE, FOOD & MARKETS  
FOOD SAFETY CONSUMER PROTECTION DIVISION  
**Meat Inspection Section**  
MONTPELIER, VT  
Anson Tebbetts, Secretary



# MIS DIRECTIVE

5740.2

8/01/2020

## COOPERATIVE INTERSTATE SHIPMENT (CIS) PROGRAM ESTABLISHMENT APPLICATION PROCESS

### I. PURPOSE:

This directive describes the application procedures for Vermont Meat and Poultry Inspection (MPI) program's inspected establishments to apply for the Cooperative Interstate Shipment (program).

### II. REFERENCES:

[FSIS Directive 5740.1](#) Cooperative Interstate Shipment Program  
[9 CFR Part 332](#)

### III. BACKGROUND:

The CIS program allows selected establishments inspected by the MPI program to sell inspected meat and poultry products in commerce between any State, Territory or the District of Columbia.

MPI inspected establishments may apply for the CIS program if the establishment employs on average no more than 25 employees based on the standards described in 9CFR332.3(1)(b), has operated under the MPI inspection program for a minimum of 90 days, and has had an Food Safety Assessment (FSA) satisfactorily resolved within the last 12 months. Establishments that have not had an FSA within the last 12 months, and establishments that have operated less than 12 months under State inspection will need to have one satisfactorily completed and resolved as part of the application process.

### IV. INITIAL APPLICATION

1. MPI establishments must apply in writing for the CIS program using the form *MPI-5740.2 Application for Cooperative Interstate Shipment (CIS) program*.

## **V. INITIAL REVIEW**

1. Upon receipt of form MPI-4, the MPI Section Chief will schedule an initial onsite visit of the establishment, to be conducted between the MPI Section Chief or designee, MPI EIAO or designee, the establishment IIC, and the establishment owner/operator and their invited personnel.
2. The initial visit will be conducted within 2 weeks of receipt of the application.
3. During the onsite visit, MPI will verify the following:
  - (a) Establishment employees number on average no more than twenty-five using the criteria in 9 CFR 332.3(b)
  - (b) Is not ineligible to participate in the CIS program under 9 CFR332.3(c)
  - (c) Has operated under MPI inspection for a period of at least 90 days
  - (d) An FSA of the establishment has been conducted and satisfactorily resolved within the last 12 months, the initial FSA has been conducted and satisfactorily resolved for an establishment operating for less than 12 months under State inspection, or an FSA has been scheduled.
  - (e) If the establishment is in compliance with all requirements under the Act and implementing regulations in 9 CFR Chapter III.
4. During the onsite visit, MPI staff will perform:
  - (a) Review of the establishment flowchart(s), Hazard Analysis (HA) and HACCP plan(s), including all pre-requisite and SSOP programs;
  - (b) Review of the establishment recall plan;
  - (c) Review of the establishment food defense plan;
  - (d) Review of generically approved labels;
  - (e) Walkthrough of establishment facilities; and
  - (f) Observation of each process that the establishment would like to perform under the CIS program
5. Within two weeks of the onsite visit, MPI will send a written report electronically and by U.S. Mail that details any deficiencies observed during the initial onsite visit.
6. If no deficiencies are observed during the initial onsite visit, MPI will nominate the establishment to USDA-Food Safety Inspection Service (FSIS) for selection into the CIS program within 2 weeks of onsite visit, or within 2 weeks of an FSA having been satisfactorily completed and resolved, if applicable.
7. When all deficiencies noted in the initial report have been addressed, the establishment must contact the MPI Section Chief by email or US Mail to schedule a follow up onsite visit.

## **VI. FOLLOW-UP REVIEW**

1. On notification that the establishment is ready for their follow-up visit, the MPI Section Chief will schedule the follow-up visit within 2 weeks, to include all personnel that attended the initial visit.
2. On the follow-up visit, MPI personnel will:

- (a) Reverify the information from part V(3) of this Directive.
  - (b) Verify all deficiencies observed during the initial review have been resolved.
3. Within 2 weeks of the follow-up visit, MPI will send a written report electronically and by U.S. mail that details any deficiencies observed during the follow-up visit.
  4. If no deficiencies were noted during the follow-up visit, MPI will nominate the establishment to USDA-Food Safety Inspection Service (FSIS) for selection into the CIS program within 2 weeks of the follow-up onsite visit.
  5. If deficiencies were observed on the follow-up visit, MPI will not nominate the establishment for the CIS program. A letter that states that the establishment will not be nominated will be sent by U.S. Mail to the establishment.

## **VII. APPEAL AND REAPPLICATION**

1. Establishments may appeal, in writing, MPI's decision to decline to nominate an establishment for the CIS program to the Deputy Director for Food Safety Consumer Protection.
  - a. Establishments should include with their appeal a statement of how deficiencies noted have been resolved and will be prevented in the future.
2. Establishments whom appeal was denied may re-apply for the CIS program:
  - (a) 6 months from the date of previous application for the CIS program; and
  - (b) after all deficiencies observed in the previous follow-up review report have been resolved

## **VIII. ADDING HACCP CATEGORIES**

1. If, after acceptance into the CIS program, a CIS selected establishment wishes to add a HACCP category which was not examined as part of the initial review, the establishment must send a request, in writing, to the MPI Section Chief, expressing which HACCP category they wish to add to their CIS operations.
2. The MPI Section Chief or designee, and EIAO will schedule an expansion visit within 2 weeks of the request to:
  - (a) Review the flowchart, HA, HACCP plan, and pre-requisite and SSOP programs associated with the new category
  - (b) Observe the processes associated with the new HACCP category
  - (c) Review the labels associated with the new HACCP category
3. Within two weeks of the visit, MPI will send a written report electronically and by U.S. Mail that details any deficiencies observed during the expansion visit.
4. If no deficiencies are observed during the expansion visit, MPI will inform FSIS of the establishment's request to add a HACCP category.

5. If deficiencies were observed, the establishment must contact the MPI Section Chief by email or US Mail to schedule a follow up expansion visit when all deficiencies have been addressed.
6. On notification that the establishment is ready for their follow-up expansion visit, the MPI Section Chief will schedule the follow-up visit within 2 weeks, to include all personnel that attended the initial expansion visit.
7. On the follow-up visit, MPI personnel will verify all deficiencies observed during the initial review have been resolved.
8. Within 2 weeks of the follow-up visit, MPI will send a written report electronically and by U.S. mail that details any deficiencies observed during the follow-up expansion visit.
9. If no deficiencies were noted during the follow-up expansion visit, MPI will inform FSIS of the establishment's request to add a HACCP category.
10. If deficiencies were observed on the follow-up expansion visit, MPI will not inform FSIS of the establishment's request to add a HACCP category.
11. Establishments which were denied their request to expand their CIS program may appeal and/or wait 6 months to reapply, as described in *VII. Appeal and Reapplication* of this Directive.

## **IX. QUESTIONS**

All questions about this directive should be addressed to the Vermont Meat and Poultry Inspection Program office at 802-828-2426.