

# SANITATION INSPECTION REPORT (PROCESSED PRODUCTS)

**FORM APPROVED OMB NO. 0580-0013:** According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0580-0013. The time required is estimated to average 1.5 hours per response and 1 minute of recordkeeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

SANITATION INSPECTION OF (Name and Address of Plant)	INSPECTOR
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	DATE INSPECTED
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PLANT OWNED BY (Company or Individual)	INSPECTOR ACCOMPANIED BY (Name and Title)
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SANITARY DEFECTS	Assigned Defect Points	Inspr's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Inspr's Defect Points		
<b>I. PREMISES</b>							
A. Outside premises not well drained.	3		<b>VII. DISPOSAL OF WASTES</b>				
B. Outside premises not free of weeds, clutter, unused equipment or other materials.	3			A. Garbage, trash, and dry waste materials, inside or outside the building, not satisfactorily contained.	4		
C. Waste not properly stored or contained.	3			B. Waste is not disposed of frequently enough to prevent unsightliness or undesirable odors.	4		
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	4			<b>VIII. TOILET, HAND-WASHING, AND DRESSING ROOM FACILITIES</b>			
E. Approaches to docks not clean or treated to minimize dust.	3				A. Toilet facilities not provided for each sex.	3	
<b>II. RAW MATERIALS</b>					B. Toilets and urinals not water-flushed.	3	
A. Raw materials used in the product not handled in a sanitary manner that would prevent adulteration of finished product.	Critical				C. Toilet room(s) not equipped with self-closing doors.	3	
<b>III. CONSTRUCTION OF BUILDING</b>					D. Toilet room(s) open directly into a processing or food storage room where food is exposed.	Critical	
A. Plant construction does not exclude probable entrance of insects, rodents, birds or other animals.	5				E. Cold and hot, water or tapped water not provided at wash basins.	3	
B. Walls, partitions, ceilings, and exposed structural supports in poor repair.	3				F. Hand cleaner and towels not provided at or near each basin.	3	
C. Floors not smooth and readily cleanable.	3		G. Adequate hand-washing signs not posted.		3		
D. Floors that frequently get wet not constructed to prevent pooling or are not kept dry.	3		H. Adequate dry waste receptacles not provided.		5		
E. Exposed, unprotected overhead sewer lines present in product lines.	Critical		I. Toilet facilities not working.		4		
F. Wooden floors, where present, not coated with a suitable floor seal that effectively minimizes cracks and crevices.	5		J. Toilet and locker room not satisfactorily ventilated.	5			
G. Walls not sealed at juncture with floor.	3		K. Toilet and dressing rooms not kept in a clean orderly condition.	5			
H. Walls and ceilings not free of flaked paint, nor in good repair.	3		<b>IX. CONSTRUCTION AND REPAIR OF EQUIPMENT</b>				
I. Windows not intact.	3		A. Equipment product contact surfaces not constructed of smooth, nontoxic, corrosion-resistant, odorless, materials; wood, where used, not fine, close grained, high-density type.	5			
J. Entrances to production rooms not equipped with self-closing doors nor provided with other effective means to prevent entrance of vermin.	3		B. Equipment product zone surfaces not free of cracks, crevices, pits, or other imperfections (such as knots in wood).	5			
K. Screen doors, where present, not self closing.	3		C. Adequate space not allowed around equipment for cleaning and inspection purposes.	4			
L. Utility rooms or areas, including boiler rooms and maintenance shop, not isolated enough or separated from production rooms.	4		D. Equipment not designed to protect the product zone against contamination or extraneous material.	5			
<b>IV. LIGHTING</b>			E. Equipment not free of parts or areas inaccessible for cleaning and inspection purposes.	4			
A. Production rooms not adequately lighted (20-foot candles).	3		F. Electrical system not constructed or positioned to prevent insect harborage.	3			
B. Places where detailed inspection of the product or ingredients is required not adequately lighted (50-foot candles).	4		G. Equipment not kept in good repair.	2 for each item not in good repair			
C. Places where detailed inspection of the processes or operations is required not adequately lighted (50-foot candles).	3		<b>X. CLEANING</b>				
D. Storage areas not adequately lighted (20-foot candles)	3		A. Equipment not cleaned at frequencies necessary to prevent contamination of the product.	Critical			
E. Toilets and dressing rooms not adequately lighted (20-foot candles).	3		B. A dust-free method of cleaning not used whenever possible.	3			
F. Light bulbs, fixtures, skylights, or other glass suspended over food in any stage of preparation not of a safety type or otherwise protected where essential to prevent contamination of the product during production.	5		<b>XI. CONTROL OF INSECTS AND ANIMALS</b>				
<b>V. VENTILATION</b>			A. Presence of evidence of any rodents in plant.	5			
A. Plant not reasonably free of undesirable odors, hot air vapors, or dust.	3		B. Presence of any birds or any other animals including domestic types in the plant.	5			
B. Evidence or presence of excessive condensate on walls, ceilings, equipment, or pipelines.	4		C. Presence of live insects in processing or product storage areas(two or more).	Critical			
C. Areas where steam or hot air vapors are predominant not effectively exhaust-ventilated.	3		D. Presence of dead insects in processing equipment (two or more).	Critical			
D. Cooling and air-conditioning units not equipped with filtering devices; filters not changed or cleaned when necessary.	3		E. Presence of live or dead insects in other plant areas (three or more).	5			
E. Window openings to the outside not screened with 14-mesh or finer window screen (during presence of flies or other flying insects).	3		F. Rodenticides, insecticides, and other control or eradication material including applicatory equipment not used in a safe acceptable manner.	Critical			
F. Exhaust fans not screened or equipped with self-closing louvers.	3		G. Evidence that effective pest control not exercised where needed.	3			
<b>VI. WATER SUPPLY</b>			H. Type of insecticides and rodenticides not in compliance with Federal Food and Drug Administration regulations.	4			
A. Lack of satisfactory evidence that the water supply is potable.	Critical		I. Poisoned baits, if used, not adequately secured.	5			
B. Presence of a cross-connection between water lines and sewage system (not allowed).	Critical						

SANITARY DEFECTS		Assigned Defect Points	Inspr's Defect Points	SANITARY DEFECTS		Assigned Defect Points	Inspr's Defect Points
<b>XII.</b>	<b>COOLING AND REFRIGERATION FACILITIES</b>			<b>XIV.</b>	<b>PERSONNEL</b>		
	A. adequately protected from contamination or from becoming spoiled.	5		A.	Employees not wearing garments suitable for work being performed.	4	
	B. Storage areas not free of visible mold and objectionable odors.	3		B.	Personnel in contact with unwrapped product or ingredients not using proper headwear including protection from facial hair.	4	
	C. Storage area not reasonably clean.	3		C.	Fingernail polish, costume jewelry, and wrist watches worn by plant personnel working on the processing line.	3	
	D. Where required refrigeration facilities not properly cooling and keeping perishable supplies and products at temperatures not exceeding 45 degrees F.	5		D.	Gloves, if worn, not kept in a sanitary condition.	3	
	E. Adequate skids or pallets not used when needed.	3		E.	Storage of employees personal effects in production rooms.	3	
	F. Items not stored in an orderly, easily accessible manner in suitable, covered, or closed containers.	3		F.	Employees not washing hands after contamination.	Critical	
				G.	Failure of employees to be hygienically clean: fingernails not kept clean and trimmed.	4	
<b>XIII.</b>	<b>STORING AND STORAGE FACILITIES</b>			H.	Employees affected with or a carrier of a communicable or infectious disease not excluded from product area.	Critical	
	A. Supplies and products not adequately protected from contamination nor from becoming spoiled.	5		I.	Plant employees having an infectious wound, sore, or lesion on hands, arms, or other exposed parts of the body not excluded from contacting ingredients, products, or product zone.	5	
	B. Storage areas not well ventilated and free from objectionable odors.	3		J.	Plant personnel not instructed in acceptable hygienic practices and proper sanitary rules of food handling.	5	
	C. Storage areas not clean and dry.	3		K.	Personnel not prohibited from expectorating, eating, or smoking in product areas.	5	
	D. Materials not stored in an orderly manner in suitable, covered, or closed containers.	3					
	E. Supplies and product not protected against unfavorable temperatures and humidity.	3					
	F. Adequate skids or pallets not used where needed.	3					
				<b>TOTAL</b> .....			

Plant operations are considered to be insanitary if one or more critical defects are found or if the plant receives a score of 76 or higher. When Section XII, "Cooling and Refrigeration Facilities" is not applicable, the plant must have a score of 54 or higher.

**REMARKS**

**SANITATION INSPECTION REPORT  
(PROCESSED PRODUCTS)**

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SANITATION INSPECTION OF (Name and Address of Plant) <b>1</b>	INSPECTOR <b>3</b>
	DATE INSPECTED <b>4</b>
PLANT OWNED BY (Company or Individual) <b>2</b>	INSPECTOR ACCOMPANIED BY (Name and Title) <b>5</b>

SANITARY DEFECTS	Assigned Defect Points	Inspr's Defect Points	SANITARY DEFECTS	Assigned Defect Points	Inspr's Defect Points
<b>I. PREMISES</b>	<b>6</b>	<b>7</b>			
A. Outside premises not well drained.	3		<b>VII. DISPOSAL OF WASTES</b>		
B. Outside premises not free of weeds, clutter, unused equipment or other materials.	3		A. Garbage, trash, and dry waste materials, inside or outside the building, not satisfactorily contained.	4	
C. Waste not properly stored or contained.	3		B. Waste is not disposed of frequently enough to prevent unsightliness or undesirable odors.	4	
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	4		<b>VIII. TOILET, HAND-WASHING, AND DRESSING ROOM FACILITIES</b>		
E. Approaches to docks not clean or treated to minimize dust.	3		A. Toilet facilities not provided for each sex.	3	
<b>II. RAW MATERIALS</b>			B. Toilets and urinals not water-flushed.	3	
A. Raw materials used in the product not handled in a sanitary manner that would prevent adulteration of finished product.	Critical		C. Toilet room(s) not equipped with self-closing doors.	3	
<b>III. CONSTRUCTION OF BUILDING</b>			D. Toilet room(s) open directly into a processing or food storage room where food is exposed.	Critical	
A. Plant construction does not exclude probable entrance of insects, rodents, birds or other animals.	5		E. Cold and hot, water or tapped water not provided at wash basins.	3	
B. Walls, partitions, ceilings, and exposed structural supports in poor repair.	3		F. Hand cleaner and towels not provided at or near each basin.	3	
C. Floors not smooth and readily cleanable.	3		G. Adequate hand-washing signs not posted.	3	
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E. Exposed, unprotected overhead sewer lines present in product lines.	Critical		I. Toilet facilities not working.	4	
F. Wooden floors, where present, not coated with a suitable floor seal that effectively minimizes cracks and crevices.	5		J. Toilet and locker room not satisfactorily ventilated.	5	
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A. Lack of satisfactory evidence that the water supply is potable.	Critical		I. Poisoned baits, if used, not adequately secured.	5	
B. Presence of a cross-connection between water lines and sewage system (not allowed).	Critical				

Exhibit  
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					<b>TOTAL.....</b>		

Plant operations are considered to be unsanitary if one or more critical defects are found or if the plant receives a score of 76 or higher. When Section XII, "Cooling and Refrigeration Facilities" is not applicable, the plant must have a score of 54 or higher.

**REMARKS**  
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**SANITATION INSPECTION REPORT (SIR)**  
FGIS-952, For Processed Product and Rice Processing Plants.

1. Name of plant and physical address of the sanitation inspection.
2. Name of the company or individual that owns the plant.
3. Name of the inspector performing the inspection.
4. Date of inspection.
5. Name and title of plant personnel that accompanied the inspector during the inspection.
6. Assigned Defect Points. This column contains pre-assigned individual defect points. The range of points assigned is based on the importance of the defect item to the maintenance of good sanitation in the plant. For example, the defect item "Presence or evidence of rodents in plant," is assigned a point range of 0 to 5; whereas, "Waste not properly stored or contained," is assigned a point range of 0 to 3.
7. Inspector's Defect Points. In this column rate the individual defect item based on your opinion as to the relative potential for product contamination. If the item is clean and presents no sanitation problem, assign 0 defect points to the item. If the item is relatively clean but not perfect, assign 1 or 2 defect points to the item. If the item is insanitary or presents a clear hazard to sanitary operations, assign the maximum defect points possible for that item.
8. Total the inspector's defect points. If the SIR score meets or exceeds 76, consider plant operations insanitary. When section XII, Cooling and Refrigeration Facilities, is not applicable, delete the assigned defect points (22) from the total overall score of 76 or higher and use 54 or higher as the defect limit.

observed.

Immediately after completing the SIR, give a copy to the plant representative. This copy is the plant's written notification of the conditions found.

### **Questions Concerning This Form?**

USDA, GIPSA  
Field Management Division  
Policies, Procedures and Market Analysis Branch  
1400 Independence Ave. Rm. 2409 N  
Washington, DC 20250-3630

Telephone: (202) 720-0277

Fax questions: to (202) 720-1015

Email questions to: [andrew.s.greenfield@usda.gov](mailto:andrew.s.greenfield@usda.gov)

