

Instructions for Completion of Universal Application for PPO, PMO, Slaughter, Packer and Feedlot

Please complete the following modules (found in the title of each page), based on your operation type. The operation type that applies to each module can be found at the bottom of each page. **All operations must read and sign the Operator Agreement.**

Definitions of Operation Types (Please see Policy Manual for detailed for a detailed description of each category):

1. Pooled Product Operation (PPO) (Modules 1-5)

A PPO is an operation that:

- Buys products from individual production operations, which have been inspected by HFAC and found to be compliant with HFAC standards, but which are not individually certified;
- Sells the pooled product under the name of the PPO
- Pays HFAC for the inspections of the operators from which it buys product for the pool; and pays the royalty fees for the pooled product that is being sold with the Certified Humane trademark on its label.

2. Product Manufacturing Operation (PMO) (Modules 1-5)

A PMO is an operation that produces products containing animal-based raw materials, possibly in combination with other types of ingredients.

Examples include, but are not limited to:

Raw Material		PMO		Manufactured Product
Eggs in the Shell	→ →	Egg Processor	→ →	<ul style="list-style-type: none"> • Bulk liquid eggs • Egg whites
Whole meat carcass	→ →	Food Processor	→ →	<ul style="list-style-type: none"> • Cut and packaged fresh meat • Vegetable beef stew

3. Slaughter Facility (Modules 1-7)

A slaughter facility is an operation where animals are killed and processed into meat products.

4. Packer (Modules 1-5)

A packer is any operation or individual that is packaging animal products.

5. Feedlot (Modules 1,3,4,5,6-)

A feedlot is any operation used for finishing livestock prior to slaughter



UNIVERSAL APPLICATION

MODULE 1: SITE INFORMATION

TO BE COMPLETED IN FULL

		Site 1	Site 2
Name of Site	<i>Include all locations related to your Certified Humane certification. Use a separate column for each. When more than one site is involved, attach a description of how the different sites interact.</i>		
Address			
Phone, Fax, Email	<i>Include phone numbers, fax numbers and email addresses where a responsible person can be reached.</i>		
Legal Status	<i>e.g.: sole proprietor S-corporation, LLC, corporation, non-profit organization, other (specify)</i>		
Responsible Person(s)	<i>Name(s)/Position(s)</i>		
Facility Sketch / Layout attached? (Yes/ No)	<i>Indicate which areas are designated for Certified Humane, how many processing lines there are in total, and how many of these lines can run simultaneously.</i>		
Main function(s)	<i>List all that apply: Slaughter, storage (or warehouse), PPO, PMO</i>		
Hours of operation	<i>Do you have dedicated processing days for different species? (slaughter plants)</i>		
Frequency of Certified Humane production			
Total area (sq. ft.)			
Raw storage area (sq.ft.)			
Finished storage area (sq. ft.)			
% of total production that is sold as Certified Humane	<i>Use either the past year's data or the current year's projection, clarifying which it is, by following your figure with either the word "actual" or "projected."</i>		
Site/operation is audited by another party?	<i>If yes, state which ones.</i>		

PPO - PMO - Slaughter - Packer - Feedlot

MODULE 2: PRODUCT TO BE CERTIFIED - PAGE 1

	Product Name	Label attached?	Your own product/brand (O) or a contracted private label (C)?	Package size(s)	Ingredients	
					list of ingredients	% of each animal ingredient in the final product
		<i>If more than one size or type of package exists, submit a label for each.</i>				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PPO - PMO - Slaughter - Packer -

MODULE 2: PRODUCTS TO BE CERTIFIED - PAGE 2

	Average amount produced in a Certified Humane run	How often run?	Lot code format	Amount sold annually as Certified Humane	Amount sold annually <i>not</i> as Certified Humane
		<i>Example: Every Tuesday, Daily, etc.</i>	<i>Provide an example and/or a way to decode it - is it a date system, julian date, ranch ID etc.</i>	<i>Write "actual" for past year's data or "projected" for current year's projection</i>	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PPO - PMO - Slaughter - Packer

MODULE 3: SUPPLIER INFORMATION

Ingredient	Supplier(s) and/or Farm source(s)
<i>Include every animal ingredient listed on the "Products" sheet.</i>	

PMO - Slaughter - Packer - Feedlot

MODULE 3a: SUPPLIER INFORMATION FOR PPO ONLY

Raw Product	Farms/Suppliers to Packer/Processor	Packer/Processor	Brand Name
<i>EX: Eggs</i>	<i>Joe Stoltzfus, Jim's Poultry</i>	<i>ABC Egg Packing, Inc</i>	<i>XYZ Cage Free Brown Eggs</i>

PPO ONLY

MODULE 4: CHAIN OF CUSTODY

Instructions: For each site, attach a depiction or description of all product flow for Certified Humane products, naming each piece of equipment that Certified Humane ingredients or products touch. If there are multiple lines at any given site with the same flow pattern, say how many and if they may run at the same time.

Include records you use to document Receiving, Raw Storage, Processing/Manufacturing, Work-in-Progress and Final Storage

Phase	How is Certified Humane product physically identified/distinguished from non-Certified Humane?	How is certified and non-certified product kept separate and commingling avoided?	How is amount of and lot (source and/or date) of certified and non-certified products documented?	Pieces of equipment involved	Cleaning method to remove any non-allowed ingredients (e.g., non-Certified Humane animal products)	How is cleanout documented?
<i>If more than one distinct step is involved at any given phase, be specific about each step.</i>		<i>Time-related, Space-related, or Both</i>	<i>Your system must show a link from one document to the next to allow for traceability backwards and forwards through your system. May go from whole</i>	<i>Include all equipment that touches the Certified Humane ingredients, products, or packaging; holding pens of animals, milk tanks, butter churns</i>		
Receiving						
Raw Storage						
Processing/ Manufacturing						
Work-in-Progress						
Final Storage/Shipping						

PPO - PMO - Slaughter - Packer - Feedlot

MODULE 5: QUALITY CONTROL SYSTEM

Please attach copies of forms used for the following records

Record	Responsible Persons(s)	How frequently done	Method	How documented
		<i>If there are different frequencies for different kinds of actions, please be specific about each.</i>	<i>If you have more than one method, name/describe each.</i>	
Verification that outgoing product meets the HFAC Standards applicable to the operation				
Inventory control/quantities				
Monitoring of operations				
Corrective actions				
Response to complaints				

PPO - PMO - Slaughter - Packer - Feedlot

MODULE 6: LIVESTOCK HANDLING - PAGE 1

For Slaughter facilities, describe your procedures to comply with HFAC (AMI) standards for slaughter as follows:	
<i>If you process multiple species (cattle, pigs, sheep), and handle them differently (use different stunning methods for each, etc.) please note this, where applicable.</i>	
<u>Receiving and holding:</u>	
When do animals arrive?	
How are livestock segregated when they arrive?	
Who is the employee responsible for receiving animals?	
Who is the employee responsible for checking animal condition?	
Size of holding area(s) (ft ²):	
Number of animals in holding area:	
How long are the animals held prior to processing?	
How is water provided for the animals while in the holding area?	
<u>Stunning</u> (Slaughter facilities only)	
Primary method of stunning used?	
Method used for back-up stunning?	
Who is the employee responsible for making sure accurate stunning takes place?	
What is the average stunning to bleed interval?	
<u>Bleed Rail Insensibility</u> (Slaughter facilities only)	
Where is insensibility monitored?	
Who is the employee who monitors insensibility?	

Slaughter - Feedlot

MODULE 6: LIVESTOCK HANDLING - PAGE 2

<u>Maintenance of Equipment and buildings</u>	
Who is the employee responsible for maintenance of equipment?	
How often is equipment tested?	
<u>Training</u>	
Who is the employee responsible for training other employees on Humane Handling practices?	
How often is training given?	
How do you document the training?	
Who is the employee responsible for seeing that the animals are processed according to the AMI standards?	
<u>Monitoring animals and record keeping</u>	
Who is the employee responsible for monitoring the animals?	
How often are the animals monitored?	
Do you keep records of this? (Yes, No)	
How are deaths and injuries recorded?	
Does the facility conduct internal audits on aspects of humane slaughter (Yes, No)? (insensibility, effectiveness of first stun, vocalizations, etc.)	
<i>If answer to above question is 'Yes,' please answer following questions</i>	
How often are audits conducted?	
If internal audits reveal problems, how are corrective actions determined and imposed?	
Who is responsible?	
How are resolutions monitored?	
How is this process documented?	

Slaughter - Feedlot

MODULE 7: POULTRY SLAUGHTER - PAGE 1

Describe your procedures to comply with HFAC standards for slaughter as follows:		
<u>Depopulation of Houses</u>		
Is depopulation managed by your facility? (Yes or No)	<i>If 'No,' skip to "Transport"</i>	
How are the houses depopulated?		
Who is responsible for supervising the catching crew?		
<u>Transport</u>		
What types of crates are used to transport the birds to your facility?		
Number of birds per crate		
How long are birds traveling to get to your facility?		
When do birds arrive?		
Who is responsible for receiving birds, unloading and checking bird condition?		
<u>Holding Areas</u>		
Are the birds held on the trucks? (Yes or No)	<i>If 'No,' skip to "Shackling and Stunning"</i>	
How long are they on the trucks before they are processed		
What type of protection from rain or snow or heat or strong sun is there for the birds on the trucks?		
Is ventilation system used?		
Are birds unloaded prior to processing? (Yes or No)	<i>If 'No,' skip to "Shackling and Stunning"</i>	
How much area is there and how many birds in each holding area?		
Is water available?		

Slaughter

MODULE 7: POULTRY SLAUGHTER - PAGE 2

<u>Shackling and Stunning</u>	
How is shackling done?	
Who is the employee responsible for supervising the shackling process?	
Primary method of stunning used?	
Method used for back-up stunning?	
Who is the employee responsible stunning?	
What is the average stunning to bleed interval?	
Where is insensibility monitored?	
Who is the employee who monitors insensibility?	
<u>Maintenance of Equipment and buildings</u>	
Who is the employee responsible for maintenance of equipment?	
How often is equipment tested?	
<u>Training</u>	
Who is the employee responsible for training other employees on Humane Handling practices?	
How often is training given?	
How do you document the training?	
Who is the employee responsible for seeing that the animals are processed according to the HFAC standards?	
Who monitors the conditions of the birds throughout processing?	
<u>Record keeping</u>	
Are deaths and injuries recorded? (Yes or No)	
Does the facility conduct internal audits on aspects of humane slaughter (Yes or No)? (insensibility, effectiveness of first stun, vocalizations, etc.)	
<i>If answer to above question is 'Yes,' please answer following questions</i>	
How often are audits conducted?	
If internal audits reveal problems, how are corrective actions determined and imposed?	
Who is responsible?	
How are resolutions monitored?	
How is this process documented?	

Slaughter

Operator Agreement

I/we _____, the duly authorized representative(s) of the operation described in this application, hereby affirm that all information supplied in this document and any attachments is true and accurate.

I affirm that I have read and understood the Humane Farm Animal Care (HFAC) standards applicable to my operation. I affirm my commitment to abide the HFAC certification polices, procedures and standards (§8.2.1.b.). No prohibited products or practices have been used, applied, or otherwise allowed to compromise the integrity of the products processed, stored, and by me for _____ (operation applying to Certified Humane).

I understand that the operation may be inspected annually and may also be subject to unannounced audits. I agree to report to HFAC any significant changes to the information reported on this application and to supply any information needed for evaluation of products to be certified (§8.2.1.b.).

I understand that submission of this application does not guarantee or imply certification. I give permission for HFAC, staff, committee members or field inspectors to visit my facility and examine files, documents and records, and/or any facilities contracted by me pursuant to inspection of related products, including but not limited to financial data. I understand and agree that no HFAC staff member, board member, committee member, inspector, consultant, subcontractor, or volunteer shall be held liable or responsible for any amount in excess of the fees paid to HFAC. I give my permission for HFAC to use subcontractors to perform tasks related to the process of authorization to use the Certified Humane seal. (ISO §4.4.c.).

I give permission for HFAC to release information from my file to other recognized certification organizations for purposes of document review. I understand that HFAC will obtain confidentiality statement from the requesting certifier before releasing any information.

All information provided in this application will be held in strict confidence and will be used by the inspector, office staff, and other authorized parties only for the purposes of authorization to use the Certified Humane seal. The above individuals have disclosed potential conflicts of interest and are bound by confidentiality agreements. HFAC has my permission to obtain information, documents, or materials related to certification, suspension of certification, or revocation of certification from other certifiers.

Signature Authorized Representative of the Operation (ISO §8.2.1)

Date