

Facility Inspection Checklist (“BSE Questionnaire”)



United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary Services

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- *As of January 3rd, 2022, APHIS now only requires a Facility Inspection Checklist (for animal consumption materials) if the materials/products contain a processed animal protein (such as meals, digests, hydrolysates, most animal origin powders, other rendered material, or similar material).*
- *This checklist must be completed singly for each facility with a unique address, including location designations such as ‘building X,’ where receiving, storage, and/or production of specified commodity(s) are performed.*
 - *The facility must be in production at the time of inspection.*
 - *This checklist should not be used for facilities located in Canada.*
- *This document may be submitted to USDA by email as a scanned single pdf to NCIE.Inspection.Docs@usda.gov. Original paper forms should remain on file at the inspected facility or with the agency of the endorsing official.*
- *NOTE: An updated checklist must be submitted any time additional animal origin materials are received, stored, processed, or otherwise handled in the facility or a new supplier is utilized.*
- *Upon approval by APHIS, the inspected facility is subject to inspection by USDA APHIS personnel to verify government certifications.*

1. Name of facility being inspected (include facility number, if applicable):

2. Address (physical location) of facility being inspected:

3. Country where the facility is located:

4. Address of the facility headquarters if different from above:

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5. Country where the headquarters is located if different from above:

6. Responsible facility representative accompanying the official veterinarian during inspection:

Name: _____

Title: _____

Telephone: _____

Email: _____

7. The facility performs or provides which of the following (check all that apply):

Slaughter

- List ALL the species slaughtered in the facility:

_____.

Processing/Manufacturing (does not include only packaging or storage)

Packaging

Closed Container Storage/Warehouse (receives materials in final primary packaging)

- *NOTE: To be considered a closed container storage/warehouse facility, the product cannot be manipulated and must be received and maintained in original primary packaging. This questionnaire must be completed for each facility which supplies the storage/warehouse facility with animal origin material intended for export to the United States. If the facility is ONLY a closed container warehouse, please only answer questions #'s: 8, 9, 13-15, 18, 22-27.*

Open Container Storage/Warehouse (receives unpackaged [bulk] materials)

- *NOTE: Open container storage/warehouse facilities are those which do not meet the requirements of a closed contain storage/warehouse facility as listed above.*

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8. For **ALL** commodities **RECEIVED** by this facility, list all animal origin materials in the table below and designate if that commodity is intended for export to the United States. Include: product description, ingredient name, and species of origin (*Attach additional sheet as necessary.*) *Note: This includes materials which are routinely handled by the facility but may not be currently present [at the time of inspection] as well as finished products not manufactured in the facility.*

DO NOT LIST MATERIAL PRODUCED BY THE FACILITY IN THIS TABLE. QUESTION #8 AND #17 SHOULD HAVE DIFFERENT MATERIALS LISTED.

THIS TABLE IS FOR ALL ANIMAL ORIGIN MATERIAL RECEIVED BY THE FACILITY. THIS INCLUDES MATERIALS NOT EXPORTED TO THE U.S.

MATERIAL OR INGREDIENT DESCRIPTION OF MATERIAL RECEIVED BY INSPECTED FACILITY (raw material for further processing, finished product ingredient, product for packaging, re-export only-no value added, storage etc.)	SPECIES OF ORIGIN (e.g., bovine, water buffalo, chicken, duck, porcine, camelid, fish, shellfish, etc.)	ANIMAL ORIGIN INGREDIENT (e.g., specific organs/parts, pig blood, chicken egg, milk/milk product, bovine gelatin, avian meal, vitamin D3 from sheep wool grease, lamb heart, deer antler, cow hoof, bovine meat-and-bone meal, chicken digest, etc.)	COUNTRY OF MANUFACTURER AND/OR SUPPLIER OF MATERIAL RECEIVED BY INSPECTED FACILITY	MANUFACTURER NAME <u>(Cannot list the same manufacture as listed in #1)</u> <i>If material is received from fishing vessels or farms owned by the facility in #1, please state this and list the country of the farms/boats in the previous column</i>	ADDRESS OF MANUFACTURER FACILITY OF MATERIAL RECEIVED BY INSPECTED FACILITY <u>(Cannot list the same address as #2)</u>	CONTACT INFORMATION	SUPPLIER/ DISTRIBUTOR NAME AND ADDRESS <u>(Cannot list the same manufacture as listed in #1 and #2)</u>	MARK ‘X’ IF INTENDED FOR EXPORT TO THE US

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During your inspection, verify that the table in question #8 is complete and accurate.

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9. ___ YES ___ NO. Was there any evidence that the facility receives any supplies or finished product made of, or containing, animal origin material not included in the table for questions #8? **If YES, please include details below (attach additional sheet if more space is needed).**
10. ___ YES ___ NO ___ N/A. If Vitamin D3 is listed anywhere in the table for question #8, can you verify the origin as sheep wool grease (lanolin)? **Please include details of how this determination was made (attach additional sheet if more space is needed.)**
11. ___ YES ___ NO ___ N/A. If bovine tallow (e.g. rendered fat) is listed anywhere in the table for question #8, were you able to verify the percentage insoluble impurities as less than or equal to 0.15% by weight? **Please include details of how this determination was made (attach additional sheet if more space is needed).**
12. ___ N/A. If bovine gelatin is listed anywhere in the table for question #8, verify that it was derived from (check all that apply):
- Bones
 - Hides/skins
13. Please identify how you were able to determine the material in question #8 was supplied/manufactured by the facilities listed (check all that apply):
- Foreign zoo-sanitary/health certificate
 - Commercial document for transport of animal by-products not intended for human consumption in accordance with EC no 1069/2009
 - Producer/Manufacturer’s Statement
 - Invoice
 - Other
- If OTHER, please describe below (attach additional sheet if more space is needed).**

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14. ___ YES ___ NO. Was there any evidence that the facility receives any commodities made of, or containing, animal origin material from suppliers not included in the table for question #8? **If YES, please include details below (attach additional sheet if more space is needed).**
15. ___ YES ___ NO. When you randomly selected at least 3 commodities from the receiving storage area that are supplied to the facility, was the management able to demonstrate that the commodities were supplied by the facility/facilities listed on the table in question #8?
16. ___ YES ___ NO ___ N/A. For any processed animal proteins* **received by the facility**, are the processing/manufacturing facilities that manufacture the processed animal proteins dedicated to the processing of non-ruminant species? **If NO, please include details below (attach additional sheet if more space is needed).**

**Processed animal protein* means meat meal, bone meal, meat and bone meal, blood meal, dried plasma and other blood products, hydrolyzed proteins, hoof meal, horn meal, poultry meal, feather meal, fish meal, digests, most animal origin powders, and any other similar products.

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18. ___ YES ___ NO. Was there any evidence that the facility produces any commodities made of, or containing, animal origin material not included in the table for question #17? **If YES, please include details below (attach additional sheet if more space is needed).**
19. ___ YES ___ NO ___ N/A. If bovine tallow (e.g. rendered fat) is listed in the table for question #17, were you able to verify the percentage insoluble impurities as less than or equal to 0.15% by weight? **Please include details of how this determination was made (attach additional sheet if more space is needed).**
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20. ___ N/A. If bovine gelatin is listed in the table for question #17, verify that it was derived from (check all that apply):
- Bones
 - Hides/skins
21. The following questions refer **ONLY** to facilities that receive or process commodities ineligible for export to the United States. (*See page 11 for a list of materials ineligible for export to the US*)
- a. ___ YES ___ NO ___ N/A. Does the facility maintain processing rooms dedicated only for product eligible for export to the US?
- b. ___ YES ___ NO ___ N/A. Does the facility maintain processing equipment (e.g. lines, machinery, and utensils) dedicated only to product eligible for export to the US?
- c. ___ YES ___ NO ___ N/A. Does the facility maintain storage rooms dedicated only to product eligible for export to the US?
- d. ___ YES ___ NO ___ N/A. Does the facility maintain employees dedicated only to product eligible for export to the US?
- e. ___ YES ___ NO ___ N/A. Does the facility maintain appropriate documentation (e.g. signs and labels) and employee training to ensure product eligible for export to the US does not come in contact with product ineligible for export to the US?
- f. ___ YES ___ NO ___ N/A. Are incoming and outgoing shipments of bulk materials delivered in trucks dedicated to materials eligible for export to the US?

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22. If NO to any of questions #21a through 21f above and/or if a facility that handles ineligible material (see page 11), including closed container storage, **please provide details of how the facility prevents cross contamination of product eligible for export to the US with product ineligible for export to the US** (i.e. monitoring proper use of hygiene protocols such as hand washing, use of gloves, aprons, disinfection stations, using signs and labels, cleaning and sanitizing trucks, etc.). Attach additional sheet if more space is needed.

NOTE: If the facility receives, stores, or processes commodities ineligible for export to the US submission of this questionnaire must include blueprints of the facility being inspected which outline the areas used for storage and production of commodities intended for export to the US and areas used for storage and production of commodities not intended for export to the US. The blueprints must include processing flow from receiving, to storage and shipping.

23. Select materials from at least 3 different outgoing commodity lots or production groups for record review.
NOTE: If the facility exports commodities eligible for export to the US, and commodities ineligible for export to the US, make selections only from those lots eligible for export to the US.

YES NO. Was the facility able to produce records tracking that lot and individual ingredient(s) back to the incoming supplies? **If NO, please include details below (attach additional sheet if more space is needed).**

24. YES NO. Is the equipment maintained in good condition (i.e. free of cracks, pitting, rust, or other defects that could affect cleaning and sanitizing procedures) so as to be easily cleaned? **If NO, please include details below (attach additional sheet if more space is needed).**

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25. ___ YES ___ NO. Is the building maintained in a sound condition (i.e. no leaks, no standing water, no evidence of pests/rodents, well maintained floors, ceilings, and walls)? **If NO, please include details below (attach additional sheet if more space is needed).**
26. Please explain how the facility maintains sanitation and prevents adulteration of product intended for export to the United States (i.e. monitoring proper use of hygiene protocols such as hand washing, use of gloves, aprons, disinfection stations, using signs and labels, cleaning and sanitizing trucks, etc.). Attach additional sheet if more space is needed.
27. ___ YES ___ NO. Were there any findings during the course of the inspection that raise a concern as to whether the facility’s measures are adequate to maintain basic sanitation, product identity and integrity, and prevent contamination of product intended for export to the United States? **If YES, please include details below (attach additional sheet if more space is needed).**

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The following is a list of materials ineligible for export to the US:

- **Ruminant processed animal proteins*** from countries recognized by APHIS as **controlled¹** or **undetermined risk²** for Bovine Spongiform Encephalopathy (BSE):

A current list of disease statuses may be found at <https://www.aphis.usda.gov/animalhealth/disease-status-of-regions>

As of January 3rd, 2022 countries recognized by APHIS as **Negligible Risk**: Argentina, Australia, Austria, Belgium, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Hungary, Iceland, India, Israel, Italy, Japan, Republic of Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Mexico, Namibia, Netherlands, New Zealand, Nicaragua, Norway, Panama, Paraguay, Peru, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom (Northern Ireland only), and Uruguay.

As of January 3rd, 2022, ¹countries recognized by APHIS as **Controlled Risk**: Canada, Ecuador, France, Greece, Ireland, Taiwan, and the United Kingdom (England, Scotland, and Wales only).

² Countries recognized by APHIS as **Undetermined Risk**: all countries excluding those listed above as negligible and controlled risk.

**Processed animal protein* means meat meal, bone meal, meat and bone meal, blood meal, dried plasma and other blood products, hydrolyzed proteins, hoof meal, horn meal, poultry meal, feather meal, fish meal, digests, most animal origin powders, and any other similar products.

- **Specified Risk Materials (SRMs)** apply only to Countries recognized by APHIS as **¹Controlled or ²Undetermined Risk for BSE**:
 - The distal ileum of the small intestine and the tonsils from bovines of any age, AND
 - From controlled¹ risk countries: brain, skull, eyes, trigeminal ganglia, spinal cord, vertebral column (excluding the vertebrae of the tail, the transverse processes of the thoracic and lumbar vertebrae, and the wings of the sacrum), and dorsal root ganglia from bovines 30 months of age and older
 - From undetermined risk² countries: brain, skull, eyes, trigeminal ganglia, spinal cord, vertebral column (excluding the vertebrae of the tail, the transverse processes of the thoracic and lumbar vertebrae, and the wings of the sacrum), and dorsal root ganglia from bovines older than 12 months of age
- **Mechanically Separated/Deboned Meat:**
From the skull and vertebral column of bovines 30 months of age and older (controlled¹ risk countries) and older than 12 months of age (undetermined risk² countries).

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Signature of responsible facility representative

Printed name of responsible facility representative

_____ Date (mm/dd/yyyy)
Title of responsible facility representative

ALL FIELDS MUST BE COMPLETED BY AN OFFICAL GOVERNMENT VETERINARIAN

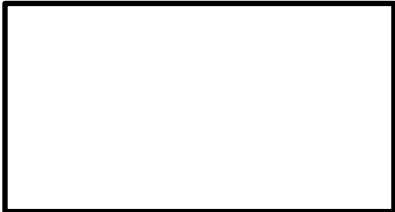
Signature of official government veterinarian
(Digital signatures are not accepted)

Printed name of official government veterinarian

Title of official government veterinarian

Date (mm/dd/yyyy)
OTHER DATE FORMATS WILL NOT BE ACCEPTED

OFFICAL SEAL



Phone number and/or email address of official government veterinarian or official government office

Are you a full-time, salaried **veterinarian** of the agency responsible for animal health of the country in which this facility resides?

Must Circle one: YES / NO

FOR USDA APHIS INTERNAL USE ONLY

Recommendation of APHIS/VS Staff Veterinarian (circle one):

APPROVED **DISAPPROVED**

Signature of APHIS/VS Staff Veterinarian Date