

May 8, 1992

OPERATIONS

**MEAT DEPARTMENT**

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BY ORDER OF THE DIRECTOR

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Colonel, USA  
Chief of Staff

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Director, Information Resources Management

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**AUTHORITY:** Defense Commissary Agency Directive Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

**HOW TO SUPPLEMENT:** Lower echelon DeCA organizations may supplement this directive as needed. A copy of the supplementing guidance will be forwarded to HQ, DeCA ATTN: DOSP, Fort Lee, VA 23801-6300.

**APPLICABILITY AND SCOPE:** This directive applies to all Defense Commissary Agency commissaries assigned to DeCA.

**HOW TO ORDER COPIES:** Stores needing additional copies will submit requirements on DeCA Form 30-21 to Region/IM; Region/IM will consolidate Store and Region requirements on DeCA Form 30-21 and forward to HQ DeCA/IMSP.

**SUMMARY:** This directive provides detail procedures regarding the operation of a commissary meat department.

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OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/DO  
COORDINATORS: HQ DeCA/DO/IM  
DISTRIBUTION: E

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## Chapter 1

### CUSTOMER SERVICE

1-1. **IMPORTANCE.** The importance of courtesy and service to the commissary customer must be continually stressed to meat department personnel. The attitude, that meat department employees project, when dealing with a patron has a lasting effect on the patrons' attitude toward the commissary and other employees.

→Managers will wear a two-line nametag containing full name and position title. The nametag will be hard plastic, slip-on type with a silver background and black lettering. All civilian employees who work in the sales store area will wear a plastic nametag containing full name. Employees assigned exclusively to back up storage areas will be exempt from wearing nametags for safety reasons. ← →(C1, January 31, 1995)←

1-2. **SPECIAL ORDERS.** Accept orders for special cuts of meat products that are not displayed in the meat cases. If a variety of meat cuts are displayed in random size packages and thickness, many special orders will be eliminated. However, patron special order requests will be accepted and must be recorded on a DeCA Form 40-1, Commissary Customer Special Order Request, (**Figure 1-1**). Do not deplete the display case to fill orders for large quantities. This practice will decrease the selection of merchandise for other patrons.

1-3. **AVAILABILITY OF PRODUCT.** Ensure that customers have a full selection of merchandise available throughout the day. Do not get into the practice of processing merchandise that is not needed nor running out of items for selection toward the end of the day. This is a habit that has been practiced for years and is one of the most difficult to change. Use tact and common sense to get the cooperation of meat department personnel in changing these practices and processing items that are needed at the appropriate time.

1-4. **SPECIAL SERVICE.** The meat department will slice hams and tenderize meat as required to enhance customer service. A qualified meat person will be on duty at all times while the commissary is open and patrons are shopping, including lunch and break periods, to provide counter service. Every effort will be made to process requests for special cuts and thickness for patrons during their shopping tour. Meat departments will have a bell or buzzer system, with an appropriate sign, to inform patrons of the available counter service. This notification should be located in a prominent position near the meat display cases. First priority is maintaining the best meat selection in the display cases. Orders requiring special trimming must first be cut and priced using DeCA's trim and cutting policy. Meat department employees who are also authorized patrons are not permitted to prepare, price, or wrap special orders which they are going to purchase for themselves or their families. This prohibition includes meat scraps, trimmings, suet, fats, and bones.

COMMISSARY PATRON SPECIAL ORDER REQUEST	
(For use of this form, see DeCAD 40-3; Office of Primary Responsibility is DO.)	
TO (Department)	MEAT
ITEMS REQUESTED	2 PORK BUTTS CASES GRAYND
DATE ITEMS NEEDED	22 FEB 92
EMPLOYEE ACCEPTING ORDER	J. M. A. Butcher
PATRON'S NAME	SHCM OTIZ
PHONE NO.	734-2327
DATE	21 FEB 92

**SAMPLE**

Supersedes AF Form 1260 U.S. Government Printing Office: 1992 - 627-908 DeCA Form 40-1, Aug 91

Figure 1-1

## Chapter 2

### MINIMUM STOCKAGE ASSORTMENT

2-1. **STOCK ASSORTMENT.** The meat department manager will ensure that the proper stock assortment of meat items is available at all times throughout the business day to meet patron demand.

a. The following is the minimum selection of processed meat items to be carried and available for sale in the meat display cases: (The smaller commissaries may be exempted from this requirement by the region director/commander.)

- (1) Beef: 25 cuts.
- (2) Pork: 8 cuts.
- (3) Smoked Meat: 4 cuts.
- (4) Poultry: 12 selections.
- (5) Lamb: 2 cuts, when displayed.
- (6) Veal: 2 cuts, when displayed.

b. The following items will be stocked at all times during the business day:

- (1) Ground beef or beef patties - at least two selections.
- (2) Beef for stew.
- (3) Cubed steak.
- (4) Beef loin, sirloin steak.
- (5) Beef loin, T-bone steak, or porterhouse steak.
- (6) Beef, dry heat roasts, rib, or sirloin.
- (7) Beef, moist meat roasts, chuck and round.
- (8) Pork chops.
- (9) Pork roasts and Spareribs.
- (10) Smoked ham.
- (11) Chicken: Fresh, hard chill (breasts, whole, cut-up and at least two other types of parts).

→c. **LESS THAN CHOICE GRADE BEEF.** All CONUS commissaries will purchase USDA Choice Boxed Beef, by specification. Currently, certain ungraded beef products may be used as an

economical alternative: neck bones, short ribs, back ribs, inside and outside skirts, oxtails, shank, tripe, tongue, heart, ground beef, and trimmings. Additionally, less than USDA Choice Beef may also be procured at the discretion of the region director/commander when warranted by local market conditions. The region director/commander discretion to carry less than USDA Choice Beef will not be delegated. Under no circumstances will less than USDA Select be purchased. If the region director/commander chooses to offer USDA Select Beef to commissary patrons, ensure the following:

(1) Only six USDA Select primals and subprimals are authorized. Those items are Boneless Ribeyes IMPS #112A, Trimmed Knuckles IMPS #167A, Strip Loins IMPS #180, Top Butts IMPS #184, Beef Tenderloins IMPS #189A, and Beef Butt Tenderloins #191.

(2) All posted signs that state "WE SELL USDA CHOICE BEEF ONLY" must be removed from display.

(3) The above listed beef items shall be sold to commissary patrons in a configuration of manufacturer's/vendor's vacuum packaging only and may be sliced only upon patron request. Item quantities ordered must be limited to that amount necessary to support sales demand, and shall not exceed shelf life expiration dates, to preclude unnecessary expenditure of labor to process the remaining product before expiration. Markdowns on vacuum packages may be authorized when an item reaches four days from the end of its shelf life.

(4) All USDA Select Beef items will be clearly identified on the pricing label as to the applicable grade. A well-made sign indicating the USDA Select grade shall be posted directly behind all USDA Select Beef displays.

(5) USDA Choice Case Ready or Tray Ready Beef may be procured at the discretion of the region director/commander. ← →(C3, October 1, 1995)←

## 2-2. **SPECIAL MEAT PACKS.**

a. **Small Family Section.** At the option of the region director/commander, a small-family size section, with a reasonable variety and selection of fresh products to enhance patron service will be provided.

b. **Family Pack Section.** Larger-family size trays (family pack) may be displayed next to regular size packages for ease of patron selection, or in a special section in the display case.

2-3. **DELICATESSEN OPERATION.** Provide a variety of ready-to-eat lunchmeats, cheeses, salads, gelatins, pudding, and pre-cooked cold meats. The minimum number of items stocked should be as follows:

a. Luncheon meats - 20 items.

b. Ready-to-Eat cold meats - 3 items.

c. Cheeses - 8 items.

d. Specialty items will also be carried. Specialty items include sausages, pickled frankfurters, pickled pig feet, lox, etc. Delicatessen operators should vary the slow moving items offered from week to week to provide greater variety and interest for patrons.

2-4. **PIZZA CARTS.** Commissaries with a pizza cart service will provide a variety of sizes and

toppings. A markup of up to 7% is authorized to recoup unavoidable losses.

2-5. **FISH MARKETS.** Commissaries offering a fish market service will:

a. Stock a variety of fresh fish products based on local factors such as availability of product and patron demand.

b. Stock authorized waterfoods (fresh fish, shrimp, lobsters, etc.) under the following conditions:

(1) All products are purchased from approved sources according to applicable regulations.

(2) Products are inspected according to DeCA's Quality Assurance Provisions and applicable regulations.

(3) Handling procedures comply with applicable sections of this Directive.

## Chapter 3

### DELICATESSEN OPERATIONS

3-1. **PURPOSE.** The section primarily covers procedures for those existing delicatessen operations. The delicatessen (deli) is operated as a meat department sub-account. Even though the deli is operated by a contract vendor who is responsible for providing management and staffing, the meat department manager is responsible for the overall operation of the deli and must ensure that the deli is operated on a self-supporting basis. Contractor-owned and operated delicatessens will be operated in accordance with existing contract terms and adhere to the relevant sections of this Directive.

→3-2. **PRODUCT VARIETY:** The meat department manager will ensure that the deli provides patrons with a variety of luncheon meats, cheeses, salads, gelatins, puddings, and ready-to-eat cold meats. The use of a markup of 7 percent to cover unavoidable losses is authorized. Hot foods are not authorized to be sold in a deli operation without prior evaluation and approval of the Region Food Safety/Quality Assurance Officer. ← →(C4, January 15, 1996)←

3-3. **ORDERING OF DELI ITEMS.** The meat department manager is responsible for ordering deli merchandise. Although the deli manager can submit a suggested order, the meat department manager must approve all orders. The receiving department in-checkers will receive, date, and price all deli merchandise at the invoice cost pending a determination as to the markup percentage for each item.

3-4. **CODE DATING.** When deli merchandise is transferred from the refrigerated cooler to the display case, date each package with the original date it was received. Always place the freshest merchandise in front, (customer side), of the deli case as will help to ensure the merchandise is rotated properly.

3-5. **DEMONSTRATIONS.** Demonstrations (demos) may be used to introduce new products or promote products already stocked. Vendors will supply merchandise that is to be used in demos. The meat department manager will ensure that credit is received for all commissary owned merchandise that is used as samples in demos.

3-6. **PRESLICING.** Preslicing of meat is acceptable; however, it should be kept to an absolute minimum. Preslice meats only for peak shopping hours. Presliced items will not be carried over for sale the following day. At the end of each day's operation, cover the exposed ends of all the merchandise in the case with plastic wrap.

→3-7. **SALADS AND PUDDINGS:** Salads and puddings will be processed as follows:

a. Only commercially manufactured salads that have a pH of 4.6 or below will be sold. Use all salads, puddings, etc., within 7 days after opening the master container. Mark the time and date on each master container at the time of opening. Under no circumstances will these products be sold after the manufacturer's "sell by" date.

b. All salads repacked into retail size containers by the deli will come from master containers which have been opened for less than 7 days. Containers used for repacking salads will be new, single use, moisture and leak proof. All repacked salads will be marked with the "sell by" date and sold within 3 days of repacking. All repacked salads unsold after 3 days will be discarded. Repacking will not be used to extend the original "sell by" date of the master container. Repacked salads will not be returned to the master container nor mixed with salads that are in the display case.

c. Dispose of salads which have been removed from master containers and displayed as "samples" any time the commissary will be closed the next day. Never return salads from the display case to the master container. ← → (C4, January 15, 1996) ←

→3-8. **CHILLED LUNCHEON MEATS AND CHEESES:**

a. → Sell high moisture cheeses, domestic luncheon meat loaves, roast beef, corned beef and similar products within 7 days of initial opening or cutting. If loaves of these products are halved for the purpose of placing one-half in the deli display case and storing the remainder in the storage refrigerator until needed, both portions incur a 7-day shelf life from the time of initial cutting. ← The portion stored in the storage refrigerator may be transferred to the display case at a later time, following removal of 1/4 inch of the face of the exposed surface. Product condition and "sell by" dates, not just strict adherence to a first in, first out policy should be the primary factors for determining proper rotation of these products.

b. → The 7-day limitation does not apply to dry or semi-dry sausage, nor to aged, hard cheeses. ← For these low moisture products, the manufacturer's "sell by" date remains valid after the product has been cut or opened. Condition, not date of cutting or opening, should be the primary factor for determining disposition of these products.

→ c. The 7-day keeping time for these products applies when the items are maintained at 41 degrees Fahrenheit or lower. ← ← → (C4, January 15, 1996) ←

3-9. **PRODUCT DISPLAYS.** Display products in the deli display case as follows:

- a. Clearly identify each product by name and price.
- b. Do not use "stick pin" type price markers. Use markers that identify the product and price markers that affix to the deli shelf or sit on the product.
- c. Do not use menu boards to identify items and prices.

3-10. **PRICE SURVEYS.** A price comparison will be conducted periodically, to ensure that there is a substantial savings to commissary patrons over local commercial delicatessens. The store manager or representative and the deli manager will conduct the price comparison. Prices will be compared on roast beef, boiled ham (quality type totally lean), bologna (all meat), corned beef (cooked, round, lean), pastrami (cooked, peppered), loaf (pepper), salami (hard), salami (cooked), cheese (muenster), cheese (domestic Swiss), cheese (longhorn), cheese (American), and cheese (cheddar). Price comparisons requirements do not apply for OCONUS commissaries.

3-11. **FRESH PIZZA.** Fresh pizza may be prepared and sold under the following guidelines:

a. Fresh pizza may be prepared and sold in the deli. A cost analysis must be conducted to determine the initial cost, and pizza must be prepared according to the results of the analysis. Use only the predetermined portion of ingredients determined from the cost analysis. Pizza prepared in advance of sale must be labeled with the "sell by" date and sold within two days. Canned ingredients used in pizza must be stored in clean plastic or stainless steel containers and labeled with date of opening and used within five days. All meat items used in preparation of pizza must be in ready-to-eat form. A markup of up to 7 percent is authorized to compensate for unavoidable losses.

b. Pizza must be kept refrigerated below 40 degrees Fahrenheit until the time of sale.

3-12. **FRESH SANDWICHES.** Fresh sandwiches may be prepared and sold in the delicatessen under the following guidelines:

a. All sandwiches shall be prepared in the deli area using fresh ingredients. Products, such as bread, rolls and produce items used in the preparation of sandwiches may be acquired through a transfer from the grocery or produce department to the deli department. All produce items will be washed and cleaned with clean, potable water, prior to being processed for sandwich preparation.

b. A cost analysis will be conducted to determine the initial cost, and sandwiches must be prepared according to the results of the analysis. Use only the predetermined portions of ingredients determined from the cost analysis.

c. Delicatessen sandwich ingredients will be computed at retail price, and an additional 3 percent markup may be applied.

d. The commissary officer and/or store manager may select one of the following methods of pricing of sandwiches that best suits the commissary operation:

(1) The sandwiches may be marked with price look-up codes, or

(2) Labeled with scanning system produced labels.

e. Sandwiches shall be suitably wrapped to protect them from contamination and dehydration.

f. Careful evaluation and planning is necessary to ensure that fresh sandwiches are prepared on the day they are intended to be sold. All sandwiches must be labeled with the "sell by" date and time of preparation and sold within two days. Sandwiches may contain ingredients such as onions, lettuce, and tomato. Meat, chicken, tuna fish, and other similar high protein salad fillings may be used for sandwich preparation only when commercially prepared and acidified to a Ph of 4.6 or less.

g. Use products which are previously chilled and removed directly from the master container or primary lug for assembly of sandwiches. Do not use end slices or display case bulk salads from previous day's sales. Production must be efficient to minimize the time that ingredients are held at room temperature.

h. Sandwiches must be displayed at temperatures below 40 degrees Fahrenheit and shall not be frozen or reworked.

i. Individual packets of condiments (mayonnaise, mustard, ketchup, etc.) should be available for customers use. The cost of two individual packets of condiments may be included in the price of each sandwich.

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## Chapter 4

### PIZZA CART SERVICE

4-1. **PIZZA CART.** A vendor-operated pizza cart is authorized to enhance service to the patron. The pizza cart is operated as part of the meat department operation. The meat department manager is responsible for ensuring that the pizza cart is operated on a self-supporting basis as a meat department subaccount.

a. Selling prices will be established to recoup invoice cost. Unavoidable losses due to shrinkage, expired date, etc., will be covered by an initial markup of up to 7 percent. To ensure pizza prices offer commissary patrons savings, the store manager/commissary officer or a designated representative will periodically conduct a price comparison survey with commercial operations of a similar nature, where they are available within a reasonable distance from the commissary. This survey does not apply to OCONUS commissaries.

b. The commissary officer and/or store manager may select one of the following methods of pricing which best suits the commissary operation:

- (1) The pizzas may be marked with price look-up codes, or
- (2) Labeled with scanning labels.

c. Standard prices should be established for the type of pizzas that are fast movers. Special order combination pizzas will also be available to patrons and priced according to the number and types of ingredients on the pizza.

4-2. **LOCATION OF PIZZA CART.** Coordinate the location of the pizza cart operation with the Medical Food Inspection Personnel to ensure sanitation requirements are met according to this manual or the Food and Drug Administration (FDA) Model Retail Code.

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## Chapter 5

### WATERFOODS STOCKAGE

5-1. **REQUIREMENTS.** The following requirements apply to water foods:

a. Waterfoods delivered either as case-ready or for contract operated fish markets will be in excellent condition, practically free of parasites, and showing no evidence of mishandling. Products delivered as fresh and intended to be sold as fresh, will not have been previously frozen and thawed. Waterfoods previously frozen and/or delivered frozen to be displayed and sold as a chilled item must be label "previously frozen" → and will be sold within 5 days of tempering ← → (C1, January 31, 1995) ←. All ice used on or around fish products must be sanitarily produced from potable water.

b. Waterfood purchased as case-ready, must be packaged in consumer sized packages with oxygen permeable wrapping (if to be sold chilled) and dated with the "sell by" date and labeled IAW paragraphs 1 through 5 below. All "sell by" dates should be open (i.e., day, month and year - 3 May 1992). Bulk packed waterfoods, intended for resale in a contract (vendor operated) fresh fish market, will be similarly case-marked with the "sell by" date. Vacuum packed, fresh fish are not authorized, except as individually approved by HQ DeCA/Food Safety Quality Assurance Representative.

(1) Fish will be labeled with the acceptable market or common name, as provided in the FDA Guide to Acceptable Market Names For Food Fish Sold in Interstate Commerce 1988 (The Fish List), or later editions.

(2) Molluscan shellfish. Live shellfish (shellstock) and shucked shellfish must have affixed to the label, the Interstate Shellfish Shippers Number, that indicates the source of the products, IAW FDA Retail Food Store Sanitation Code.

(3) Shrimp will be labeled with the common species name, market form, and counts per pound. Shrimp which have been treated with additives to enhance their keeping quality must be labeled with those ingredients. Bulk shrimp delivered for vendor operated fish markets, must have the following information: Name and address of processor or distributor, common name, count, net weight and ingredients.

(4) Live lobsters should be seasoned, if not already seasoned, and maintained in a holding tank for a minimum of 24 hours so that purging is done prior to delivery.

(5) Other waterfoods will be labeled with sufficient information for patrons to determine species, market form, and ingredients.

c. Delivery Temperature:

(1) Fresh fish: 26 to 35 degrees F.

(2) Frozen fish and other frozen waterfoods: 10 degrees F or lower.

(3) Live shellfish (shellstock): 35 to 45 degrees F.

(4) Fresh shucked shellfish and oysters: 29 to 35 degrees F (NOTE: The pH for oysters must be 6.0 or higher)

(5) Live lobster: 35 to 45 degrees F.

d. Age on delivery for fresh fish:

(1) Bulk packed fish for resale in a vendor operated fish market, must be received in excellent condition and may be delivered up to two days after processing.

(2) Farm raised fish, harvested and individually packaged and labeled "Packed Under Federal Inspection", with a guaranteed shelf life of 12 or more days, may be delivered up to 5 days after packaging. Sale is permitted for the length of the guaranteed shelf life or 14 days, whichever is more restrictive.

(3) Fish processed and packaged with the "Packed Under Federal Inspection" label, must be received within three days of packaging and may be sold up to their guaranteed shelf life, not to exceed seven days from packaging.

(4) Other prepackaged fish products must be received within two days of processing and may be sold up to their guaranteed shelf life not to exceed five days after packaging.

→(5) Vacuum packed ("Packed under Federal Inspection") cured and smoked items must be received within 5 days of processing and may be sold up to their guaranteed shelf life not to exceed 12 days after packaging. ← →(C1, January 31, 1995)←

e. Fresh, live shellfish must be in excellent condition at time of receipt with no evidence of freezing, thawing, or bad handling. The product may be displayed up to eight days, if it is delivered within four days of production and can be held at temperatures between 29 to 35 degrees F.

f. Fresh shucked shellfish and oysters must be delivered with at least one half of their shell life remaining.

g. Frozen oysters within 180 days of shucking/freezing.

h. Frozen shrimp within 180 days of packaging/freezing.

i. Frozen fish within 180 days, unless it is an annual pack item. Annual pack items may be delivered up to one year after packaging as long as the product shows no signs of deterioration.

j. All waterfoods will be procured only from approved sources.

→k. DeCA Poster 40-114 must be prominently displayed in commissary fresh seafood markets for customer information/enhancement. ← →(Impulse, Dec 96)←

5-2. **BULK FRESH AND FROZEN FISH.** To improve customer service and enhance operations, commissaries are authorized to offer bulk fresh or frozen fish and water foods (raw shrimp, lobster, shucked oysters, clams) on ice for sale, in addition to prepackaged fresh fish.

a. Approval. The region director/commander is the approving authority for the operation of a fresh, bulk fish and water foods market providing the commissaries can meet the following criteria:

(1) Availability of contractor to operate a fresh fish market.

(2) Sufficient sales volume to support the venture.

(3) Availability of commissary space and location for connecting display equipment to the floor drains and water outlets.

(4) Availability of sanitarily approved sources within a reasonable distance from the commissary for the procurement and sale of fish and water foods offered for resale.

(5) Ability of the contractor to operate a clean, fresh fish market and accomplish cleaning and sanitizing of the entire case and equipment on a daily basis.

(6) Ability of the contractor to provide fresh fish and water food products that require very limited processing. The head and pectoral fins may be removed or upon customer request, Fish Market personnel may cut the fish into steaks or fillets. Personnel will cut only that quantity which can be done in 10 minutes processing time. Those fish markets must have a three compartment sink, hand washing sink and proper floor drains. The processing room must be air conditioned. However, refrigeration below 50 degrees Fahrenheit is not required. A separate table and necessary equipment will be maintained exclusively for processing of fresh fish. Do not process other food while processing fresh fish. Personnel will thoroughly sanitize processing area before any other food is processed. The fish processing area will be kept clean during processing. Scaling of fish, taking out the internal organs, shucking oysters, peeling shrimp and removing the head of the shrimp will not be done. Fish and water food products will not be steamed, cooked or boiled.

(7) Availability and use of potable crushed/flaked ice in the facility or procurement from sanitarily approved sources.

(8) Ability of contractor personnel to provide fresh seafood meeting temperature and shelf life Quality Assurance Provisions.

b. Operation.

(1) The fresh fish market will be contractor operated. Necessary equipment will be furnished, installed and maintained by the Government.

(2) The fresh fish market will be operated under the responsibility of the meat department manager who will ensure the fish market is operated on a self-supporting basis.

(3) Pricing will be established to recoup invoice cost and sales will be recorded in the appropriate department using the assigned commodity codes.

(4) Fresh fish products will be clearly identified as seafood department products to enable cashiers to properly credit the sale to the right department.

(5) The variety of fresh fish products stocked will be based on local factors, such as availability of product and customer demand.

(6) The contract will contain general Quality Assurance (QA) provisions and produce specific QA requirements.

(7) Scannable, pre-priced labels should be required of the contractor, if available.

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## Chapter 6

### ORDERING PROCEDURES

#### 6-1. PROGRAMMABLE WORK STATION (PWS) SYSTEM. OCONUS Commissaries will:

- a. Ordering from Defense Personnel Support Center (DPSC). The control office at the region or the Management Support Center (MSC) at the commissary is responsible for calculating meat requirements and placing requisitions through military standard requisitioning and issue procedures (MILSTRIP) for merchandise supplied from DPSC.
- b. The control office or MSC for will forward the PWS generated suggested order list (PCN: SD001-REQR.1) to the commissary for review by the meat department and commissary managers. Each line item will be reviewed for errors in inventory recording and for abnormal, high or low, suggested orders. The manager will make corrections as necessary and return listing to the control office/MSC.
- c. The control office/MSC will enter into the PWS system the adjusted requisition quantity and then generate the final requisition. The requisition is then transmitted to DPSC via AUTODIN, along with the requisitions for the other departments. This requisition must be sent to DPSC to arrive by the due date for that requisition cycle. A copy of the final requisition list, PCN: SD001-REQS.1, is sent to the commissary.
- d. Upon receipt of the final requisition list at the commissary, immediately review for errors and notify the control office if any corrections are needed.

#### 6-2. PROCESSING THE COMMISSARY MEAT ORDERS.

- a. If the sales representative does not provide a suggested order on the DeCA Form 40-2, Region/Commissary Order, **Figure 6-1**, commissary personnel will record in the inventory column, the physical inventory count of stock on hand. When a sales representative does record the inventory, have the meat department manager or other designated individual initial the inventory figures to verify that they are correct.
- b. The sales representative records the cost price on the ordering document. When a sales representative is not available, cost price is recorded by the item manager from the contract price list. Prices quoted by the sales representative such as, VPR/special prices in effect for orders being placed may be shown in local currency in OCONUS areas and annotated with the US currency monetary value equivalent.
- c. The delivery date is determined by commissary management and placed on the DeCA Form 40-2, before a call number is assigned.
- d. The heading "Signature (Vendor Representative)" is the block signed by the sales representative prior to a call number being placed on the order. When a sales representative is not available to sign the order, leave this block blank.
- e. Return the form(s) to the Control/MSC Office for the assignment of a call order number and for processing.

f. Maintain a separate folder for each company that has a BPA or Blanket Delivery Order (BDO) with the meat department.

g. The meat department manager will determine the quantity of merchandise needed by comparing the amount of merchandise on hand and what is expected to be sold by the next order cycle. Take into consideration high demands for particular items, seasonal items, local preference, local advertising, and storage space.

h. Before placing orders on processed meat items, estimate the quantity needed to operate until the next delivery, then add the quantity needed for one more day's operation. In remote locations or areas subject to severe winter weather conditions, provide for up to a three-day safety level.

i. When voluntary price reductions (VPR) are offered by vendors, take into consideration the amount of time it will take to sell the quantity of product ordered, since the money saved on the VPR may be lost due to shrinkage, deterioration of the product, and/or lack of storage space. A copy of the order will be returned to the meat department for use as a reference of what products are due in.

#### 6-3. **AUTOMATED SYSTEMS ORDERING.**

a. When available, use the computer-generated suggested order form to place an order.

b. The commissary officer need not require the verification of the on-hand quantity printed on the automated form. However, for good inventory management, any zero, negative balances or quantities which appear to be inaccurate will be checked.

c. The meat department manager or his representative will initial all changes made to the inventory balances on the automated order. If on-hand quantity is wrong, the actual physical inventory count must be determined and entered into the system and another printout prepared. Make sure all receipts and other transactions affecting the on-hand balance have been completed before you change the on-hand balance in system.

d. The commissary officer or designated representative will sign the suggested order, indicating approval of the quantities ordered and scheduled delivery date and initial any changes made to the suggested order quantity. If larger orders are for special promotions or sales, the approver will so indicate in the remarks column of the form.

e. The approving official will return the form(s) to the Management Support Center Office for amending, finalizing, and processing.

f. A copy of the suggested order will be attached to the final form, and sent to the receiving point. Order forms will be filed alphabetically or by the date of delivery at the receiving point, pending receipt of order.

6-4. **DAILY OR FREQUENT DELIVERY ITEMS.** Items ordered on a daily or frequent basis, to be delivered directly to the sales area, are usually ordered by the individual store departments who have the authority to place orders. Most of these products go directly to the preassigned display or shelf space with minimal residual backup stock left over. Maintain vendor folders and place orders as follows:

a. Maintain the vendor's folder at the receiving point for each vendor that is on daily or frequent delivery system. Include in the vendor folder, the latest up-to-date authorized order document. Commissary operations using the handheld device, for in-checking, are not required to maintain these authorized item forms in the vendor folder at the receiving point.

b. When orders are called in, (milk, eggs, prepackaged meats, etc.) commissary personnel will give the vendor a call number, at the time the order is placed and record the information on the order document. If calls are placed for items which are received into two or more departments or receiving points, the vendor will be given a separate order and call number for each delivery point.

c. Under FDS, mixed loads of fresh pre-packed meats and poultry delivered with semiperishable grocery items is authorized.

6-5. **ORDERING FOR OTHER SUPPORTED COMMISSARIES.** Merchandise for a supported commissary, will be ordered as directed by the region, or the parent commissary that is providing the meat item support.

a. A handheld data entry device may be used to order items from the parent commissary when there is an automated system in-place to support this type of operation. Otherwise, use DeCA Form 70-20, Subsistence Request for Issue or Turn-in, **Figure 6-2**, or an approved preprinted listing of authorized items, to place orders from the supported commissary with the parent commissary.

b. Meat items may be ordered by the MSC office for direct delivery to the other supported commissary facilities.



<b>SUBSISTENCE REQUEST FOR ISSUE OR TURN-IN</b> <small>(For use of this form, see DeCAD 70-6: (1PR to DO.)</small>									
1. REQUEST NO: Fort Grater Commissary		5. DATE ITEMS REQUIRED 30 May 92		3. X <input type="checkbox"/> ISSUE TURN IN		4. REQUEST NO.		7. DODDAG/UNIT I.D. CODE	
2. REQUEST FROM: Fort "A" (Supported facility)		8. DOCUMENT TYPE/DEPARTMENT Mail		9. ACCOUNTING PROCESSING CODE (APC)		6. DOCUMENT NO.		18. BLOCK NO.	
11. ITEM NO. a.	STOCK NO b.	ITEM DESCRIPTION c.	UNIT OR ISSUE QUANTITY d.	SUPPLY ACTION f.	UNIT PRICE g.	TOTAL COST h.	i. POSTED		
							DATE	BY	
1		Ground Beef (82Z)	200	200	.50	\$100.00			
2		Cube Steak	75	75	2.23	167.25			
3		Beef Roast	163	163	1.87	304.81			
		"LAST ITEM"							
							GRAND TOTAL	\$572.06	
12. ISSUE/TURN-IN QUANTITY COLUMN IS REQUESTED BY		DATE 30 May 92	BY R. Whitten	13. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE 30 May 92	BY J. Allen	14. REC QTY IN "SUPPLY ACTION" COLUMN	
								BY Jack Edwards	

Supersedes DeCAF 40-4, Sep 91

DeCA Form 70-28, Jan 92

Figure 6-2

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## Chapter 7

### RECEIVING

7-1. **IMPORTANCE.** No other function within the commissary system is as important to accountability as receiving. The commissary officer's personal attention to proper receiving procedures is essential to ensure sound accountability. THE COMMISSARY OFFICER WILL ENSURE THAT MEAT DEPARTMENT RECEIVING PERSONNEL ARE INSTRUCTED IN THE PROPER RECEIVING PROCEDURES TO INCLUDE THE REQUIREMENT FOR THE DODAAC, CALL ORDER NUMBER AND PIIN TO BE ENTERED ON THE DELIVERY TICKETS (COMMISSARY'S AND VENDOR COPIES) PRIOR TO THE DEPARTURE OF THE VENDOR DELIVERY PERSONNEL.

7-2. **IN-CHECKING.** Receiving and in-checking of meat department deliveries will be accomplished only by authorized receiving personnel. A list of authorized meat items receiving personnel, will be posted on the bulletin board. After receipt of the items, the delivery ticket(s) data will be listed on the receiving tally register, IAW DeCA Directive 70-6, and hand carried to the Management Support Center office for processing. The employee who calls in the meat order can not act as a receiver.

7-3. **IN-CHECKER ROTATION.** The commissary officer will rotate in-checkers periodically.

7-4. **IN-CHECKER SPOT-CHECKS.** No notice, spot-checks of meat department in-checking will be accomplished by the Commissary Officer or his designated representative. The manager conducting the spot checks will countersign the receipt document, prior to taking the documents to the Management Support Center office.

7-5. **ITEM RECEIVING.** Items will be checked for weigh and processed as follows:

a. When receiving bulk or random weight meats, (beef, pork, veal, lamb, poultry, fish, etc.), 10 percent of the master containers will be weighed and the contents of open boxes will be visually confirmed. When any portion of the 10 percent that is weighed, is not the same as the weight on the vendor's delivery ticket, the entire shipment will be weighed. Commissaries that have the Meat Room Controller (MRC) system will weigh 100 percent of all random weight meats received. At least once a month, samples of case ready meats (poultry, fish, beef, etc.), items from each sample master container will also be weighed to verify that individual package weights and price are correct.

b. Any shortage of products returned due to damages or weight discrepancies will be noted on the vendor's delivery document. This document will be signed by the receiver and the vendor's delivery representative acknowledging the discrepancy. The delivery document will be signed and dated by the receiver and the total cases, pounds or pieces received will be recorded.

c. The Receiver will notify the Medical Food Inspection personnel when a shipment is ready for receiving so that individual can perform the necessary inspections for freshness, etc. If there is not Medical Food Inspection personnel available the items will be received as directed by the Commissary Officer and an annotation made on the delivery ticket "Items received pending inspection by Medical Food Inspections personnel who where not available at time of receipt of this product".

d. When necessary, the commissary will accept and hold products delivered by common carrier, which are nonconforming, in a segregated, refrigerated area until disposition instructions are settled with the vendor. The commissary officer will assign an employee to follow up on nonconforming items

with the vendor or DPSC, as appropriate.

- e. On each case of product received, the Receiver will place the date-of-receipt on the end of the case.

## Chapter 8

### PRICING MEAT ITEMS

8-1. **SELLING PRICES.** Selling prices of processed meat items will be set at a level to recoup invoice costs. A markup of up to three percent is authorized to cover losses resulting from processing boxed beef, pork products, lamb and veal into retail cuts. An additional two percent markup may be applied to compensate for a "Managers' special". Prices for items processed in the meat department will be based on consolidated cutting tests, analysis of the meat department operation, and patron demand. Care will be exercised to prevent wide fluctuations in selling prices of processed items. When tray-ready beef items are used to supplement boxed beef primals/subprimals, sell the common cuts from each source at the same price. Establish selling prices of common cuts based on cutting tests for the beef primals and tray-ready beef. Use these prices for the common items listed on the cutting test for the boxed beef. Price adjustments on the remaining items listed on the boxed primal/subprimal beef cutting test will not exceed three percent over invoice cost. The use of tray-ready beef should only be considered as a last resort to overcome emergency conditions.

8-2. **PRICE LISTS.** The meat department manager will establish and maintain a current price list on all processed items. Reproduce a copy of the current consolidated DeCA Form 40-6 and use as a price list. Where meat prices are established centrally, the region director/commander or the district manager will approve meat prices. At other locations, meat prices will be established by the meat department manager with approval of the commissary officer or store manager. Always ensure the display case price agrees with the price list.

8-3. **ADJUSTING PRICES.** The meat department manager must adjust prices of processed meat as costs change or the meat department account has a gain or loss, based on the results of the monthly trial balance, inventory results. Whenever a vendor price change occurs, resale prices must be reviewed and adjusted when necessary. Current, on hand inventory, must be considered prior to price changes being made in order to prevent excessive gains and losses.

8-4. **CENTRAL MEAT PRICING.**

a. Under a central meat pricing concept, selling prices for all processed meat items will be established based on monthly cutting tests from each commissary in the same price zone and subsequently consolidated by the District/Region to use as a basis to establish meat prices. Pricing zones are established considering the following criteria: geographic boundaries, suppliers and contractual instruments. One or more commissaries may constitute a pricing zone.

b. A standardized trim policy is crucial to the success of central pricing. It is extremely important that all meat department managers ensure compliance with the established trim policy.

c. Commissaries are required to conduct manual cutting tests monthly on all processed meat items and forward to the District or Region. Only the following information is necessary for cutting tests forwarded to District/Region: box weight, the weight of each retail cut, bones, fats and current prices. The region meat specialist will enter cutting tests, by zone, submitted by the commissaries into a designated PC. Each zone will have separate consolidated cutting tests to establish retail prices for commissaries within the same zone.

d. The National Live Stock and Meat Board and the Cooperative Meat Identification Standards Committee have published Uniform Meat Identify Standards/Codes and the DeCA

commissaries, will label all processed meat items, according to these standards/codes.

e. The same selling prices for all processed meat items, will be established by the District/Region for all commissaries within the same pricing zone.

f. A consolidated cutting test on each processed meat item will be the basis for establishing selling prices in each group of commissaries. This consolidated test will be compiled from tests performed in each commissary within the same zone. Additional factors to be considered when price adjustments are made are:

- (1) Change in acquisition costs.
- (2) Financial status of the meat account.
- (3) Standard commercial prices for comparable items.
- (4) Customer demand.

g. Region meat specialists will ensure that each commissary's cutting tests include all processed items that are displayed. This is needed to help maintain the accuracy of central pricing.

h. District/Region will ensure that consolidated cutting test prices are updated in the PC as often as necessary. Prices will normally be adjusted weekly, or more often if needed, to recover Government costs of items being sold and to maintain the meat account within the allowance variance. Price changes will be faxed to commissaries to ensure timely implementation.

i. Deviations from prices established by the District/ Region must be approved by an authorized District/Region representative prior to implementation.

## Chapter 9

### REPROCESSING MEAT PRODUCTS

9-1. **REPROCESSING.** Meat items will not be reprocessed into other saleable forms. Reworking of fresh meats is not authorized, e.g., steaks and roasts will not be processed into ground beef.

9-2. **PRICE REDUCTIONS.** It is often necessary to reduce the price of processed or prepackaged items to stimulate sales to prevent a total loss to the account. An example would be pork chops that are nearing the end of shelf life (pull date) and normal sales would not clear out the remaining inventory. Items reduced in price and frozen, may be sold for 30 days after the original date of pack.

9-3. **DISPOSAL OF UNSALABLE PRODUCT.** Items which have become unsalable, because age or damage has made them unfit for human use, must be disposed of. This type operating losses will be absorbed by the meat department account. Abnormal losses, which are caused by other than normal operation, between \$100 and \$500, will be recorded on DECA Form 40-10, Record of Operation, including a short description of the circumstances. The Region Director/Commander may authorize account adjustments for these losses. If the loss is \$500 or more, process on DeCA Form 40-70, Government Property Loss or Damaged, IAW DeCA Directive 40-15, Chapter 5. The medical food inspector must attest to the condition of these items on the form. The commissary officer must also provide a brief statement describing the circumstances of the loss.

9-4. **CUSTOMER RETURNS.** Customer returns of spoiled or unwholesome products will be turned over to the medical food inspector for evaluation. Disposition instructions will be determined by the medical food inspector.

9-5. **FOOD INSPECTION SAMPLES.** Items used for food inspection sample(s) will be recorded on DD Form 1222 and the meat department will forward the form to the Management Support Center Office for processing as a credit to the meat department account. Meat prices will not be adjusted to make up for the value of food inspection samples.

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## Chapter 10

### SALE OF SUET, BONES, FAT, AND MEAT TRIMMINGS

10-1. **RESPONSIBILITY.** The responsibility for selling suet, bones, fat, and meat trimmings generated in the meat department is assigned to the Defense Reutilization and Marketing Office (DRMO), or Property Disposal Office (PDO). DRMO/PDO will return 100 percent of the proceeds to the commissary.

10-2. **CONTRACT FOR SALE.** If possible and economically feasible, DRMO/PDO obtains a contract for the sale of suet, bones, fat, and meat trimmings combined. Frequent pickups by the contractor are necessary and the sale is treated as a charge sale to the contractor, in DeCA's financial system. The meat department manager must ensure that each container of suet, bones, fat, and meat trimmings are weighed prior to release to the contractor. If the contract for the sale of these items is not separate by type, do not use separate containers. List the suet, bone, fat and meat trimming weights turned over to the contractor on the form as designated in the contract, in three copies. Obtain the signature of the contractor or representative on each copy and provide the contractor the third copy and forward the other two copies to the Management Support Center office for processing as a credit to the meat department account.

10-3. **WEIGHING SERVICE.** If DRMO/PDO weighing service is available on the installation, use it to verify the weight of the suet, bones, fat, and meat trimmings released to the contractor.

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## Chapter 11

### MONTHLY MEAT TONNAGE REPORT

11-1. **PROCEDURES FOR REPORTING.** Managing multiple workload data from all commissaries is a monumental task which requires timely and accurate inputs. Each commissary will submit a DeCA Form 40-5, Monthly Meat Tonnage Report, (**Figure 11-1**) to their respective regions by the 10th of each month. The report will be completed in ink and there is no need to type the report or to include a cover letter. Automated versions of the report are authorized if the proper information is provided. Instructions for completing the report appear on the reverse side of the DeCA Form 40-5. The data will be used for evaluation of such operational areas as manpower requirements and forecasting meat item requirements, etc.

11-2. **REPORTING DATE.** Special mailing is not required provided it is mailed before the 10th of the following month. Include with other workload data mailed to the Region Headquarters.

MONTHLY MEAT TONNAGE REPORT										
(For use of this form, see DeCAD 40-3, OPR is DO, or see instructions on Reverse.)										
REGION		FROM (Commodity)				DATE (Month/Year)		REPORTS CONTROL SYMBOL		
CENTRAL		FORT Lee				JAN 92				
DATE	(A) BEEF CARCASS	(B) BEEF BONED PRIMALS	(C) BEEF BONED OTHER	(D) BEEF BONED TRAY READY	(E) PORK ALL	(F) LAMB ALL	(G) VEAL ALL	(H) MARKET STOCKED POULTRY	(I) MARKET STOCKED MISC ITEMS	
1										
2		28,423	118		7,530	88		15,399	4,111	
3										
4										
5										
6										
7		28,901	171		7,921	93	599	15,729	6,103	
8										
9										
10		26,009	112		5,916			12,866	4,919	
11										
12										
13										
14		26,311			7,217	85		16,000	6,729	
15										
16										
17		23,683			7,009			15,427	5,093	
18										
19										
20										
21		27,911			7,899	79	614	15,900	6,921	
22										
23										
24		24,777	108		8,020			14,587	5,624	
25										
26										
27										
28		26,899			6,944	91		15,219	4,917	
29										
30										
31		29,149	172		8,477			17,424	6,913	
TOTAL		242,580	792		66,933	440	1,653	138,261	50,739	
GRAND TOTAL	(Columns (A) Through (G))						312,398			

DeCA Form 40-3, Jul 91

Supersedes AFCCMS Form 41 and TSA Form 10-R. Previous editions are obsolete.

Figure 11-1

## Chapter 12

### PRICING AND PROCESSED ITEM TESTS

12-1. **WHOLESALE PRICES.** Wholesale prices on meat items that must be processed, for example, beef, pork, lamb, and veal, change as the market fluctuates. When wholesale prices change, this causes a change in retail prices that we must charge our customers.

12-2. **RETAIL PRICES.** Retail prices are determined by adjusting prices on a DeCA Form 40-6 each time you receive an order with a wholesale price change. In most cases, these changes will occur weekly. DPSC provides a weekly Meat Pricing Guide for establishing the cost prices for Requirements and Indefinite Delivery type contracts and a copy of the pricing requirements will be provided to each commissary by the region.

12-3. **PRICING.** Retail prices are established for processed meats based on the predetermined average yield for each cut in relation to the average weight of the wholesale cut or carcass. To determine the selling price, consider the trim waste, bone, fat, shrink, and invoice cost. Use the cutting test method for this purpose. Shrinkage is a varying percentage of unavoidable loss, due to normal evaporation of moisture and drainage during storage. Processing losses must also be considered in determining selling price. An initial markup of no more than three percent over invoice cost is authorized on boxed beef or primals, pork loins, lamb, etc. Meat products processed into one line item, excluding bones and fats, do not require a cutting test. A three percent markup can be added to the cost per pound for these items to determine selling price. Meat prices can be computed at the commissary, region or district level. Automated forms are authorized.

12-4. **CUTTING TESTS FREQUENCY.** To start a consolidated processed item test, begin with at least three units of each primal or subprimal of boxed beef. Then each month conduct a processed item test (cutting test) on a boxed beef item and add all the weights to the previous months consolidated processed item test. The new consolidated test will be used each time you get a price change or until you conduct another monthly cutting test and consolidate the results.

a. Perform cutting tests at least once a month and incorporate with the current consolidated test. A new series of cutting tests must be started whenever a significant change occurs in the weight range or when the method of merchandising is changed. Write a brief explanation on the processing form as to why a new series of cutting tests was started. The monthly cutting test frequency may be changed to periodically when the combined tag weight total on the consolidated test reaches an amount equal to the amount processed in a week's time. The region director or commander; district manager or Commissary Officer or Store Manager will approve all cutting tests.

b. Consistency in cutting should be maintained when conducting cutting tests as it is very important that the same method of cutting and trimming be used to obtain average yields of meat cuts. The average percentage yield of resale cuts should remain constant as long as the method of cutting is not changed and quality (grade) remains the same.

(1) Establishing a uniform trim policy provides the patron a standard value for the product. This increases eye appeal and creates uniform movement.

(2) If the total saleable yield on the most recent monthly cutting test differs by more than 2 percent from the saleable yield on the most recent consolidated cutting test, invalidate the monthly cutting test and conduct another monthly test.

c. Record the cutting tests results on DeCA Form 40-6 (**Figures 12-1 and 12-2**) for all processed meat items and keep a separate folder for each meat processed item. The form will be forwarded to the Store Manager or commissary officer for review and approval of the test result entries.

d. Use the results on the DeCA Form 40-6 as a basis to determine the saleable yield. To ensure that cutting tests reflect "average" data, include several individual cutting tests in a consolidated cutting test. A cutting test on beef will reflect more realistic yield information if three or more units of primals or tray-ready beef are used in the first test. Thereafter, a cutting test will be done once a month. The test for the current month will be added (consolidated) with the previous tests. From the new consolidated weight figures, the retail prices will be computed. These figures will be used for the month to figure retail prices when invoice prices change. Make production-line cutting tests to obtain accurate yield figures when each primal is processed and record the weights of the roasts, steaks, short ribs, etc., as the packaged cuts go across the scale. Weigh the beef trimmings, fats, and bones separately to determine their value. Consolidating production line tests on the items, using standardized cutting and trimming methods, provides the most authoritative figures for pricing.

12-5. **DeCA FORM 40-6 EXPLANATION.** The following is an example and explanation of the DeCA Form 40-6 (monthly and consolidated) (**Figures 12-1 and 12-2**).

- a. In block 1, enter the name of the items to be processed. Example: Beef, USDA Choice.
- b. In block 2, enter the weight of the item.
- c. In column A, enter the name of the retail cuts you are processing.
- d. In column B, enter the weight of each item processed, in pounds and hundredths of a pound.
- e. Add the weight of all the processed items to determine the saleable yield. Then add the weight of the bones and fats to the saleable yield and record the combined total on the total line of column B.
- f. In column C, compute each entry by dividing the weight of the listed processed items by the tag weight in block 2. Record the percentages in the "actual" column. To complete column C, transfer the actual percentage of yield from the previous monthly cutting test to the "normal previous tests" column and compare the "actual" percentage of yield with the "normal previous tests" percentage yield for each resale cut. Total the actual column and enter the sum on the total line of the column.
- g. In block 5, enter the shrinkage in pounds and hundredths of a pound. Subtract the total of column B from block 2 (tag weight) to get the shrinkage and cutting loss figure.
- h. In block 6, divide the pounds of shrinkage by the tag weight to determine the percentage of shrinkage.
- i. A responsible meat cutter, designated by the meat department manager to conduct the test, will sign in the "Test Conducted By" block. The person who computed the test will sign in the "Results Computed By" block. Have the commissary officer or store manager sign the test in the "Test Approved By" block. Date the test the day it was performed. MSC personnel will check the form for accuracy.
- j. Attach the monthly cutting test on the left side of a folder and keep on file. At the option of the region director/commander, or district director, a copy of each monthly test will be sent to the region or district office for review.

**12-6. CONSOLIDATED PROCESSED ITEM TEST.**

- a. In block 1 of **Figure 12-2**, enter the name and grade of the item to be processed. Example: Beef, USDA Choice.
- b. In block 2, enter the weight of the previous consolidated test plus the tag weight of the most recent monthly cutting test.
- c. In column A, enter the names of the retail cuts to be produced. Establish a sequence for these listings and maintain the same sequence for all cutting test on the same type of meat.
- d. In column B, enter the weight of each item processed in pounds and hundredths of pounds. To determine the weight, add the weight of each item on the monthly cutting test to the identical item on the previous consolidated cutting test.
- e. Total column B and enter the total weights on the saleable yield line. Then add bones and fat to the saleable yield and enter the total on the total line of column B.
- f. To complete column C, transfer the actual percentage of yield from the previous consolidated cutting test to the "normal previous yield" column. To determine the actual percentage of yield, divide the weight of each item by the tag weight. Record the results in the "actual" column of the percent of yield.
- g. In block 5, enter the shrinkage in pounds and hundredths of pounds. Shrinkage is determined by subtracting the total of column B from tag weight.
- h. In block 6, percentage of shrinkage is determined by dividing the pounds of shrinkage by the tag weight.
- i. After completion of blocks 1, 2, 5, and 6 and columns A, B, and C, make three copies to be used for the remainder of the month to compute the weekly price changes. These figures will be used until another monthly cutting test is made and add to the previous months consolidated cutting test. Then the same procedures explained thus far will be repeated.
- j. In block 3, enter the current price per pound that the commissary paid for the item.
- k. In block 4, Cost of Item, multiply the tag weight by the price per pound.
- l. In column D, enter the current price per pound of each item listed in column A. These prices are transferred from the last consolidated "Adjusted Price" in column F.
- m. In column E, enter the sum on the total money value of each processed item. These values are determined by multiplying the current price (column D) by the weight of each item (column B).
- n. Add column E, enter the sum on the total line of column E.
- o. Block 7 contains upper and lower portions as follows:
  - (1) The upper portion is used to determine the monetary gain or loss. If the total of column E is larger than block 4, subtract block 4 from the total of column E to determine the monetary gain. If block 4 is larger than the total of column E, subtract the total of column E from block 4 to determine monetary loss. After completing the computation circle the word gain or loss and enter the

monetary gain or loss in the space provided.

(2) The lower portion is used to determine the percentage of gain or loss. Circle gain or loss as appropriate and enter the percentage in the space provided. To determine the percentage divide the monetary value in block 7 by the cost of item (block 4).

p. In column F, enter the adjusted prices. If the total of column E is less than the amount in block 4, the prices are adjusted upward. If the total of column E is more than the amount in block 4, the prices are adjusted downward.

q. Enter the total money value of each item in column G. This is determined by multiplying the adjusted price by the weight of each item.

r. Total column G and enter on totals line of column G. Subtract the total of column G from block 4 to compute a loss, or subtract block 4 from the total of column G to compute a gain. Consider the meat department gain and loss allowance tolerances. Adjust prices again if necessary.

s. Block 8 contains upper and lower portions as follows:

(1) If the total of column G is larger than block 4, subtract block 4 from the total of column G to determine the monetary gain. If block 4 is larger than the total of column G, subtract the total of column G from block 4 to determine the monetary loss. After completing the computations, circle the word gain or loss and enter the monetary gain or loss in the space provided.

(2) The lower portion is used to determine the percent of gain or loss. Circle gain or loss as appropriate and enter the percentage in the space provided. To compute the percentage of gain or loss divide the monetary value in the upper portion of block 8 by cost of item (block 4).

t. Have the person who computed the consolidated test sign in the block "Results Computed By". Have the MSC check for computation accuracy before approval by the commissary officer or store manager. The commissary officer's or store manager's signature in the block "Test Approved By", to indicate approval of the consolidated cutting test. Date the test the day the new prices will go into effect.

u. The consolidated cutting test becomes more valuable as a pricing tool as average yields are established, and will be used to establish the selling price of resale cuts. Consolidated cutting tests will be based upon the accumulation of four monthly cutting tests as a minimum. When four months of accumulated data has been reached, monthly cutting tests may be discontinued, however, cutting tests will be conducted as needed to ensure that the average yield of the resale cuts on the established consolidated test are being maintained. Attach the consolidated test on the right side of a folder and, if required, send a copy to the region or district office.

<b>PROCESSED ITEM TEST</b> <small>(For use of this form, see DeCAD 40-3; OPR is DO.)</small>				<input type="checkbox"/> Consolidated <input checked="" type="checkbox"/> Monthly		<b>1. DESCRIPTION</b> USDA Choice (Excel) TMS 161 - Round		
<b>2. TAG WEIGHT</b> 56.50		<b>3. PRICE PER LB.</b>				<b>4. COST OF ITEM (2 X 3)</b>		
<b>DESCRIPTION - PROCESSED ITEM</b> A	<b>WEIGHT</b> B		<b>% OF YIELD</b> C		<b>CURRENT PRICE</b> D	<b>\$ VALUE</b> E	<b>ADJ PRICE</b> F	<b>\$ VALUE</b> G
	LBS	OZ	NORMAL PREVIOUS TESTS	ACTUAL				
1. K-bobs	1	.72		3.0				
2. Stem Beef	2	.00		3.54				
3. Cube Steak	3	.61		6.39				
4. Top Round Steak	8	.65		15.31				
5. London Broil	2	.46		4.35				
6. Tip Roast	.2	.80		4.95				
7. Rump Roast	3	.63		6.42				
8. Tip Steak	3	.77		8.67				
9. Eye Round Roast	4	.30		7.61				
10. Bottom Round Steak	3	.68		5.43				
11. Bottom Round Roast	3	.17		5.61				
12. Ground Beef (82%)	10	.60		18.76				
13.								
14. Saleable Yield	49	.79		86.07				
15.								
16. Bone & Fat	6	.45		11.42				
17.								
18.								
19.								
20.								
<b>TOTALS</b>		56	.24		99.49			
<b>5. SHRINKAGE/CUTTING LOSS</b> <small>(2 - Total Col B)</small> .26		<b>6. % SHRINKAGE/CUTTING LOSS</b> <small>(5 ÷ 2)</small> .51		<b>7. GAIN OR LOSS</b> $(E - 4) / (E - 4)$ <b>% GAIN OR LOSS</b> $(E - 4 + 4) / (E - 4)$		<b>8. GAIN OR LOSS</b> $(G - 4) / (G - 4)$ <b>% GAIN OR LOSS</b> $(G - 4 + 4) / (G - 4)$		
<b>DATE</b> 30 May XX	<b>TEST CONDUCTED BY</b> D. Davis		<b>RESULTS COMPUTED BY</b> M. Goldfarb		<b>TEST APPROVED BY</b> H. H. Witt			

SAMPLE

Figure 12-1, (Monthly)

<b>PROCESSED ITEM TEST</b> (For use of this form, see DeCAD 40-3; OPR is DO.)					<input checked="" type="checkbox"/> Consolidated <input type="checkbox"/> Monthly		1. DESCRIPTION USDA Choice (Excel) IMPS 161 - Round		
2. TAG WEIGHT			3. PRICE PER LB.				4. COST OF ITEM (2 X 3)		
229.60									
DESCRIPTION - PROCESSED ITEM A	WEIGHT B		% OF YIELD C		CURRENT PRICE D	B VALUE E	ADJ PRICE F	B VALUE G	
	LIB	OZ	NORMAL PREVIOUS TESTS	ACTUAL					
1. K-bobs	8	.54	3.94	3.72					
2. Stem Beef	7	.38	3.11	3.71					
3. Cube Steak	17	.43	7.98	7.59					
4. Top Round Steak	31	.80	13.37	13.85					
5. London Broil	10	.15	4.44	4.42					
6. Tip Roast	10	.64	4.53	4.63					
7. Rump Roast	13	.18	5.52	5.74					
8. Tip Steak	17	.24	7.78	7.81					
9. Eye Round Roast	15	.31	8.59	6.88					
10. Bottom Round Steak	11	.82	9.05	5.15					
11. Bottom Round Roast	12	.35	5.30	5.38					
12. Ground Beef (82%)	45	.21	19.99	19.69					
13.									
14.									
15. Saleable Yield	201	.45	87.61	87.74					
16.									
17. Bone & Fat	27	.23	12.00	11.86					
18.									
19.									
20.									
<b>TOTALS</b>			228	.68	99.61	99.60			
5. SHRINKAGE/ CUTTING LOSS (2-Total Col B)	6. % SHRINKAGE/ CUTTING LOSS (5+2)	7. GAIN OR LOSS (E - 4)(4 - E) % GAIN OR LOSS (E - 4 + 4)(4 - E + 4)		8. GAIN OR LOSS (G - 4)(4 - G) % GAIN OR LOSS (G - 4 + 4)(4 - G + 4)					
.92	.40								
DATE 31 May XX	TEST CONDUCTED BY D. Davis	RESULTS COMPUTED BY M. Goldfarb		TEST APPROVED BY H. H. Witt					

SAMPLE

Figure 12-2, (Consolidated)

## Chapter 13

### PROCESSING REQUIREMENTS

13-1. **DEFINITION.** Meat processing is a series of operations conducted on fresh meat that starts when the product is moved from the cooler to the processing room. The end result is a product that is cut, wrapped, weighed, and ready for sale in the display cases.

13-2. **WORK FLOW.** The flow of work should determine the layout of equipment, which should be aligned so that processing can be performed in a step-by-step process which makes for a smooth flow of product processing, from start to finish.

13-3. **LAYOUT CHANGES.** Before making any changes to the meat department layout, ask for suggestions from meat department personnel. Transitions are more easily accepted when personnel are made to feel they are part of the operation.

13-4. **MERCHANDISING.** When fresh meat products are processed, consideration be given to keeping the meat cases filled, but consideration must also be given to providing a variety of cuts with a wide selection of sizes and price ranges. This is known as merchandising and when merchandising is performed properly, the commissary patrons are provided with the item selection they required at the best possible price.

13-5. **ROTATION OF GROUND BEEF TRIMMINGS.** All trimmings will be covered and dated the day they are processed. Store the oldest trimmings in the cooler, closest to the processing room entrance, and then as trimmings are removed for grinding, move all the remaining trimmings toward the entrance. Always store the freshest trimmings behind the older trimmings. If this procedure is followed daily, trimmings will always be rotated properly.

13-6. **FAT ANALYSIS TEST.** Management conduct a fat analysis test daily, on each variety of ground beef processed. Do not perform the test at the same time each day. Record the findings on a DeCA Form 40-8, Fat Analysis Record for Ground Beef, (**Figure 13-1**). The test will be conducted by a manager or work leader.

13-7. **DISPLAY CASE CHECKS.** Check the fresh meat display case first thing every morning and at different intervals throughout the day to ensure that all merchandise that must be rewrapped, is pulled from the case. When merchandise is pulled from the case to be rewrapped, return it to the display case as quickly as possible.

13-8. **SCALE TESTS.** All scales will be tested for accuracy at least monthly, (more frequently is encouraged) before the daily operation begins, by using test weights and by having defective scales repaired before use. Calibrate all scales at least annually or as required by state law. Make sure that personnel making the calibration place a seal on the scales to reflect that they are in tolerance. Electronic scales will be calibrated by qualified contractor or Government, equipment service personnel.

13-9. **LABELING.** Make sure that all processed meat items are identified and labeled according to the National Livestock and Meat Boards Uniform Retail Meat Identification Standards.

13-10. **DAILY WORK PLAN.** The proper processing of fresh meat items will provide the commissary patrons with the merchandise they require at the lowest possible price. It is the meat department manager's responsibility to ensure that commissary customers are provided these services. Study the overall operation

carefully and implement a plan that will save all the labor possible. In other words, plan your work, then work your plan.

13-11. **SELL-BY DATE.** The "sell by" date must be clearly printed on each label for processed meat items. Meat items that have been rewrapped will have the "sell by" processing date on the label. If necessary, a pen or felt tip marker may be used to annotate the original date of processing.

➔13-12. **MANDATORY SAFE HANDLING STATEMENTS ON LABELS FOR RAW AND PARTIALLY COOKED MEAT AND POULTRY PRODUCT.** The United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS) has mandated the safe handling instructions labeling of all raw and partially cooked meat and poultry products. A copy of the official Safe Handling Instructions is furnished at **Figure 13-2**. The information shall be in lettering no smaller than one-sixteenth of an inch in size and shall be prominently placed with such conspicuousness as to render it likely to be read by the patron at the shopping point. ← ➔(C2, May 31, 1995)←

FAT ANALYSIS RECORD FOR GROUND BEEF													
(For use of this form, see DeCAD 40-3, OPR & DO.)													
COMMISSARY NAME							MONTH OF:						
FORT LEE							JAN 92						
DAY	REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN		DAY	REG GROUND BEEF NOT LESS THAN LEAN		LEAN GROUND BEEF NOT LESS THAN LEAN		EX LEAN GROUND BEEF NOT LESS THAN LEAN	
	%	INT.	%	INT.	%	INT.		%	INT.	%	INT.	%	INT.
1	23	05	19	05	12	05	17	24	05	18	05	11	05
2	24	05	20	08	11	08	18	25	05	19	05	11	05
3	24	05	18	05	11	05	19	23	05	19	05	10	05
4	25	05	18	05	12	05	20						
5	24	05	19	05	10	05	21	24	08	20	08	12	08
6							22	25	08	24	08	11	05
7	25	08	20	08	11	08	23	23	05	19	05	11	05
8	23	05	18	05	11	08	24	24	05	18	05	12	05
9	23	05	20	05	12	05	25	23	05	19	05	11	05
10	22	05	20	05	12	05	26	25	05	19	05	10	05
11	23	05	21	05	13	05	27						
12	25	05	17	05	11	05	28	25	08	18	08	10	08
13							29	23	05	20	05	13	05
14	25	08	20	08	12	08	30	24	08	19	08	11	05
15	25	05	19	08	11	08	31	25	05	18	05	12	05
16	23	05	18	05	10	05							

SAMPLE

DeCA Form 40-8, Jul 91

Supersedes AF Form 2368 and TSA Form 204-R

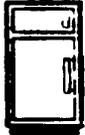
U.S. Government Printing Office: 1992 - 007-800

Figure 13-1



## Safe Handling Instructions

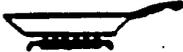
*This product was prepared from inspected and passed meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.*



**Keep refrigerated or frozen.  
Thaw in refrigerator or microwave.**



**Keep raw meat and poultry separate from other foods.  
Wash working surfaces (including cutting boards),  
utensils, and hands after touching raw meat or poultry.**



**Cook thoroughly.**



**Keep hot foods hot. Refrigerate leftovers  
immediately or discard.**

Figure 13-2 ← → (C2, May 31, 1995) ←

## Chapter 14

### MEAT TRIMMING AND CUTTING POLICY

#### →14-1. PREPARATION OF BEEF.

a. DeCA policy is to purchase all fresh beef with no more than 1/4 inch fat covering. Purchasing primal/subprimal cuts with no more than 1/4-inch fat covering eliminates the need to perform in-house trimming of outer surfaces. At the time of delivery, medical food inspectors inspect the product for compliance with surface fat requirements. The medical food inspector will determine if there is any degree of non-compliance, and will recommend either rejection of the shipment or acceptance with a price adjustment. If the meat market manager determines the need to accept non-conforming product, the ordering officer will contact the vendor to request an appropriate price adjustment. Before price adjustments are made on a delivery ticket/receiving document, inform the vendor of the problem, obtain a claim number, the name of the person issuing the claim number, date and time, and record this information on the receiving document. The medical food inspector, in coordination with the meat manager, prepares and attaches a DD Form 1232, Quality Assurance Representative's Correspondence, to identify and document any contract discrepancies, non-conformances, or price adjustments. Forward all DD Forms 1232 to the Operations Support Center (OC) for inclusion in contract history files. Contractual agreements with "D" or "FR" in the number (e.g., DeCA02-96-D-0000) should be sent to OC/RASM; those with a "A", "F", or "G" are sent to the MBU.

b. In those cases where the non-conformance is excess surface fat or adjacent tissue, in-house trimming of the product to meet the requirements will be necessary.

c. Normally, steaks are cut 1/2 inch to 1-1/2 inches thick. However, steaks and roasts may be cut to any thickness to satisfy customer demand. Specific details of individual beef cuts are described below.

d. Remove tail on Beef Loin, T-Bone and Porterhouse steaks.

e. Remove all fat and tissue from beef cubed steaks before tenderizing.

f. Remove excess fat and tissue from beef for use as stew beef.

g. Boneless roasts, such as beef round rump, top round, bottom round, eye round, tip roast, and beef chuck cross rib pot roast boneless, shoulder pot roast boneless, pot roast boneless, and neck pot roast boneless should be cut and neatly trimmed, if necessary. A variety of roast weights (2-6 pounds) should be available to customers at all times.

h. All ground meat products should be as fresh as possible and be ground in quantities as needed for the display case. The grinder head should be cleaned several times daily to prevent suet buildup in the machine. Thoroughly clean and sanitize all equipment and food contact surfaces before each use with a different type of raw animal product such as beef, pork, lamb, and veal. At least two ground beef items will be offered in all meat departments and labeled as follows:

(1) Ground beef, not less than 73 percent lean.

(2) Ground beef, not less than 80 percent lean.

(3) Ground beef, not less than 88 percent lean.

(4) Ground beef, not less than 92 percent lean.

i. Processing Ground Beef:

(1) All ground beef must meet the fat content standards set forth above. Meat department managers will ensure that ground beef is tested daily to ensure that fat content does not exceed allowable percentage. Do not perform the test at the same time each day. Record the results on the DeCA Form 40-8 and retain for 6 months.

(2) The medical food inspector will perform similar tests at their discretion (such as customer complaints) or if requested by the commissary officer.

(3) Finished ground beef will not be reworked to increase or decrease the lean-to-fat ratio. Nonconforming products will be reduced in price, four cents per pound, for each percent non-conformance, and displayed for quick sale. Documentation supporting price reductions should be retained on file.

j. Processing Frozen Meat. Keep meat products received frozen in a frozen state until sold. OCONUS commissaries which receive frozen primals and block ready beef may elect to temper these items before processing, by holding them in a chill box at 28 to 33 degrees Fahrenheit, until tempered. Fresh frozen sausage and sausage products may be received frozen and displayed in chill display cases. Manufacturers "sell by" dates will be observed. Signs must be posted to inform the customer that this product has been previously frozen.

14-2. **PROCESSING LAMB.** Process lamb carcass, primals or sub-primals into a variety of chops, steaks or roasts to meet patron demand. Pre-cut or pre-packaged lamb is authorized. All lamb cuts will be neatly trimmed and packaged. Ground lamb, for patties, will not be less than 70 percent lean and will be labeled accordingly.

14-3. **PROCESSING VEAL.** Process fresh USDA choice veal into a variety of steaks, chops or roasts. Pre-cut or pre-packaged veal is authorized. All veal cuts will be neatly trimmed and packaged. Ground veal, for patties, will not be less than 70 percent lean and will be labeled accordingly.

14-4. **PREPARATION OF PORK.**

a. Fresh Pork. Process fresh pork into a complete variety of cuts including: roasts, chops, steaks, spareribs and specialty cuts to meet patron demand. Thin cut and thick cut chops should be available for patron selection at all times. Prices for thin or thick cuts should be the same as regular cut chops of equal value. All pork cuts will be neatly trimmed and packaged.

b. Ground Pork. Only fresh pork trimmings maintained at 28 degrees to 32 degrees Fahrenheit and showing no signs of deterioration will be used in ground pork production. NOTE: Ground pork samples may be sent to area laboratories by the medical food inspectors to determine the fat content of pork, if required, as a commissary fat tester will not render valid test results. Ground pork will not be less than 70 percent lean and will be labeled accordingly.

14-5. **PREPARATION OF SMOKED HAM.**

a. Process smoked ham, shank portion, shank half, rump portion or rump half by trimming neatly and hand wrapping.

b. Cut two to four slices from the center of whole hams when merchandising into shank and rump portions.

c. Pre-packaged vacuum packed smoked meats and hams, although categorized as grocery department items, are authorized and should be utilized to the maximum extent possible as a labor savings device.

**14-6. PREPARING SMOKED PORK CHOPS.**

a. Cut and package according to patron demand and in a variety of thicknesses.

b. Package the trimmings and sell for use as a seasoning.

**14-7. PROCESSING PORK SPARE RIBS.** Pork spare ribs may be purchased whole, either in bulk form, or individually Cry-O-Vac packaged. To allow for ease of packaging and separating by the patron, bulk spare ribs should have the bone (sternum) split. Cry-O-Vac spare ribs need not be further processed and may be sold at invoice cost.

**14-8. PREPARING GROUND PORK.** This section has been combined with paragraph 14-4.

**14-9. SHELF LIFE.** Shelf life and disposition of fresh processed meats will be in conformance with DeCA standards (**Figure 14-1**). ← →(C5, April 19, 1996)←

**→ SHELF LIFE AND DISPOSITION OF FRESH PROCESSED MEATS**

<b>ITEM</b>	<b>SHELF LIFE</b>	<b>DISPOSITION INSTRUCTIONS</b>
GROUND MEAT (BEEF, VEAL, LAMB, PORK), CHILI MEAT	1 DAY	MARK DOWN AND SELL OR FREEZE BY CLOSE OF BUSINESS ON THE "SELL-BY" DATE. SEE NOTE 1.
STEW BEEF, CUBED STEAK, VEAL, LAMB CHOPS, LAMB ROASTS	2 DAYS	MARK DOWN AND SELL OR FREEZE BY CLOSE OF BUSINESS ON THE "SELL-BY" DATE. SEE NOTE 1.
BEEF ROAST, BEEF STEAKS, BEEF RIBS, FRESH PORK	3 DAYS	MARK DOWN AND SELL OR FREEZE BY CLOSE OF BUSINESS ON THE "SELL-BY" DATE. SEE NOTE 1.

Note 1. To establish the "SELL BY" date, add one day to the shelf life. Example: Ground beef produced on the 10th day of the month would have a "SELL BY" date of the 11th day of the month.

FRESH BEEF TRIMMINGS (SEE NOTE 1 BELOW.)	48 HOURS (COVER TUBS IN COOLER AND APPLY DATE AND TIME). SEE NOTE 2.	GRIND UP TO 48 HOURS FOR RESALE OR FREEZE BY CLOSE OF BUSINESS ON LAST DAY OF THE SHELF LIFE.. SEE NOTE 3.
--	--	--

Note 1. Processed beef items will not be reworked into ground beef or other cuts.

Note 2. The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday's trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products.

Note 3. Grind and freeze immediately when excess inventory occurs.

Figure 14-1

← →(C2, May 31, 1995)←

**→SHELF LIFE AND DISPOSITION OF SMOKED/CURED MEATS:**

CURED AND SMOKED/  
CHILLED MEATS

SHELF LIFE

PREPACKAGED CURED  
SMOKED BACON, LUNCHEON MEAT,  
WIENERS, HAMS, LOINS, HOCKS  
JOWLS, AND SAUSAGE

USE MANUFACTURERS'  
RECOMMENDED PULLED DATES.  
IF NOT AVAILABLE, USE  
14 DAYS

BULK CURED, SMOKED BACON,  
WIENERS, AND SAUSAGE

USE MANUFACTURERS'  
RECOMMENDED PULL DATES.  
IF NOT AVAILABLE, USE  
10 DAYS

IN-STORE SLICED OR CUT SMOKED  
LOINS, HAMS, JOWLS, HOCKS, AND  
NECK BONES

USE MANUFACTURERS'  
RECOMMENDED PULL DATES.  
IF NOT AVAILABLE, USE  
7 DAYS

← →(C1, January 31, 1995)←

Figure 14-1 (Cont'd)

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## Chapter 15

### FREEZING MEAT IN THE COMMISSARY

15-1. **POLICY.** Commissaries may freeze fresh meats for the following situations:

- a. For support of subordinated commissary facilities.
- b. For individual freezer orders for patrons and organizations such as open messes, exchanges, or dining halls.
- c. To retain meat quality when the commissary will be closed for two or more days. Ground Beef may be frozen if the commissary is to be closed for one day.
- d. To provide adequate supplies of ground beef on paydays or other high volume shopping days to meet patron demands.

15-2. **FREEZING PROCEDURES.** Fresh meats may be frozen only:

- a. If the product is in excellent condition, has not exceeded shelf life and the meat still has fresh odor and good color.
- b. With a blast freezer or a regular freezer having adequate air movement. A large pedestal fan may be used.
- c. If freezer air temperature can be held at 0 degrees Fahrenheit or lower during the period of freezing.
- d. When packages are placed no more than one layer deep and in the coldest part of the freezer.
- e. If all packages are intact. If not already packaged for resale, meat must be wrapped according to good commercial practice.

15-3. **SELLING TIME LIMIT.** Frozen meats must be sold within 30 days after freezing. Do not thaw frozen meat for sale as fresh.

15-4. **STORAGE TEMPERATURES.** The following storage temperatures are required:

Freezer:	All frozen meats. -10 to 0 degrees F.
Chill Box:	All fresh meats, poultry, smoked or ham, pork sausage, and bacon, 28 to 32 degrees F.
Display Case, Open:	Fresh red meat, 28 to 32 degrees F.
Display Case, Open:	Cheese, dry sausage, and cured meats, 34 to 37 degrees F.
Display Case, Deli:	Processed meats, salads, and prepared food, 34 to 37 degrees F.

Chill Box, Water Foods: Fresh fish and water foods, 26 to 35 degrees F.

Display Cases, Water Foods: Fresh fish and water foods, 26 to 35 degrees F.

(Hardchilled waterfoods should be maintained at 26 to 32 degrees F).

## Chapter 16

### REFRIGERATION CONTROLS

16-1. **TEMPERATURE CHECKS.** Periodically check all equipment for proper temperature operation. Record temperature checks on DeCA Form 40-9, Daily Temperature Maintenance Log (**Figure 16-1**), for all display cases, walk-in boxes, and cold storage facilities. The commissary officer will develop written procedures for performing refrigeration system alarm checks, refrigeration system checks, and who to contact on potential refrigeration losses. These instructions will be approved by the region director/commander or the district manager.

16-2. **CUTTING AND WRAPPING AREA.** Ensure the meat cutting and wrapping area temperature does not exceed 50 degrees Fahrenheit.

16-3. **RECEIVING STORAGE AREA.** Maximum receiving storage area temperatures for chilled meats is: boxed meats, 40 degrees Fahrenheit; poultry, 32 degrees Fahrenheit; and fish, 35 degrees Fahrenheit.

16-4. **WALK-IN STORAGE BOXES.** Maintain storage temperatures in walk-in boxes according to Chapter 15. Always keep each item under proper temperature and store in a manner to aid rotation and inventory.

16-5. **TEMPERATURE CHART FOLDERS.** Maintain the temperature chart folders, for DeCA Form 40-9, in a convenient location, outside the view of the patron. List the equipment to be checked and the required temperature for each unit, on the form, in the folder. Ensure that temperatures are within allowable variance when making the temperature checks. If temperatures are not within the allowable variance, ascertain the reason for the variance and take appropriate action. Annotate the temperature readings on charts three times daily. In commissaries that do not have an alarm system, the commissary officer will ensure equipment and storage temperature checks are performed on non-operating days. On non-operating days, make temperature checks at least twice; once after each defrost cycle. Also, check anytime there are violent weather conditions or known power outages. Ensure personnel making temperature checks know how to reset compressors or who to contact for assistance when required. Provide the employee, who is scheduled to make the temperature checks with the appropriate telephone numbers of management personnel to contact when there is a problem or the employee can not make the required temperature checks for some reason.

16-6. **FREQUENCY OF TEMPERATURE CHECKS.** In commissaries with automatic refrigeration alarms, test check the alarm systems weekly, preferably on the evening prior to a non-operating day. Record the results of checks on DeCA Form 40-9, which should be placed close to the alarm system controls. When the alarm systems are not operational during non-operating days, follow the same procedures listed above for stores without alarm systems.

16-7. **TRUCKS AND SEAVANS.** Ensure that temperature surveillance is scheduled and conducted for all refrigerated trucks and seavans in control of the commissary officer.

DAILY TEMPERATURE MAINTENANCE LOG (For use of this form, see DeCAD 40-3, OPR to DO.)										*Indicate Plus or Minus Checkers will record actual time and temperature and initial in appropriate block			
DEFOST CYCLE HOURS:										CASE IDENTIFICATION: MEAT # 15			
TO 0530		TO 0615		TO 1730		TO 1815		ALARM SYSTEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Check one)					
DEPARTMENT CORCERY				PROPER TEMPERATURE RANGE 29 TO 34				PERIOD (Month/Year) JAN 92					
TYPE OF EQUIPMENT (Check one)										<input type="checkbox"/> FREEZER <input checked="" type="checkbox"/> DISPLAY CASE <input type="checkbox"/> CHILL BOX <input type="checkbox"/> STORAGE			
DATE	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	TIME	TEMP*	INIT	COMMENTS
1	0700	30	CF	1500	33	CF	2300	32	BB				
2	0700	32	CF	1500	33	CF	2300	32	BB				
3	0700	30	CF	1500	30	CF	2300	31	BB				
4	0700	31	CF	1500	31	CF	2300	34	BB				
5	0700	29	CF	1500	30	CF	2300	33	BB				
6	0700	31	CF	1430	30	CF	2345	32	BB				
7	0700	32	CF	1500	30	CF	2300	32	BB				
8	0715	31	CF	1500	31	CF	2300	29	BB				
9	0700	30	CF	1500	32	CF	2300	29	BB				
10	0700	30	CF	1500	33	CF	2300	29	BB				
11	0720	30	CF	1500	33	CF	2300	29	BB				
12	0700	29	CF	1445	33	CF	2345	34	BB				
13	0700	33	CF	1500	31	CF	2300	32	BB				
14	0700	33	CF	1500	31	CF	2300	31	BB				
15	0700	29	CF	1500	30	CF	2300	32	BB				
16	0700	29	CF	1445	30	CF	2300	32	BB				
17	0700	30	CF	1500	31	CF	2300	34	BB				
18	0700	31	CF	1500	30	CF	2315	30	BB				
19	0655	34	CF	1500	30	CF	2300	30	BB				
20	0700	34	CF	1500	30	CF	2315	30	BB				
21	0700	32	CF	1530	32	CF	2350	30	BB				
22	0700	31	CF	1500	32	CF	2300	31	BB				
23	0700	33	CF	1500	34	CF	2300	31	BB				
24	0700	32	CF	1500	33	CF	2300	29	BB				
25	0700	32	CF	1500	33	CF	2300	32	BB				
26	0700	34	CF	1500	29	CF	2300	34	BB				
27	0715	31	CF	1515	29	CF	2330	31	BB				
28	0700	30	CF	1500	33	CF	2315	30	BB				
29	0700	31	CF	1500	31	CF	2300	31	BB				
30	0700	31	CF	1500	33	CF	2300	32	BB				
31	0700	31	CF	1515	33	CF	2300	32	BB				

DeCA Form 40-9, Jul 91

Supersedes TSA Form 126-R

U.S. Government Printing Office: 1992 - 687-608

Figure 16-1

## Chapter 17

### DISPLAYS - ARRANGEMENT AND ROTATION

17-1. **CUTTING AREA LAYOUT.** The cutting and wrapping rooms should be arranged to provide an efficient flow of products from the cooler to the cutting area, wrapping area, and the display cases. Use dolly racks or other similar devices to move the product to the display cases.

17-2. **DISPLAY EQUIPMENT.** The sales display area should have adequate display equipment and arranged to simplify the patron's selection of meat products. The display area includes the space occupied by the display cases and adjacent shopping aisles. Lighting is extremely important to establish an attractive display and when only fluorescent light is used, soft white-natural is preferred. When fluorescent light is used in combination with incandescent, the deluxe cool white type is preferred.

17-3. **DISPLAY SIGNS.** Signs are an effective means of promoting new merchandise and informing patrons of savings on particular products. Use DeCA's signs to inform patrons that there is savings on particular product. Make signs for meat displays with block lettering on a sign making machine, stencil, or use commercial signs and do not use hand print signs.

17-4. **ARRANGEMENT AND ROTATION.** Display Case Arrangement. Generally, displays are as follows:

- a. Grouped by type of meat; for example, beef, veal, lamb, pork, smoked meats, breakfast meats, etc.
- b. Within the meat displays, identify commodity groups by channel indicators, where possible, such as; beef, pork, lamb, veal and separate each commodity group with dividers. Channel tags, displaying the name and price per pound of individual cuts and product dividers will not be used. However, when specials are featured, they will be displayed with appropriate and informative signs giving the regular price, special price, and savings. The meat department manager will ensure that a "Manager's Special" is available on a daily basis and that adequate quantities are on hand for all hours of operation. Manager's specials will be offered for a two-week period in normal operations.
- c. Arrangement of Packages. Display packages of meat so that the entire bottom of the case is filled at all times. During slack periods, a single bottom row display is usually sufficient. During busy periods, display enough packages to ensure a sufficient supply for patron selection and that provides a wide selection by size and weight.
- d. Rotation of Items. In the delicatessen display case, place tray meats in a manner that the oldest cuts are nearest the clerk and toward the rear of the display case. In the self-service display case, the reverse is true. This will provide for proper rotation of processed articles.
- e. Customer Service. Throughout the day, assign an employee to monitor displays to ensure proper stock rotation and to keep displays neat and well stocked. Always keep the displays free of sloppy, leaking, or discolored packages. Remove these unsalable packages and return them to be rewrapped. The employee will advise management of additional requirements if any items are selling faster than anticipated. Ensure an adequate selection of meat cuts are available for all hours of operation. Meat cases will not be unloaded or covered until all patrons have complete their shopping.

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## Chapter 18

### INVENTORY PROCEDURES

18-1. **PROCEDURES.** See inventory procedures outlined in DeCA Directive 40-21, Subsistence Accountability Inventory Procedure. Use preprinted forms, machine printout and/or calculator tape for display case to take and record meat department inventories. When inventories are completed, forward the results to the Management Support Center so that all four Sections of the DeCA Form 40-10, Record of Operation, can be completed (**Figures 18-1**).

18-2. **INVENTORY.** The Meat Department Manager will conduct an inventory count of meat department items at least once each month. The inventory may be taken up to 6 days before the last day of the month (unless another date has been approved), and compared with the debit/credit balance of the Store Block Control Journal (an informal book inventory, since the VRGC is maintained at the supporting Service Center) up to that inventory date, to determine the status of the account for gains/losses. This method is preferred to allow the commissary to implement timely price changes rather than waiting for the account status to be determined at the Service Center level and reported back to the commissary. If the accountable officer authorizes inventory to be taken at the end of the month the same procedure will apply.

a. The inventory counts will be entered on Section IV of the Record of Operations form or another approved form. The monetary value of display case items may be used in place of item inventory for trial balance. The monthly inventory will be taken by one team of meat department personnel. Each team member will sign the inventory. Then, one of the team members will hand carry their copy to the Management Support Center Office for price extension and to determine the status of the meat department account.

b. During formal inventories, one count will be performed by contractor or installation detailed personnel and one count by the meat department team. The counts will be reconciled after all counts are completed.

c. Inventory gain or loss, will be two percent for the monthly inventories. A cumulative gain of .3 of one percent, no loss, is allowed based on the total sales since the last accountability inventory.

18-3. **WALL-TO-WALL METHOD.** Employees will use the wall-to-wall method for all department inventories by counting all items in the order in which they are stored or displayed. The total monetary count is recorded on the approved inventory document. Department employees will write unlisted items on the inventory list.

18-4. **BACKUP STORAGE COUNTS.** Backup storage counts may be taken before the close of business on inventory days. But, no item must be moved from storage for sale after the inventory. If items are restocked, the count must be adjusted. To take backup storage inventory, all employees must:

a. List all meats (beef, veal, pork, lamb, frozen poultry and prepackaged meat), inventory all primal beef cuts (rounds, loins, ribs, chucks) and subprimals (short loins, sirloin end, briskets, flank steaks) and list as each separate primal cut. Use box weight for market ready beef. Inventory veal and lamb primals the same way. But, record them as hindsaddles, legs, foresaddles (with breast and foreshanks), and shoulders.

b. Remove loose products in open containers and weigh them.

18-5. **DISPLAY CASE INVENTORY.** Inventory display cases as soon as possible after the commissary closes. Make sure items are separated and cases are in order to get an exact count.

a. Use an adding machine to take inventory. The total value of all items will be listed on one adding machine tape that will be attached the inventory record.

b. Inventory items at sales price.

c. List values by group or display case. For example:

Fresh beef display	\$ 560.00
Fresh pork display	250.00
Veal and Lamb display	62.23
Smoked meats display case	789.42
Frozen meat display case	1,289.32
Prepackaged meat display case	930.98

18-6. **FAT AND BONES.** Fat and bones to be disposed of will be priced at 100 percent of the set contract price. List fat and bones on the form as a single line item entry in the same way required for processed items.

18-7. **INVENTORY COPIES.** The department manager will sign and send the original of the monthly inventory to the Management Support Center Office. The manager will keep a second copy in the department file for 12 months.

RECORD OF OPERATION <i>(For use of this form, see DeCAD 40-3, or see Instructions on Reverse. OPR is DO.)</i>		COMMISSARY Port Crater		DATE PREPARED	
		DEPARTMENT Meat		31 May 91	
SECTION I					
INVENTORY/SALES/RECEIPT RECORD (YEAR-TO-DATE)	FROM	TO	FROM	TO	
	1 May 91	31 May 91	1 May 90	31 May 91	
	CURRENT INVENTORY PERIOD		INVENTORY STATUS ACCOUNTING PERIOD TO DATE		
1. OPENING INVENTORY		67,309.63			11,475.00
A. RECEIPTS (Add)	\$1,957,485.52	+ 145,559.59			2,103,045.11
B. TRANSFER IN (Add)	0	+ 0			0
C. VENDOR CREDIT MEMOS (Deduct)	5,856.71	- 350.61			6,207.32
D. REPORT OF SURVEY (Deduct)	0	- 0			0
E. VET SAMPLE (Deduct)	22.86	- 0			0
F. TRANSFER OUT (Deduct)	730.43	- 0			0
2. ENDING INVENTORY		48,135.00			48,135.00
3. COST OF PRODUCTS SOLD (Line 1 + 7A + 7B - (C, D, E, F) - Line 2)	1,895,040.69	164,374.12			2,059,414.81
4. SALES					
A. CASH (Extract from Daily Cash Sales on reverse)	1,855,691.09	+ 157,777.08			2,013,471.17
B. CHARGE	35,173.78	+ 5,812.82			41,066.60
C. FATS, SUET, BONES AND TRIMMINGS	928.00	+ 502.00			426.00
5. TOTAL SALES (Line 4A + 4B + 4C)	1,890,891.87	164,091.90			2,054,983.77
6. GAIN OR (LOSS) (Difference between Line 5 and Line 3)	-(4,148.82)	-(282.22)			-(4,431.04)
7. PERCENTAGE GAIN OR (LOSS) (Line 6 divided by Line 5)	(0.22)	(0.18) %			(0.22) %
REMARKS					
PREPARED BY (Name and Signature)		DATE	REVIEWED BY (Name and Signature)		DATE
Bill Butts			M. Goldfard		
APPROVED BY (Name and Signature)				DATE	
Gerald J. Guerrein					

DeCA Form 40-10, 5-91

Supersedes AF Form 603 and TSA Form 180-R-E

Figure 18-1

**INSTRUCTIONS FOR COMPLETING DeCA Form 40-10, Record of Operation**

**ITEM**

**1** - Use the "Inventory Period" column 1 to record the dollar value of applicable transactions occurring only during the specific evaluation period. The beginning inventory recorded on Line 1 is the ending inventory from the preceding evaluation period.

Use the "Inventory Status, Accounting Period to Date" column 2, to record the total accumulated dollar value of transactions from the beginning of the accounting period. The beginning inventory recorded on Line 1 is the ending inventory from the preceding accounting period.

**1A** - Record the total dollar receipts from the current inventory period in Column 1 and total accumulated dollar receipts from the beginning of the accounting period to date in Column 2.

**1B** - Record total dollars "transferred in" for the inventory period Column 1 and total accumulated dollars "transferred in" from the beginning of the accounting period to date in Column 2.

**1C** - Record the total of vendor credit memos (VCMs) accepted during the inventory period in Column 1 and for the accounting period in Column 2.

**1D&1E** - Record the totals of any reports of survey or transfers to the medical food inspectors as inspection samples.

**1F** - Record total dollars "transferred out" for the inventory period, Column 1 and total accumulated dollars "transferred out" from the beginning of the accounting period to date, Column 2.

**2** - Record the dollar value of "ending inventory" for the inventory period, Column 1, and the accounting period, Column 2.

**3** - Self-explanatory.

**4A** - Record total "cash sales" for the inventory period, Column 1 and total accumulated "cash sales" for the accounting period to date, Column 2.

**4B** - Record total "charge sales" for inventory period, Column 1 and total accumulated "charge sales" for the accounting period to date, Column 2.

**4C** - Record total salvage sales for the inventory period and total accumulated salvage sales for the accounting period to date. (MEAT OPERATION ONLY)

**5** - Self-explanatory.

**6** - If Line 3 is greater than Line 5, there is a loss. If Line 3 is less than Line 5, there is a gain.

**7** - Self-explanatory.

Show calculations used to adjust value of physical inventory in "remarks" section.

The completed "Record of Operation" will be reviewed and signed by the department manager and Commissary Officer or Store Manager. Differences plus or minus % for the monthly inventory period will require immediate investigation. Corrective action will be taken by management to ensure that accumulated accounting period to date total dollar value is within the allowable limit. Approval will be indicated by signature of the Commissary Officer. Document corrective action in the "remarks" section.

SAMPLE

SECTION II												
DEPARTMENT						MONTH						
DATE	CASH SALES		DATE	CASH SALES		DATE	CASH SALES		DATE	CASH SALES		
1	\$	7,490	79	12	\$	Closed			23	\$	6,193	31
2		7,326	69	13		Closed			24		7,697	14
3		6,925	58	14		7,201	00		25		7,449	70
4		8,324	37	15		6,552	70		26		Closed	
5		Closed		16		7,575	17		27		Closed	
6		Closed		17		7,744	91		28		7,024	62
7		8,359	30	18		6,262	29		29		7,646	38
8		6,621	45	19		Closed			30		9,360	63
9		7,194	96	20		Closed			31			
10		4,626	25	21		6,731	17	<b>TOTAL</b>	<b>\$</b>		157,777	08
11		5,432	90	22		7,302	10					

Figure 18-1, (Cont'd)





## Chapter 19

### EQUIPMENT AND SUPPLIES

19-1. **EQUIPMENT NEEDS.** The surcharge paid on retail sales to authorized patrons of the commissaries is the fund used to pay for equipment, operating supplies, and in the Continental United States (excluding Alaska and Hawaii) the utilities required to operate all resale facilities. The meat department manager is responsible for identifying equipment needs for the meat department, and for recommending the purchase of new equipment to replace outdated equipment that no longer meets the requirements for an efficient operation.

19-2. **QUANTITY DETERMINATION.** The recommended quantity of equipment for the meat department is based on the class of store. Classes of stores are identified in DeCA Directive 40-1, Chapter 1.

19-3. **MAINTENANCE RECORDS.** Keep a record of maintenance calls for all equipment on a DeCA Form 40-30, Equipment Downtime Ledger, (Figure 19-1).

19-4. **EXCESS EQUIPMENT.** Equipment, in serviceable condition, that is not being used, is considered excess and will be promptly reported to the appropriate DeCA region for disposition instructions. This will enable the region to dispose of or redistribute the equipment within the region so it can be utilized to the maximum extent possible. Unserviceable equipment, or equipment which cannot be maintained in a sanitary condition, will be identified to the Region for replacement, or turn-in, as appropriate.

19-5. **SUPPLY RECORDS.** Use of operating supplies should be closely monitored and an inventory must be taken at a designated time each month. Always keep a sufficient quantity of operating supplies on hand, but at the same time, avoid over-stockage. These procedures will eliminate funds being tied up in supplies that are not presently needed and will also avoid waste through deterioration.

19-6. **EFFICIENT USE OF SUPPLIES.** Good long-range planning is essential to maximize the use of surcharge funds. If funds budgeted for equipment and ordering of supplies is used wisely it will ensure that the commissary patron is provided the best service possible for the money they spend.

19-7. **PACKAGING SUPPLIES.** The major meat operating supplies required are clear or styrofoam meat trays and PVC film (rolls only) and labels for automatic wrapping machines.

a. Film is a perishable product which requires special storage and handling and should always be stored in it's original container until ready to use. Store the film in a dry place that is not subject to extreme temperatures, humidity, and direct sunlight. Optimum temperature for storage is 65 to 75 degrees Fahrenheit. Do not stack film cartons on end or over 50 inches high.

b. Stretch film is an elastic type film which requires sealing at a low temperature. Because of its elasticity, the amount of rewraps are minimized.



## Chapter 20

### PACKAGING MEAT ITEMS

20-1. **GENERAL.** In self-service meat departments, retail cuts of meat are packaged prior to sale. To package meats properly, definite procedures, equipment, and training are required. Retail cuts of meat will be packaged in clear film or styrofoam trays covered with clear plastic film. Tightly sealed packages enhance bloom and cause the product to appear more palatable. Improperly wrapped packages will not sell.

20-2. **PRINCIPLES.** Packaged meats should accurately reveal the quality of the contents of the package. The visible portion of meat, after packaging should reflect the total quality of the contents. Do not package meat cuts containing large amounts of fat or bone so that only the lean meat shows. Deceptive packaging misrepresents the meat selection and hampers good patron service. Management will pay particular attention to the displays to ensure deceptive packaging is not performed in commissary meat departments. Keep the following principles in mind in the packaging of meats:

- a. Select packaging material that protects the meat and enhances its appearance until it is prepared for consumption.
- b. Cut and trim meat so that there is a minimum of exposed bones that may break the package.
- c. Use the proper size tray for the type of meat-cut being packaged.

20-3. **HAND WRAPPING.** Use the hand wrapping methods for irregular shaped items which are too large to be wrapped by the wrapping machine. Wrap meat with clear film only.

20-4. **AUTOMATIC MACHINE WRAPPING.** The machine uses rolls of PVC film in proper widths for item being wrapped. Employees must become familiar with the wrapping machine operating instructions prior to using the machine.

#### →20-5. SHELF LIFE OF FRESH GROUND BEEF PRODUCTS

a. Sell-by dates for fresh ground beef products will be established by counting date of processing/grinding, and adding 1 day to the processing date. For example, ground beef produced March 15, counting day of production and adding 1 day means the ground beef would be labeled "sell-by March 16." Unsold product must be removed from the display case at close of business on March 16. The unsold product could be frozen and sold for another 30 days in the frozen state. A new sell-by date "sell-by April 15" would be placed on the package label with pen or felt tip marker.

b. Change holding time for fresh beef trimmings to be used in ground beef production from 72 hours to 48 hours. The only exception is when stores are closed for two consecutive days. Stores that fall into this category may process trimmings generated on the day prior to closure. For example, a store that routinely closes on Sunday, and the following Monday is a holiday, may process Saturday's trimmings on the following Tuesday. Under no circumstances will trimmings over 72 hours be processed into ground beef products. Cover tubs and apply date and time trimmings were processed.

c. Regardless of the calculated sell-by date, meat and other food items that have lost their bloom or for other reasons are no longer suitable for sale must be pulled prior to expiration of the sell-by

date. ← →(C1, January 31, 1995)←

20-6. **REWRAPPING ITEMS.** When packages of meat no longer present an appealing appearance, for example: dripping blood juices or punctured wrapping, they must be rewrapped. Meat items that have been rewrapped will have the original "sell by" date on the label. If necessary, use pen or magic marker to annotate original date and reduce in price and display as quickly as possible for quick sale. It must be the aim of every self-service meat department manager to reduce the number of rewraps to save time and supplies. Poor trimming and improper wrapping can contribute to a high rewrap rate. Removing sharp edges from protruding bones will help to reduce film breakage and thereby lower the need to rewrap. Slow turnover is a contributing factor to a high rewrap rate. Where slow turnover exists, the meat department manager must guard against processing meat in excess of patron demand.

20-7. **MERCHANDISE RECEIVED FROZEN AND SOLD CHILLED.** Merchandising of food products that are received and stored frozen, then displayed chilled, is permitted provided all the applicable conditions as listed below are met.

- a. Pre-packaged and bulk processed foods received frozen and sold chilled:
  - (1) Must be received and stored frozen.
  - (2) Displayed product must be labeled with a "sell by" date. The "sell by" date will insure products are sold within three days after tempering/thawing.
  - (3) Label product as "previously frozen" (A shelf label is acceptable as the labeling requirement).
  - (4) Product must be refrigerated during display. Temperature will be the same as for product received and stored fresh.
- b. Processed vacuum packaged bulk, deli items received frozen and sold chilled:
  - (1) Must be received and stored frozen.
  - (2) Date the product when removed from freezer.
  - (3) Label the product as "previously frozen".
  - (4) Product may be tempered and displayed in a deli case up to five days prior to opening the package.
  - (5) Product must be displayed refrigerated. Temperature will be consistent with the requirement for product received and displayed fresh.
  - (6) Must be sold within five days of opening the package
  - (7) Total time, from removal from the freezer to sale will not exceed 10 days.

## Chapter 21

### SCALES SYSTEMS

21-1. **GENERAL.** All scales will be calibrated at least annually or more often, if required by State law. Check the accuracy of the scales monthly (more frequently is encouraged) with test weights and have repaired, if necessary. Do not use inoperative scales or those requiring maintenance. Managers will ensure all scales are in proper order. Inspect and reweigh several packages, at random, to ensure correct weight and prices are listed. Prior to weighing and wrapping of meat items, make certain scales are adjusted for tare weight of package. Labels printed by any system must show the date packaged and "open" code dating is required.

21-2. **WRAPPING SYSTEMS.** The automatic wrapping system consists of three components: the wrapper, scale and label activator. It automatically wraps, weighs, computes, prints, and issues a label. The package of meat is placed on the label activator containing the label which results in label being affixed to the outside of the package. All processed meats will be dated with the date of processing.

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## Chapter 22

### MEAT DEPARTMENT SANITATION

22-1. **GENERAL.** The meat department must comply with the applicable sanitary requirements of the FDA Model Code for Retail Stores and be kept scrupulously clean. The commissary officer, store manager, and the meat department manager must ensure the highest possible standards of sanitation exist at all times. Proper operating systems and effective procedures are vital to cleaning and to minimize unnecessary expenditure of resources, such as labor, detergents, hot water, etc.

a. The meat department manager must ensure that effective cleanup procedures are an essential part of the training program for cleanup personnel. The meat department manager will ensure that all cleanup personnel have discussed actual cleaning procedures, and ensure that they know and follow these steps in the actual cleanup operation. As a minimum, cleaning and sanitizing will be accomplished at the end of each shift; between product changeover and when using common equipment on floors, walls and equipment coming in contact with the product or wash water, or when the temperature or rinse requirements for safe handling are not met. All chemicals, soaps, C,D,CiC, etc., must be listed in the "List Of Proprietary Substances and Non-Food Compounds", (USDA Misc-Publication 1419) and approved for use in food establishments. Effective cleaning procedures must follow these four simple steps:

b. **Precleaning.** This step prepares equipment and area so that the next step (cleaning) will be effective.

(1) Remove all exposed meat and scraps from the equipment/area to be cleaned and unplug all electrical equipment. Cover packaging/wrapping materials and sensitive equipment such as meat wrappers, scales, electrical boxes, switches, etc., to protect from splashes.

(2) Completely disassemble all pieces of equipment including bone dusters, meat tenderizers, grinders, mixers, meat slicers, and band saws. Place equipment pieces on table tops or other surfaces which allow easy access to all equipment surfaces.

(3) Using brushes, scrapers, other tools, or hands, remove all large pieces or accumulations of meat, fat, bone dust, etc., from all equipment and tables. Collect all scraps and place in bone barrels.

(4) Using brooms, brushes, shovels, or other appropriate tools, collect all large pieces/accumulations of meat, fat, bone dust, etc., from floors and from beneath tables and equipment. Place all scraps in bone barrels.

(5) Proper precleaning will prevent clogged drains.

(6) When foam is not available, pre-rinse with 125 degrees Fahrenheit water.

c. **Cleaning.** This step removes the remaining grease and small pieces of meat, fat, and bone particles which remain after precleaning.

(1) Prepare cleaning agents according to directions on label and load mix into applicator. Do not use more or less than required by label directions and do not dilute more or less than directed. All cleaning agents must meet USDA approved standards.

(2) Using applicator attached to a continuous supply of 140 degree Fahrenheit (hot) water, apply foam to all dismantled equipment, pieces of equipment, table tops, pans, trays, knives, walls, and floors. Starting in one corner, and working around the entire processing area, thoroughly coat all surfaces indicated above with foam.

(3) After foaming all areas and equipment, turn hot water hose off. NEVER LEAVE HOT WATER HOSE RUNNING UNATTENDED. Using a stiff brush, agitate (brush) foam on any equipment or areas which are especially difficult to clean. Agitation will assist the agent in penetrating hard-to-reach areas and loosen particles missed during pre-cleaning. A stiff broom can be used to agitate agent on floors.

(4) Use the "foam" method of cleaning floors, walls, and equipment. The "foam" contains a chemical which breaks down grease and soil. This method consists of rough cleaning, followed by application of a "foam" from a dispenser on the end of a hose, and rinsing with hot water (140 degrees Fahrenheit), using a 1/2 inch, high pressure hose. Ensure water has a temperature of at least 140 degrees Fahrenheit is available throughout the entire cleanup and sanitizing operation. A high-pressure sprayer may be used, if desired, to aid cleanup operations. Then all surfaces are sprayed with a sanitizing agent and air-dried.

(5) When "foam" is not available, use other USDA approved detergents. Use either hot water (170 degrees Fahrenheit or higher) or USDA approved chemical C for sanitizing equipment cleaned in the sink. Use detergents and sanitizing solutions strictly according to the manufacturer's recommendations.

d. Rinsing. This step removes all loosened meat, fat, grease, and dirt.

(1) Using 140 degree Fahrenheit (hot) tap water, begin rinsing foam (degreaser) from all dismantled equipment, pieces of equipment, table tops, pans, trays, knives, walls, and floors, beginning at the same point in the room where foaming began.

(2) Work around the entire area in the same direction that foam was applied. This allows time for the foam to loosen meat, fat, dirt, and grease. Foam should remain on all surfaces for at least 15 minutes. If left on less than 15 minutes, results will be less than satisfactory. Longer waiting time (over 15 minutes) will not be harmful.

e. Sanitizing. This step kills many of the bacteria that remain after properly completing the first three steps. This step will be ineffective unless the first three have been properly completed.

(1) Prepare sanitizing agent according to manufacturer's directions and place into a hand operated sprayer or other suitable application device. Strict compliance is essential:

(a) Too little sanitizer will be ineffective and will allow bacteria to grow.

(b) Too much sanitizer is needlessly expensive and wasteful and could contaminate meat which is processed afterward. Contaminated meat could be harmful to consumers.

(c) Use valid measuring equipment and appropriate chemical test strip to check recommended concentration. Chemical test strip can be purchased through the federal supply catalog.

(2) Liberally apply correct dilution of sanitizer to all equipment being certain that all food contact surfaces are thoroughly moistened.

- (3) Allow sanitizer to set on all pieces of equipment as directed by label.
- (4) Allow all equipment to air dry.

(NOTE: If you do not understand these instructions or the direction on the product label, call the Region Food Safety and Quality Assurance Representative).

22-2. **FLOOR CARE.** To aid in keeping floors clean, rubber-like mats may be used provided they are of solid composition type that can be removed and thoroughly cleaned of meat, bone dust, trimmings, blood, and other matter daily. Heavy paper or corrugated cardboard, obtained from rolls also may be used on the floors provided the floors are thoroughly washed, sanitized or steam cleaned. The use of sawdust and wood chips is prohibited in meat preparation and storage areas.

22-3. **HOLDING AND STORAGE ROOMS.** In meat holding or storage rooms, heavy paper or corrugated cardboard obtained from rolls, may also be used on the floors provided they are removed when the floor is cleaned as required.

22-4. **EQUIPMENT CLEANING.** Thoroughly wash, rinse, and sanitize at the end of each business day all metal parts of power operated equipment. Care must be exercised to prevent water from coming in contact with the motor or electrical components and connections.

22-5. **CUTTING TABLES.** Periodically inspect plastic cutting table surfaces for cracks, cuts, or crevices. Replace as necessary to maintain sanitary standards. Turn tabletops over weekly to equalize wear. Do not keep meat on the cutting table longer than necessary. Cutting tables will not be used for storing or thawing meats. Clean and sanitize tables thoroughly with a stiff bristle brush and hot water, foam or an approved detergent, and sanitizer. Medical Food inspection personnel may recommend additional measures to keep the surfaces in a sanitary condition.

22-6. **TOOL CLEANING.** Clean knives, steels, meat saws, boning hooks, mesh gloves, safety aprons, and knife holders daily. Wash tools individually in hot water and detergent. Rinse and sanitize with 170 degree Fahrenheit hot water, or approved chemical. After cleaning, carefully inspect plastic handtools for cracks or crevices. Replace plastic handtools when cracks, crevices, and other signs of deterioration are noted. When sufficiently hot water is not available, chemical C may be used. Approved test kits will be used to ensure the proper amount of sanitizer is being utilized.

22-7. **SCALE CLEANING.** Clean scales with a disposable paper towels daily, or more often if required. Place paper on the scale before weighing delicatessen meats to help keep the scale surface clean during use.

→22-8. **SPECIAL CLEANING.** →Thoroughly clean and sanitize all equipment and food contact surfaces before each use with a different type of raw animal product such as beef, pork, lamb, or veal, and when changing from any raw product to a ready-to-eat product. ← →(C4, January 15, 1996)←

22-9. **HOOKS, TREES, AND RAILS.** Clean, sanitize, and properly store all meat hooks and meat tree after each period of use. Clean meat rails as required as required to prevent rail dust. Hooks, trees, and rails may be lightly oiled with an approved lubricant after cleaning to prevent rusting.

22-10. **DISPLAY CASES AND REFRIGERATORS.** As often as necessary, wash and clean all refrigerated rooms and refrigerators. On a weekly basis, empty, wash, and clean all meat display cases.

22-11. **PROPER PERSONAL SANITATION.** Employees must meet all applicable requirements of Installation Medical Authorities. They must possess a valid Medical Certificate and Food Handler

Training Certificate, if required. Personnel will be furnished and will wear white, polyester and cotton trousers, shirts, smocks and aprons, with bib, and must have appropriate hair and beard restraints, as needed. Smocks, cloth and metal aprons, and gloves are furnished on the basis of duty requirements and will not be worn outside of processing areas. Disposable plastic gloves will be provided to employees with minor cuts, scratches, or band-aids on hand or fingers. Street clothing will not be worn as outer garments while on duty in the meat department.

22-12. **PROHIBITED ITEMS.** The use of all forms of tobacco products is prohibited in meat processing and storage areas. Eating or drinking of food including chewing gum and beverages, storing of personal lunches, and any personal hygiene habit which may result in contamination of any meat product shall not be permitted. The wearing of jewelry (i.e., watches, neck chains, bracelets, and/or rings) is not permitted during meat processing. Wedding bands are excepted, however, and may be worn if desired, provided they do not present a safety hazard.

## Chapter 23

### DELICATESSEN SANITATION

23-1. **GENERAL.** The meat department manager will ensure that strict sanitation standards are maintained in the deli section. Deli employees must:

- a. Possess a valid Food Handler Training Certificate and Medical Certificate (if required).
- b. Wash hands thoroughly with soap and water each time upon returning to the work area, regardless of the reason for leaving. This prevents the transmission of disease and gives patrons a good impression of work habits which, in turn, promotes sales.
- c. Monitor temperatures of deli cases and holding boxes. Recommended temperatures are as outlined in Chapter 15, of this directive. Never allow product temperature to exceed 40 degrees Fahrenheit.
- d. Clean and sanitize the food contact surfaces of slicers and cutting boards at midday (not to exceed five hours after opening) and at the end of each day's operation. This is a minimum requirement as most deli operations accomplish this several times per day. Sanitizing solution may be sprayed or swabbed onto the surfaces; however, ensure that the solution used is approved and at the proper concentrate. Appropriate pH test strips must be used to check proper concentrate. Clean other equipment and floors after each day's operation. Unload and clean the deli display case on a regularly scheduled basis. The intervals between cleaning shall not exceed six workdays. Keep deli backup chill box, in a clean, orderly condition at all times.
- e. Keep preslicing to an absolute minimum as it detracts from the deli concept in the patron's mind. Preslicing must be restricted to peak shopping hours and high volume items. Presliced items must be sold the same day they are sliced; therefore, no leftovers presliced items are allowed to be sold or used to make sandwiches for the next day's operation.
- f. Wash and sanitize price-markers at least weekly when the display cases are unloaded and cleaned.
- g. Use all salads, puddings, etc., within 7 days after opening the master container. Mark the date on each master container at the time of opening and use only commercially prepared salads from approved sources. ← →(C4, January 15, 1996)←
- h. Never put salads from the display case back into the master containers. During the week, handle leftovers as follows:
  - (1) At the close of business, cover each pan of leftover salads, puddings, etc., with clean plastic wrap and leave in the display cases or place into backup refrigeration.
  - (2) Do not use aluminum foil as it will chemically react with some foods. The next morning, place fresh salad into a clean, sanitized pan. Fill in the rest of the pan with leftover salad and position the pan so the leftover portion will be served first.
- i. Cover exposed ends of products with plastic wrap at the end of the day's operation.
- j. Use high moisture cheese, domestic luncheon meat loaves, roast beef, corned beef, and

other similar products within 10 days of first being opened. Normally these items move so rapidly that "dating" of the item is not necessary to ensure use within 10 days. However, medical food inspectors may require dating of the few slow moving hazardous items. This requirement does not apply to dry and semi-dry sausages or hard cheeses. ← →(C4, January 15, 1996)←

23-2. **DELI ITEMS ROTATION.** Condition, not date of receipt, should be the primary factor for determining whether the products are being properly rotated.

## Chapter 24

### FRESH FISH MARKET SANITATION

24-1. **RESPONSIBILITY.** The meat department manager will ensure that strict sanitation standards are maintained in the fresh fish market. Fresh fish market employees must:

- a. Possess a valid Food Handler Training Certificate and Medical Certificate, if required.
- b. Wash hands thoroughly with soap each time upon entering the work area, regardless of the reason for leaving.
- c. Keep the facility scrupulously clean. All equipment and display cases must be broken down, cleaned, and sanitized daily.
- d. Do not commingle fresh fish with meats or other food products for storage or display. However, properly packaged waterfoods may be displayed in separate adjacent sections of the meat display case.
- e. Sanitizers must be approved and used at proper concentrates. Appropriate chemical test strips will be used to check the concentrates.

24-2. **LOBSTER TANK MAINTENANCE.** Suppliers of live lobsters will maintain tanks in a clean and sanitary condition. If there are no suppliers, commissary personnel will maintain tanks following manufacturer's instructions. However, the following guidelines apply and should be adhered to regardless of which tank is being used.

- a. Do not change tank water in area close to any food processing area.
- b. Change tank water whenever it becomes unsanitary, i.e., emits a foul smell, or if the source of foam in the tank can not be determined and eliminated.
- c. Remove all foreign objects from the display tank.
- d. Clean bottom and walls of the display tank using clear water and clean paper towels. In instances where a heavy build up of slime has accumulated, a bristle brush may be needed.
- e. Never use detergents or cleaners in the tank.
- f. Refill the tank in accordance with manufacturer's instructions. Solution for chemicals needed to maintain the proper environment can be obtained through normal procurement channels, using the operating supply fund.
- g. Never use insecticide on or near the tank.
- h. Remove coins or other metal objects from the tank immediately upon detection.
- i. Upon detection of foam, determine the source and eliminate it as soon as possible.
  - (1) Foam forms when lobsters, containing organic contaminants, are added to the

tank. Before adding newly received lobsters to the tank, they should be thoroughly dipped and agitated in a bucket of water which has been prepared to the same specifications as the water in the display tank. Never use normal fresh water as it will kill the lobsters.

(2) Foam forms when the tank contains dead or injured lobsters. Both should be removed immediately upon detection.

(3) Foam forms as a result of feeding lobsters. Lobsters should never be fed as food will foul the tank. Healthy lobsters will live for over 30 days without requiring food.

(4) Foam should be removed from tanks by simply dipping or scraping from the surface. Never attempt to eliminate foam with a defoaming agent as it will contaminate the tank.

j. Never immerse bare hands in live lobster tanks. Bacteria on hands and underneath fingernails will cause contamination.

24-3. **EMPLOYEE REQUIREMENTS.** Employees must be trained and thoroughly familiar with product quality and the merchandising of fish/water foods. Employees will use plastic disposable gloves and an apron; wear clean outer garments and proper hair and beard restraints and practice good personal hygiene, including frequent hand washing, hand sanitizing, and giving extra attention to fingernails. These employees are prohibited from working in other departments (e.g., meat processing, delicatessen, produce, and dairy processing).

24-4. **USE OF ICE.** New fresh, potable ice, crushed or flaked, will be used daily. The ice used for fish and water foods will be in sufficient quantity to maintain all of the products and the display case itself at temperatures at or as near to 32 degrees Fahrenheit as possible.

24-5. **PRICING MOUNTS AND LEMONS.** Bayonet-type pricing mounts placed in the ice, when used, will not be allowed under any circumstances, to penetrate the flesh of fish or other water foods. Whole lemons may be placed near the product and will add contrasting color to the overall appearance of the display.

24-6. **WOODEN EQUIPMENT.** Wooden equipment, such as cutting boards, boxes, tables, or handles on utensils, will not be used.

24-7. **WASTE DISPOSAL.** A leak-proof metal container (easily sanitized) with removable plastic lining will be provided for seafood waste that accumulates during the day. A foot-operated pop-top lid is required. At the end of each day, the plastic bag containing seafood waste will be tied and transported away from the commissary to prevent the attraction of insects and rodents.

24-8. **PRODUCT CARE.** All fish and water food products will be removed from the display case at the end of each day and placed in the walk-in poultry cooler, or an alternate approved walk-in storage box, where the temperature is maintained at 28-32 degrees Fahrenheit.

24-9. **DISPLAY CASE CARE.** All ice will be removed from the display case at the end of each day and disposed of. Preferably the disposal should be through the display case drain by utilizing warm water for melting. The display case will be thoroughly rinsed for rough cleaning, followed by the application of an approved A-1 detergent, rinsed again and, finally, an approved D-2 sanitizer will be applied throughout the interior of the case and allowed to air-dry (rear sliding doors will remain open to facilitate air-drying).

24-10. **CARE OF UTENSILS.** All pans, tubs, utensils, cutting boards, and tabletops will receive a three-step (wash-rinse-sanitize) rough cleaning/ sanitizing, using a three-compartment sink provided for the

fish market. The three-compartment sink needs to be as large as the sinks in the meat processing room. All equipment will be thoroughly scrubbed and rinsed, followed by submersion in the sanitizer and allowed to drain and dry before reuse.

24-11. **GENERAL CLEANING.** Garbage cans, exterior of display cases (front and back), and the servicing floor around the fish display case will be thoroughly cleaned and sanitized on a daily basis.

24-12. **CLEANING WALK-IN COOLERS.** The floors and shelves of walk-in reefers used for the storage of bulk fish and water foods will be cleaned and sanitized daily.

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## Chapter 25

### CARE AND USE OF EQUIPMENT

25-1. **GENERAL.** Keep all meat department equipment in good condition. Employees must replace dull blades, tighten loose parts, lubricate, and maintain all equipment within their capability. The meat department manager will ensure that personnel are instructed in the use and care of power operated machinery. Post laminated safety precautions and operating instructions near each machine.

25-2. **TOOLS.** Store knives and other handtools in a secure place when not in use, to prevent contact with other equipment and as a safety measure. All knives and hand tools will be sanitized using an approved and appropriate concentration of sanitizer prior to use.

25-3. **EQUIPMENT.** Ensure all equipment is operated according to the appropriate manufacturer's operations handbook.

25-4. **CONTRACT CUSTODIAL SERVICE.** For meat departments with contract custodial service, management must work with quality assurance evaluators (QAE) to ensure that they know how to inspect the department to see if the contractor is meeting the contract requirements.

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## Chapter 26

### SELF INSPECTIONS

26-1. **RESPONSIBILITY.** The meat department manager will inspect the entire meat department, deli, and fresh fish market and all equipment at least once a week. The weekly self-inspection will be recorded on a form developed by the meat department manager and approved by commissary officer and medical food personnel.

26-2. **OBJECTIVE.** A clean atmosphere makes a good impression on patrons as well as contributing to patron satisfaction. It also improves product quality, and keeps employees morale high. Cleanliness of merchandise shelving, display cases, floors, production equipment, and warehouses is important. The meat department manager should establish and keep a regular schedule for cleaning these areas.

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## Chapter 27

### MEAT DEPARTMENT EMPLOYEE TRAINING

27-1. **GENERAL.** Proper training of all meat department personnel is essential in order to maintain a productive and efficient work force. It is the responsibility of the meat department manager to make sure that meat department personnel are trained properly.

27-2. **EMPLOYEE TRAINING.** Upon initial employment, the employee must be briefed on the mission of the organization and how the employee's position relates to the overall success of the meat department operation. Brief new employees on the appropriate employment policies, job duties, responsibilities, and explain and provide them a copy of their performance standards. Answer their questions and then introduce the new employees to all personnel in the department.

a. Provide refresher training to all employees to make sure that all personnel stay abreast of current policies and procedures.

b. When civilian employees complete training program, make appropriate entries to the employee's training record.

c. When military personnel complete training programs make appropriate entries on the On-The-Job Training Record. Follow the same procedures as with civilian personnel.

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## Chapter 28

### PERSONNEL MANAGEMENT

28-1. **RESPONSIBILITY.** The meat department manager must make sure that all meat department personnel are motivated to reach their full career potential growth.

- a. Personnel folders must be maintained for each employee, civilian and military.
- b. Personnel folders must contain a Supervisor's Record of Employee; current position description; current performance standards and training plan and the most recent performance appraisal.
- c. Each employee must have a clear understanding of his/her duties, responsibilities, and standards of performance. Job performance must be discussed with each employee periodically. Counseling sessions must be conducted every 6 months.
- d. Use consideration and tact when discussing job performance with an employee. Good managers listen to their employees and are not afraid to listen to their ideas and opinions.
- e. Treat the employees with respect and develop a genuine concern for their future with the organization. Remember that everyone has goals and when a manager helps an employee reach goals, everyone benefits - the employee, the manager, and the organization.

28-2. **EMPLOYEE AWARDS.** When employees perform their job successfully, recognize them and when they perform their duties above fully successful, promptly submit their names for awards or decorations.

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## Chapter 29

### SECURITY

29-1. **SECURITY.** Security within the meat department is everyone's responsibility.

a. The supervisor must ensure that all employees are familiar with security procedures established by HQ DeCA and the region or local operating instructions applicable to the meat department.

b. Keep in mind that security is primarily directed at the prevention of losses resulting from forced or unauthorized entry.

29-2. **SECURITY MEASURES.** The following are just a few security measures to take in the meat department:

a. Report security problems within the meat department to the proper supervisor.

b. All employees must challenge individuals entering the meat department that are not recognized as authorized personnel.

c. Exterior doors and windows must be securely locked at all times when not in use.

d. All padlocks must be relocked after each time they are unlocked to prevent theft or substitution of the lock.

e. Remove keys from locks and do not leave receiving doors unattended. Do not allow keys to be loaned to individuals who have not signed out the key on a DeCA Form 40-11, Key Issue Log.

f. Make sure all boxes and containers are flattened before being removed from the building.

g. Make sure employees park in a designated parking area and enter the building through an authorized entry door.

h. Make sure smoking, drinking, and eating is done only in designated areas.

i. Make sure all signed copies of delivery tickets and accountable forms are secured in a lockable container until taken to the Management Support Center Office.

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## Chapter 30

### SAFETY AND HAZARDS OF JOB AND WORK AREAS

30-1. **RESPONSIBILITY.** Commissary operations present a variety of hazards requiring care and attention by supervisors and workers to prevent injuries and property damage. As a functional department supervisor, the meat department manager is responsible for ensuring that all employees follow safety rules and directives. As a condition of employment, the employees must use and wear the required protective clothing and equipment (protective footwear, safety aprons, arm guards, mesh fiber gloves, etc.). Failure to wear or to enforce the use of protective clothing and equipment may result in disciplinary action to both employee and the supervisor.

a. Always work closely with the commissary safety monitor as this person is there to assist in any safety problems which may arise and can elevate safety problems to the installation safety office for resolution.

b. The Job Safety, Fire Prevention, and Occupational Health Training and Briefing outline, in Chapter 31 is designed specifically for meat department operations and should be used for conducting initial and refresher training for all employees.

30-2. **EMPLOYEE SAFETY AND HEALTH RECORD.** **Figure 30-1** is an example of DeCA Form 40-35, Employee Safety and Health Record. You must complete a DeCA Form 40-35 on each individual (military and civilian) working for you. For civilian employees, file the form in the Supervisor's Work Folder. DeCA Forms 40-35 for military personnel may be filed anywhere in the work area, except in their DeCA Personnel Folder. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs. Ensuring that your employees are familiar with all details of the outline will make your job of providing a safe work environment within the meat department a lot easier.

EMPLOYEE SAFETY AND HEALTH RECORD			
(For use of this form, see DeCAD 40-17: OPR is DO.)			
1. NAME (Last, First, Middle Initial) Raymond, Edward F.		2. STATUS ( one ) <input checked="" type="checkbox"/> Civilian <input type="checkbox"/> Military	3. ORGANIZATION AND OFFICE SYMBOL Fort Crater Commissary Meat Department
4. OCCUPATIONAL SERIES WG-7407		5. DUTY TITLE Meat Cutter	
6. HAZARDS ASSOCIATED WITH PRESENT DUTIES Possible cuts from equipment being used. Bruises and injuries from meat products handled in daily operations to include possible strains from lifting heavy items or improper lifting position used when perform the lifting of items.			
7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION REQUIRED Yes			
I. MANDATORY ITEMS (To be briefed to all personnel)			
( ✓ check each item briefed )			
1. HAZARDS OF THE JOB OR TASKS TO BE DONE AND SAFETY PROCEDURES TO BE FOLLOWED			✓
2. HAZARDS OF THE WORK AREAS			✓
3. OSH STANDARDS AND GUIDANCE THAT APPLY TO JOB AND WORK PLACE			✓
4. PERSONAL PROTECTIVE EQUIPMENT THEY WILL NEED AND HOW, WHEN AND WHERE TO USE IT (to be entered in Sections II and III of this form)			✓
5. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT			✓
6. EMERGENCY PROCEDURES THAT APPLY TO THEIR JOB AND WORK PLACE			✓
7. REPORTING UNSAFE EQUIPMENT, CONDITIONS OR PROCEDURES TO SUPERVISOR IMMEDIATELY			✓
8. LOCATION, SUBMITTING PROCEDURES, AND PURPOSE OF DCA FORM 4020, EMPLOYEE REPORT OF HAZARD			✓
9. MISHAP REPORTING PROCEDURES (DACA Form 40-77)			✓
10. EMERGENCY TELEPHONE NUMBERS			✓
11. LOCATION AND REQUIRED REVIEW OF APPROPRIATE SAFETY BULLETIN BOARDS			✓
12. LOCATION OF MEDICAL FACILITIES AND PROCEDURES FOR OBTAINING TREATMENT			✓
13. REQUIREMENTS FOR DOCUMENTATION AND NOTIFICATION OF ON-THE-JOB INJURY OR ILLNESS			✓
14. PURPOSE AND FUNCTION OF THE DeCA FORM 40-22, UNSAFE OR UNHEALTHFUL WORKING CONDITIONS			✓
15. INDIVIDUAL RESPONSIBILITIES FOR ENSURING OWN SAFETY			✓
16. REQUIRED USE OF SAFETY BELTS			N/A
17. DOD SOH PROTECTION PROGRAM, DD FORM 2272			✓
18. OTHER (Last) of protective clothing			✓
II. PERSONAL PROTECTION ISSUED		III. PERSONAL PROTECTION PROVIDED IN WORK AREA	
	YES	NO	DATE
( ✓ applicable items )			
1. FOOT PROTECTION	✓		2-19-92
2. ARM/HAND PROTECTION	✓		2-19-92
3. EYE PROTECTION			
4. HEARING PROTECTION			
5. RESPIRATORY PROTECTION			
6. HEAD PROTECTION	✓		2-19-92
7. OTHER (Last) Safety apron	✓		2-19-92
1. FOOT PROTECTION			
2. ARM/HAND PROTECTION			
3. EYE PROTECTION			
4. HEARING PROTECTION			
5. RESPIRATORY PROTECTION			
6. HEAD PROTECTION			
7. OTHER (Last)			

DeCA Form 40-28, Sep 91

Figure 30-1

IV. DATE SPECIALIZED OSH TRAINING PROVIDED				
RESPIRATOR N/A		FIRE EXTINGUISHER (Hands on) Yes		OTHER
V. RECORD OF OSH BRIEFING AND JOB SAFETY TRAINING				
DATE A	TYPE B		SIGNATURE OF SUPERVISOR C	SIGNATURE OF EMPLOYEE D
	INITIAL BRIEFING	ANNUAL BRIEFING		
2-19-92	✓		<i>James Brockmull</i>	<i>E. ...</i>
VI. REMARKS				

SAMPLE

Figure 30-1, (Cont'd)

## Chapter 31

### JOB SAFETY, FIRE PREVENTION, AND OCCUPATIONAL HEALTH PROCEDURES

31-1. **GENERAL.** The work performed in the meat department presents a special requirement for all personnel to be aware of that will ensure a safe working area.

a. Meat processing operations involve potentially serious hazards, including lacerations and amputations from knives, saws, slicers, meathooks, meat containers, and sharp bones. The meat bandsaw is involved in many injuries with complacency fostered by repetition of the tasks done with this piece of equipment as a contributing factor. Quite often injuries occur because the guard has not been adjusted for maximum protection on the specific cut being processed. Severe hand and abdominal lacerations can be avoided when using meat knives, by using metal or metal reinforced fiber mesh gloves, aprons, and arm guards. Suet, blood, water, and meat particles on floors within meat processing areas can be extremely slippery.

b. Observation of and compliance with the following guidelines will help prevent injuries within the meat department when operating Power Operated Equipment:

(1) Adjust all meat bandsaws blade guides to the specific thickness of the meat being processed, thus limiting blade exposure. Closely watch the saw blade during sawing operations and do not adjust the blade until the rotation of the blade has completely stopped.

(2) Do not leave the bandsaw unattended until the blade has completely stopped. The blade should not be twisted by the meat going through during the cutting operation. Always use the safety plate or platform on the carriage of most saws for safely cutting the last piece of meat.

(3) Keep all doors over the bandsaw wheel closed during operation and maintain proper blade tension at all times.

(4) Adjust the height of the table for the bandsaw to make it relatively easy for the operator to handle the cutting operation and personnel selected for this operation shall be carefully chosen.

(5) The hand held meat power saw shall only be used by persons trained in its use. Use extreme caution when using the saw in close or cramped areas or around other meat cutters. Ensure the saw is unplugged at the outlet before attempting to clean, perform maintenance, or change blades.

(6) Meat grinding machines shall be equipped with a hopper to hold the meat being fed into the grinding mechanism. Always use a tamper to push the meat into position for grinding and never do this with the hands and never attempt to remove meat from the hopper while the machine is operating. Always unplug the machine before attempting to inspect, clean, or service it.

(7) Adjust meat slicing machines to the thickness of cut desired and do not make any adjustments while the slicer is in operation. Use the push plate when cutting such items as sausage or loaf cheese and do not feed short ends into the machine by hand. Use the push plate anytime the product becomes shorter than 6 inches in length. Keep the cutting edge of blades sharp to avoid having to force the product through the blade. The cutting edge shall be guarded except for the part of the blade which comes in contact with the item being processed. Turn the slice thickness adjustment to zero, shut-off all power and disconnect the plug from the outlet when cleaning the slicer.

(8) When using the flanker/slasher, do not force the meat-holding elevator up. The elevator is power operated and forcing it can cause the hands to slip into the blade. Do not clean or remove meat from the exit chute with the hands or any foreign object until the machine has been stopped and the power disconnected.

(9) Do not use the meat tenderizer without the provided guard, as the tenderizer is designed to pull meat through the blades, and without the guard in place, the operator's fingers or hands can be pulled into the blades.

(10) Unplug power cords from outlets or lock out the circuit breaker, or the disconnect switch before cleaning any meat processing machine. Only trained commissary personnel will clean power operated machines and they will be under the constant supervision of a qualified trainer until training is completed and documented on the employee's training record.

(11) Contracted janitorial personnel are sometimes used to clean the meat department processing room. All contractor personnel must be qualified and comply with all OSHA and DeCA Safety Standards governing cleaning power equipment in the meat department.

### 31-2. HAZARDS OF THE WORK AREA.

a. An orderly and clean work area is essential to a safe operation in the meat department. Keep floors clear of debris, equipment, and supplies which could hinder movement or personnel. Water, blood drippings, and meat scraps will be removed from the floor and the work areas cleaned, at least twice daily or more frequently when conditions warrant.

b. Knives and meat hooks shall be cleaned and stored in designated areas at all times, except when in use.

c. Floors become extremely slippery when cleaning with detergents or other types of cleaners and caution should be used when walking or moving equipment. When possible, employees should use carts to remove equipment from the cleaning area.

d. Monorails shall be installed according to standard engineering practices and loads heavier than design specifications will not be placed on monorails. Inspect tracks and supports frequently to detect signs of weakness or wear and keep rail joints tight and level.

e. Pedestrian traffic in hanging and processing rooms will be kept to a minimum or routed through areas that will not interfere with meat cutting operations. Keep walking or working under monorails to an absolute minimum.

f. Do not use meat bandsaws with broken teeth or cracked handles. Blades will be disposed of when no longer used or when damaged. When not in use, saws should be wiped with a clean cloth and kept in racks or hung by the handle to prevent damage to the teeth. Replace saw blades that have broken teeth.

g. Hypothermia and frostbite can result from the temperature maintained in the meat department if you do not dress appropriately.

h. Cardboard Baler. Meat department personnel can operate the cardboard baler only if they are trained in its use and are authorized in writing. Stay clear of baling operations if you are not involved.

i. Warehouse Area. When using the warehouse pedestrian passageways to get to the break

area, rest rooms, or offices the employee will stay within the designated passageways and be aware of materials handling equipment (MHE). Never walk under MHE that has its forks raised.

j. Knives. The work principles for controlling knife injuries is to wear proper protective equipment for the work to be performed; proper selection, shaping and guarding of knives; proper storing and handling of knives; and knife safety training.

(1) When knives are not being used in actual cutting, place them in scabbards, racks, or drawers with the blades protected.

(2) Do not use knives as a positioning tool to stab, lift, or move a product.

(3) Right and left-handed meat cutters should be positioned so as not to interfere with each other's work or operation and adequate space should be provided for all cutting operations.

(4) Use sheaths or scabbards to carry knives. These holders shall be made of sturdy materials that can be washed and sterilized. Never place knives in belts used to support trousers or aprons.

(5) Knife holders shall be attached to work tables and meat blocks to prevent accidental contact with the cutting edges.

(6) Butcher steels used for sharpening or shaping knives will be guarded at the handles by metal, leather, or stiff rubber disks.

(7) Cutting techniques. Always wear metal mesh or metal reinforced fiber mesh gloves, an arm guard, and an apron when using knives. Keep your free hand and arm away from the blade.

### 31-3. OSHA AND DeCA GUIDANCE.

a. Follow DeCA Directive 40-17 and OSHA regulations and standards which apply to the meat department work area.

b. Monthly safety briefings and meetings will be conducted by the supervisor to keep the employees abreast of current safety practices and procedures.

c. The use of VCR, in-commissary, training program presentations on safety are presented by the designated supervisor.

d. Only personnel who have been trained and designated in writing, are authorized to operate MHE within the commissary and will not operate or use this equipment unless they have been fully trained.

e. Personnel handling unprocessed food products, will be trained and certified according to DeCA Directives and will required to maintain standards of work sanitation while working in this department.

### 31-4. PERSONAL PROTECTIVE EQUIPMENT (PPE).

a. Mandatory protective equipment use consists of safety-toe, slip-resistant shoes; bump cap, metal mesh or metal reinforced fiber mesh gloves, safety apron, and plastic, metal mesh, or metal reinforced fiber arm guards. This protective equipment will be used and worn by personnel using knives for the boning and cutting operations. Baseball type caps may be worn in lieu of Bump Caps, if specifically approved by Region Safety/Security Officers.

b. The PPE, required in DeCA Standard Directive 40-17, is provided at no cost to employees and wearing is mandatory as a condition of employment.

**31-5. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT.**

a. Management will explain to the employees, how many and where the fire extinguishers are located in the meat department or the area nearest the meat department.

b. In case of fire, personnel will call the fire department and provide all the information they ask for. The number is provided next the telephone and the caller should not hang up the phone until told to do so by the fire department operator. The instructions provided by the fire department should be followed.

c. Also explain to the employees, where the fire alarm "pull boxes" are located in the meat department or in the sales area nearest the meat department and the fire evacuation routes to use.

d. Additional exits, fire extinguishers, and equipment are located throughout the facility and the employees should be familiar with their location, in case they are away from their work area when an emergency occurs or the normal designated emergency exit routes are blocked.

e. Any employee discovering a fire should sound a verbal alarm, pull the nearest fire alarm box and evaluate the building. Management will check the work area to ensure everyone has departed as they exit the building. All personnel should assemble at a pre-designated area, where management will check to determine if all employees are present.

**31-6. REPORTING UNSAFE EQUIPMENT OR CONDITIONS.** Unsafe equipment, conditions, or procedures must be reported to the supervisor(s) immediately. If the hazard can not be eliminated immediately then DeCA Hazard Report Form 40-20 should be prepared. The immediately supervisor, commissary officer or safety representative should follow-up on correcting unsafe equipment or conditions in the commissary. If the report pertains to an area outside the commissary, the report will be submitted to the installation safety officer for action.

**31-7. MISHAP/ACCIDENT REPORTING PROCEDURES.**

a. All job-related injuries to include minor first-aid injuries, will be reported to the supervisor immediately. It is then the supervisor's responsibility to prepare the needed mishap report, DeCA Form 40-23. Do not wait to report these injuries even if the injury does not cause any problems right away.

b. Employees injured, while on duty and an injury causing them to lose work, must keep their supervisor informed of their absentee status that require them to be away from work.

c. If the injury requires the employee to be away from work (lost workdays), the supervisor, safety representative, or commissary officer is required to investigate and report the injury on DeCA Form 40-23, Mishap/Accident Report. The injured employee must provide all details possible of the mishap in order to determine the cause and help prevent recurrence.

d. If the employee is injured on-the-job, they are entitled to initial medical treatment at the installation medical treatment facility. The supervisor will authorize treatment using the appropriate CA forms. This includes both first aid and life sustaining treatment.

e. Injury to Military Personnel on, and off-duty will be reported on DeCA Form 40-23.

31-8. **EMERGENCY TELEPHONE NUMBERS.** The emergency numbers of the hospital, fire department, ambulance, military police and crime/terrorist hotline will be posted in a prominent place for employee's use and reference.

31-9. **LOCATION AND REQUIRED REVIEW OF THE SAFETY BULLETIN BOARD.**

a. Explain to the employees, the location of the commissary safety bulletin board and how often it should be reviewed.

b. The commissary safety officer is responsible for keeping the required forms and information current on the bulletin board.

31-10. **REQUIRED USE OF VEHICLE SEAT BELTS.** The use of seat belts for all operators and passengers in any vehicle operated on a military or DoD installations is mandatory.

31-11. **MISCELLANEOUS SAFETY INFORMATION.** The following safety areas should be brought to the attention of all department employees:

- a. Meat Saw Safety Precautions.
- (1) Check the main switch to ensure it is in the off position.
  - (2) Secure blades on top and bottom wheels firmly.
  - (3) Check tension gauge of blades and ensure they are rigid; not bending or flexible.
  - (4) Keep guide wheels clean and oil bearings after daily use.
  - (5) Check all blade guides before operation and ensure the guide is 2 inches above the meat being processed.
  - (6) Never force meat through the blades.
  - (7) Shut-off the meat saw motor immediately if the blade jumps the wheel.
  - (8) Ensure that operational procedures are understood before attempting any operation and use extreme caution at all times.
  - (9) Avoid all conversation while operating the saw; concentrate only on the cutting of meat.
  - (10) Never reach around the meat saw.
  - (11) Never leave a running machine unattended. Always turn the machine off when it is not in use.
  - (12) Stand in front or at the right side of the machine. The only time the machine should be operated from the side is when splitting meat.
  - (13) Inform the department manager or supervisor when repairs or maintenance is required.

b. Meat Grinding Safety Precautions.

(1) The meat grinding machine will be operated only by personnel who have demonstrated their ability to the meat department manager to operate the machine properly and safely.

(2) The bowl opening, safety plate, will never be removed except for cleaning purpose. If removal is necessary, ensure that electrical power to the machine has been disconnected.

(3) Always use the plunger to feed meat into the grinder. Never use your hands.

(4) Do not attempt to remove anything from the machine while it is running.

(5) Ensure that electricity has been turned off and power disconnected at least one minute before commencing disassembly and cleaning operations.

(6) Do not run the machine unless meat grinding is to be accomplished.

(7) Never attempt to grind frozen meat.

c. Cubing Machine Safety Precautions.

(1) This machine is equipped with razor sharp cutting blades. Never operate machine without firmly securing the cover.

(2) If meat becomes stuck in the cutting blades, turn off the power and remove the obstruction.

(3) Do not insert hands or metal objects into cutting blades.

(4) Prior to performing cleaning operations on the machine ensure that all power is disconnected.

d. Meat Slicer Safety Precautions.

(1) The meat slicer will be operated only by personnel who have demonstrated their ability to the meat department manager or supervisor to operate the machine properly and safely.

(2) Never turn the machine on unless the knife guard is in the safety position.

(3) Keep clear of knife edge when putting meat into machine. Let meat gravity feed, do not hold meat with fingers, use the guard provided in the machine.

(4) Do not attempt to slice frozen meat.

(5) Never run the machine when not slicing meat.

(6) Clean the slicer only after electricity for the machine has been turned off and disconnected.

(7) Clean with hot soapy water and rinse with very hot water. Do not hose down the machine as water will possibly cause damage to the motor and electrical wiring.

(8) After cleaning, replace the knife guard as soon as possible to prevent injuries.

e. Safety Precautions to be Observed Within The Meat Department.

(1) Remain constantly alert and pay strict attention to detail while using meat cutting equipment or tools. The least negligence while operating mechanical equipment or using knives, may result in injuries to personnel.

(2) Keep knife handles clean and dry. Greasy or wet handles may result in serious injuries. Always grip cutting instruments firmly.

(3) Never lay a piece of meat on a knife, you may forget that the knife is under the meat and cause a serious injury.

(4) Never hold a knife in your hand while carrying objects.

(5) Keep all cutting instruments in specially equipped partitioned drawers, cabinets, or racks.

(6) Never place a knife in a sink full of soapy water, as it hides the knife and you might grip the cutting edge.

(7) Work areas should not be congested and sufficient room should be maintained to prevent injuries caused by bumping into other workers.

(8) Ensure that power cords have been disconnected before working on or cleaning powered equipment.

(9) Be sure that suet, fat, water, blood, meat scraps are never permitted to remain on the floor as they create a slipping hazard.

f. How to Lift Properly.

(1) Position feet correctly - place feet far apart for balance with one foot to rear of the object and the other foot slightly ahead of the other and to the side of the object.

(2) Crouch close to the object - crouching is preferred to squatting. Stay close to the object to minimize strain on your back muscles.

(3) Full palm grasp - pick up with a full palm grip. Do not attempt to pick up the object with the finger tips. Ensure that the load is free of slippery, greasy, or sharp points which could cause injury. Use suitable gloves when necessary.

(4) Back straight - always keep the back as straight as possible, it may not be possible to keep the back straight in the vertical plane, but avoid arching the back. Bend from the hips and not from the middle of the back.

(5) Kinetic leg lift - with the arms, slide the object toward the body to give it some motion (kinetic energy). At the same time, lift the object with legs and bring the back to a vertical position. Keep the object close the body while lifting.

g. Points to Remember.

- (1) Use gloves to protect the hands and safety-toe shoes to protect the feet.
- (2) Inspect object for slivers, sharp edges, and rough or slippery surfaces before attempting to lift.
- (3) Keep fingers away from pinch and shear points.
- (4) Do not carry an object that obstructs the view or the direction of travel. Make sure that the path of travel is clear.
- (5) Do not turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object.
- (6) Get help if the object is too heavy or bulky.

**ITEMS AUTHORIZED FOR STOCKAGE IN THE MEAT DEPARTMENT**

1. All fresh, pre-packaged luncheon meats.
2. All fresh, pre-packaged wieners (hot dogs) and bacon
3. All fresh, pre-packaged sausages and sausage biscuits
4. All fresh, processed meats (beef, pork, lamb, veal).
5. All fresh, or frozen variable weight poultry (turkeys, capons, ducks, geese, hens, fowl, chickens), whole or parts.
6. All fresh, variable or standard weight smoked meats (processed or prepacked), including canned hams.
7. Cornish game hens (fresh/frozen).
8. Frozen and fresh seafood (variable weight only).
9. Frozen, uncooked, processed meats (beef, pork, lamb, veal), including liver and offal items.
10. Additionally, any fresh pizza and sandwich operations will be included in normal delicatessen operations and operated under the overall supervision of the meat department manager. Sales from these independent operation will be included in the total meat department sales for reporting purposes. Generally, the meat department will include the following sub-departments: delicatessen, seafood, pizza, sandwich.