

CHECKLIST OF REQUIRED IN-PLANT RECORDS

#«LICENSE» «ESTABLISHMENT», «TOWN»

Inspector: «INSPECTOR»

Label	Form No.	Form Name	PLANT	OFFICE
1.	SD-MI-100	Application for State Meat Inspection	*	*
2.	SD-MI-100A	Survey Report of Plant	*	*
3.	MI-03	Veterinary Supervisor's "In-Plant" Review Form	*	*
	Review Date _____ Review Date _____ Review Date _____		
4.	SD-MI-04	Establishment Review & Evaluation Report	*	*
		Review Date _____ Review Date _____ Review Date _____		
5.	SD-MI-04A	Exempt Establishment Review Report	*	*
		Review Date _____ Review Date _____		
6.	MI-05	Thirty Day Progress Report	*	*
7.		Change of Ownership Letter	*	*
8.		Water Sample	*	*
		Test Date _____ Test Date _____ Test Date _____		
9.		Sewer Use Permit -- Record Date	*	*
10.		Letter of Authorization for Chemical Disinfection	*	*
11.		Letter of Authorization to Remove Inedible & Condemned	*	*
12.		Blueprints -- Date Approved or Reapproved	*	*
13.		Rodent Control Map & Plan (according to MI-13 below)	*	
14.	MI-12	Pesticides/Rodenticides - Dates Reviewed with Est. & Their Initials	*	

15.	MI-13	Pest Control Program	*	
16.	MI-14	Guidelines for Reviewing Chemical Insecticide Usage	*	
17.		Letters of Guarantee	*	
		Date Reviewed and Updated		
18.	MI-002	Sanitation Report	*	*
19.	MI-002A	Establishment Improvement Program	*	*
20.	SDMI-DIS	Record of Offal Disposal Method	*	*
21.	MI-18	List of Approved Chemicals - Dates Reviewed with Est. & Their Initials	*	

22.		Reserved	*	*
23.	MI-200RS	Letter of Authorization (Rubber Stamp/Computer Printout)	*	*

24.	MI-201A and MI-200A	Formula & Processing Procedure Approval				
		A) HACCP Product Formulations	*		*	
		B) Custom Exempt Formulations	*		*	
		C) Wild Game Formulations (Only if approved by SDMI)	*		*	
		D) Retail Formulations (Only if approved by SDMI)	*		*	
		E) Inactive Formulations	*		*	
25.	MI-200A and MI-215A	Product Label Approval and Authorization to Print	*		*	
26.		Reserved	*		*	
27.	MI-600	Inspected/Retail/Custom Product Processing Procedure Review	*			
28.	MI-301P	Processed Product Identification Summary	*		*	
29.	SP-101	Sampling Record - Fill in dates on page 3 when sampled.	*			
30.	MI-450	Boneless Meat Reinspection Documentation - Fill in dates below				

31.	MI-486	Net Weight Report (Applicable for plant? ___Yes ___No)	*			
32.	MI-802	Processed Food Time & Temperature Log Chart	*			
33.	MI-300R	Monthly Production Record (Product Volume)			*	
34.	MI-001	State Inspected Report of Slaughter			*	
35.	VS-031	Laboratory Report of Sampled Product	*		*	
36.	MI-RES	Laboratory Report for Residue Testing	*		*	
37.	MI-NR	NR (01/00) Non Compliance Record				
		A) Open	*			
		B) Closed	*			
38.		PFF Program (where needed - wholesale hams)	*			
		Does plant have approved label w/inspection logo for hams? ___Yes ___No				
39.	MI-CAN	Canning Regulations	*		*	
40.		Lockout/Tag Out Agreement	*		*	
41.	MI-OS-101	Special permits to remove specimens from plant (Educational, etc.)				
42.		HACCP & SSOP				
		A) Plant Profile Form 5400-1.1	*		*	
		B) HACCP Systems Compliance Checklist Form 5000-1	*		*	
		C) SSOP's Basic Compliance Checklist Form 5000-2	*		*	
		D) E Coli - E Coli Sampling Basic Checklist Form 5000-3	*		*	
		E) E Coli - E Coli Testing Checklist Form 5000-4	*		*	
		-Letter on file (done yearly) stating that sampling was observed	*		*	
		being done.	*		*	
		F) Salmonella Sampling - Salmonella Testing Form #SC1	*		*	
		G) SDMI's Microbiological Monitoring Program Form SDMI-MMP	*		*	
		H) Plant letter indicating who is in charge of sanitation.	*		*	
		I) Letter stating who is responsible for the plant's HACCP program	*		*	