#### INTRODUCTION

The index is arranged in two parts: a numeric index of all FSIS directives and a subject index to aid readers in locating directives relating to specific matters. The index covers all directives and amendments issued as of **January 31, 2000.** 

The numeric index includes the distribution of each directive which may be different than the distribution shown on the printed issuance. In such cases, use the distribution in the numeric index.

To maintain your files, use the numeric index to identify directives for your office. Compare those identified against your files and order replacement copies by memorandum from Administrative Services Division, Paperwork Management Branch, Maildrop 5241, 5601 Sunnyside Avenue, Beltsville, MD 20705-5241. Directives not listed in this index are no longer active and may be discarded.

### FREQUENT DISTRIBUTION CITATIONS

Locations

Office of the Administrator Washington Offices **Deputy Administrators** Staff Offices **Division Directors** Field Offices **OFO District Offices** (includes compliance, egg products, and domestic and international meat and poultry inspection activities) **OFO Circuit Supervisors** OFO Headquarters Plant (IIC's) Egg Products Inspectors Import Facility Inspectors (IFI) Field Service Laboratories Financial Processing Center POB. Minneapolis, MN Technical Service Center (including technical training

activities and review functions)

Import Offices OFO Headquarters (Import)

Citation

District Offices (import function) Import Facility Inspectors (IFI)

Inspection Offices OFO Headquarters Offices

(formerly MPI or IO Offices)

OFO District Offices (includes compliance, egg products, and domestic and

international meat and poultry inspection

activities)

Egg Products Inspectors Financial Processing Center Technical Service Center OPHS Headquarters Offices

ABB State Agricultural Offices

TSC (formerly PRD) Technical Service Center (review function)

TRA Trade Associations

T/A Plant Management Talmadge-Aiken Plant Management

T/A Inspectors Talmadge-Aiken Inspectors

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1010.2 Rev. 1 6/25/90	CIRCUIT MAINTENANCE GUIDELINES AM Offices; All IO Offices (Except IIC's and Below); All Compliance Offices; PRD	1300.1 Rev. 3 4/5/94 Amend. 1 6/19/96 Amend. 2	FSIS INFORMATION RESOURCES MANAGEMENT All Offices (Except Circuit Supervisors and Below)
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	Supervisors and Below); Union Officials	1300.2 1/25/88	CONTRACTOR ACCESS TO FSIS DATA BASES All Offices (Except Circuit Supervisors and Below)
1020.2 Rev. 3 12/10/97	AUTHORIZATION TO ADMINISTER EMPLOYMENT OATHS All Offices	1410.2 3/29/82	PUBLIC EXHIBITS All Offices (Except Area Offices and Below)
1030.2 4/22/85	DOCUMENTATION OF PROCESSING AND COMBINATION ASSIGNMENTS AM Offices; All MPI Offices (Except IIC's); All Compliance Offices	1420.2 Rev. 1 11/25/85	PUBLICATIONS CONTROL PROGRAM All Washington Offices; MPIO Regional Offices
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		2540.3 Rev. 2 6/24/97	TELEPHONE EQUIPMENT AND SERVICES All Offices
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4511.3 5/4/90	PEER REVIEW PLAN FOR SCIENTIFIC POSITIONS Washington Offices; Regional Offices; and S&T Laboratories	4610.5 Rev. 1 2/25/87 Amend. 1 4/15/91 Amend. 2 8/18/94	ALTERNATIVE WORK SCHEDULES All Offices (Except IIC's and Below)
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4531.1 Rev. 3 8/24/88	WITHIN-GRADE INCREASES All Offices; Union Officials	4610.7 1/25/99	FLEXIPLACE PROGRAM All Offices (Except IIC's and Below)
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4713.1 Rev. 1 9/28/88	EQUAL EMPLOYMENT OPPORTUNITY All Employees	4791.3 5/16/86	USE OF FORMALDEHYDE IN LABORATORY SAMPLES All MPIO Field Employees; All Science Field Employees
4713.2 Rev. 1 9/1/88	PREVENTION OF DISCRIMINATION ON GROUNDS OF POLITICAL AFFILIATION OR MARITAL STATUS All Employees	4791.5 4/27/90	HAZARD COMMUNICATION PROGRAM All Offices; Plant Management; Union Officials
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4735.2	APPROVING PURCHASE OF 3/28/85 PRODUCTS FROM PLANTS OA; ODA-AM; PD; All MPI Offices; Compliance Field Offices	4791.7 8/8/95 RADIATION	MONITORING EMPLOYEE EXPOSURE TO OCCUPATIONAL
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4735.4 Rev. 1 10/22/97	REPORTING ASSAULTS, THREATS, INTIMIDATION, OR INTERFERENCE All Offices; All Inspection Employees	4791.11 Rev. 1 6/2/97	LOCKOUT/TAGOUT SAFETY PROCEDURES All Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB; PRD; Union Officials
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**EMPLOYEE PAY PROBLEMS AND** 

INQUIRIES TO NATIONAL FINANCE CENTER

All Offices

4900.4

Rev. 3

12/6/85

THE FOLLOWING ADMINISTRATIVE DIRECTIVE IS ERRONEOUSLY NUMBERED IN THE 9000 SERIES. THIS DIRECTIVE WILL REMAIN IN EFFECT UNTIL RENUMBERED.

9040.3 USE OF COMPENSATORY 3/29/82 TIME AND PAID OVERTIME OA; PD; ASD; All MPI Offices; All Compliance Offices

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5110.1 Rev. 1 3/9/92	REIMBURSABLE SERVICES REFERENCE GUIDE All Inspection Offices; BFD		Inspectors; Plant Management; Science and Compliance Offices; ABB
5110.2 Rev. 1 4/13/92	CROSS-UTILIZATION OF POULTRY GRADERS AND FOOD INSPECTORS All Offices; Inspection Offices; Import Offices	5720.2 Rev. 2 7/24/92	COOPERATIVE INSPECTION PROGRAMS All Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB; PRD; AID; State Directors
5110.3 Rev. 1 4/13/92	CROSS-UTILIZATION OF MEAT GRADERS AND FOOD INSPECTORS All Offices; Inspection Offices; Import Offices	5930.1 Rev. 2 2/5/92	CUSTOM EXEMPT ESTABLISHMENT REVIEW PROCEDURES (Includes Official Meat Establishments Conducting Custom Operations)
5220.1 Rev. 1 9/24/97	GRANTING, REFUSING, VOLUNTARY SUSPENSION OR VOLUNTARY WITHDRAWAL OF FEDERAL INSPECTION SERVICE		Conditioning Custom Cps and not
5220.2 Rev. 1 9/28/92	MEAT AND POULTRY ESTABLISHMENT NUMBERING PROCEDURES All MPI Offices; T/A Inspectors; Plant Management; T/A Plant Management; S&T TRA; ABB; PRD; AID		

# 6000--SLAUGHTER INSPECTION 1/

6010.1 12/4/84	WEEKLY LIVESTOCK SLAUGHTER REPORTFORMS LS-149	6340.1 11/24/92	ACCEPTANCE AND MONITORING OR PRE-EVISCERATION CARCASS SPRAY SYSTEMS
6030.1 10/14/92	APPLICATION FOR EXEMPTION BASED ON RELIGIOUS DIETARY LAWS	6355.1	USE OF CHLORINE DIOXIDE
6040.1 8/26/93	DISPOSITION OF SHEEP AND THEIR CARCASSES IMPLANTED	9/23/96	IN POULTRY CHILL WATER  FOWL OVA
DEVICES	WITH ELECTRONIC IDENTIFICATION	8/22/83	
6120.1 8/27/87	FINISHED PRODUCT STANDARDS PROGRAM FOR THE NEW LINE SPEED INSPECTION SYSTEM AND THE STREAMLINED INSPECTION SYSTEM	6420.1 12/17/98	LIVESTOCK POST-MORTEM INSPECTION ACTIVITIESENFORCING THE ZERO TOLERANCES FOR FECAL MATERIAL, INGESTA, AND MILK
6150.1 Rev. 1	POULTRY POST-MORTEM INSPECTION AND	6550.1 12/9/93	LINE SPEEDS FOR HEAVY YOUNG CHICKENS (BROILERS, ROASTERS)
6/19/98 FECAL MA	REINSPECTIONENFORCING THE ZERO TOLERANCE FOR VISIBLE ATERIAL	6810.1 Rev. 2 9/22/89	GRADEMARK LABELING ON MEAT AND POULTRY PRODUCTS
6200.1 9/8/86	PREPARATION AND SUBMISSION OF FSIS 6200 FORM SERIES	6810.2 1/2/86 Amend. 1	MARKING CARCASSES AND PRODUCTS (MEAT)
6210.1 Rev. 1 9/24/93	POST-MORTEM DISPOSITION OF POULTRY	3/13/86	
6240.1 11/10/94	BOVINE MYCOBACTERIOSIS (M.bovis) DISPOSITION GUIDELINE	6900.1 4/29/92	DISABLED LIVESTOCK: Procedures For Humane Handling From Time Of Arrival At Official Establishment Premises Until Slaughter
6330.1 5/26/93	CARCASS SPRAYING DURING CHILLING		

<sup>&</sup>lt;sup>1/</sup> Unless otherwise shown, the distribution is: All Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB; PRD; Import Offices

# 7000--PROCESSED PRODUCTS 1/

7010.1 Rev. 1 6/12/89	PROCESSING USDA- DONATED COMMODITIES	7140.1 7/17/90	QUESTIONS AND ANSWERS RELATING TO INGREDIENTS THAT MAY BE DESIGNATED AS FLAVORS, FLAVORINGS, NATURAL FLAVORS OR NATURAL
7010.4 Rev. 3 5/31/91	PREPARATION AND SUBMISSION OF REVISED FSIS FORM 7010-4, MEAT AND POULTRY PROCESSING	FLAVORINGS	IN THE INGREDIENTS STATEMENTS ON THE LABELS OF MEAT AND POULTRY PRODUCTS
	OPERATIONS AND PROCESSED PRODUCTS CONDEMNED AT OFFICIAL ESTABLISHMENTS	7140.2 9/10/90	DETERMINING ADDED WATER IN COOKED SAUSAGE
7110.1	GUIDELINES FOR SPECIFIED 2/26/86 CUTS OF POULTRY	7140.3 2/14/95	DETERMINING ADDED WATER IN FRESH SAUSAGE
7110.2 Rev. 1 10/3/88	UPDATE OF PROTEIN FAT FREE (PFF) INSTRUCTIONS	7160.1 9/13/96	MEAT PRODUCED BY ADVANCED MEAT/BONE SEPARATION MACHINERY AND MEAT RECOVERY SYSTEMS
7110.3 Rev. 1 1/24/89	TIME/TEMPERATURE GUIDELINES FOR COOLING HEATED PRODUCTS	7160.2	"MEAT" PREPARED USING 4/14/97 ADVANCED MECHANICAL MEAT/BONE SEPARATION
7111.1 3/3/99	PERFORMANCE STANDARDS FOR THE PRODUCTION OF CERTAIN MEAT AND POULTRY PRODUCTS		MACHINERY AND MEAT RECOVERY SYSTEMS
7124.1 7/28/86	STANDARDS OF IDENTITY OR COMPOSITIONUSE OF COOKED OR CURED PRODUCT	7220.1 Rev. 3 3/23/94 Amend. 1 5/6/94 Amend. 2	FOOD LABELING DIVISION POLICY MEMORANDA
7130.3 2/11/92	INSPECTION PROCEDURES FOR FAT AND ADDED WATER IN COOKED SAUSAGE	9/27/94 Amend. 3 1/9/95 Amend. 4 3/2/95	
7131.1 1/8/86	PRODUCT AMENABILITY		
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7222.1 9/9/98	INSPECTION REQUIREMENT FOR FOOD AND NUTRITION IN-PLANT CONTROL PROGRAMS		7310.6 5/30/90	BACON YIELD DETERMINATIONS
7235.1 Rev. 1 5/11/94	MANDATORY SAFE HANDLII STATEMENTS ON LABELING OF RAW AND PARTIALLY CO	6	7310.7 6/29/87 PIZZA	TRICHINAE CONTROL REQUIREMENTS FOR PORK USED ON
0/11/54	MEAT AND POULTRY PROD		7320.1 4/27/93	TREATMENT OF CERTAIN MEAT AND POULTRY PRODUCTS CONTAINING
7236.2 Rev. 1 7/8/94	NUTRITION LABELING OF MEAT AND POULTRY PRODUCTS			PORK TO DESTROY TRICHINAE
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8840.1 ENFORCEMENT OF 6/18/99 REFRIGERATION AND LABEL- ING REQUIREMENTS FOR SHELL EGGS PACKED FOR CONSUMER USE District Offices; Compliance Officers	REFRIGERATION AND LABEL- ING REQUIREMENTS FOR SHELL EGGS	9000.1 9/9/99	EXPORT CERTIFICATION
		9010.1 5/26/99	EXPORT PRODUCTS RETURNED TO THE UNITED STATES
		9040.1 Rev. 2 8/12/93	REINSPECTION OF PRODUCT INTENDED FOR EXPORT
		9540.2 Rev. 2 6/11/91	FEDERAL AND CONTRACT SERVICING LABORATORIES FOR INTERNATIONAL PROGRAM'S (IP) FOOD CHEMISTRY SAMPLES
		9550.1 4/24/90 PRODUCTS	PROTEIN FAT-FREE (PFF) FOR IMPORTED CURED PORK
		9770.2 6/5/91	SUBMISSION OF IMPORT SAMPLES FOR RESIDUE ANALYSES

<sup>1/</sup> Unless otherwise shown, the distribution is: All Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB; PRD; Import Offices

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10,001.1 Rev. 2 11/6/90	SAMPLE RESERVES REQUESTED BY THE FOOD AND DRUG ADMINISTRATION	10,230.2 8/6/92 Amend. 1 9/4/92	PROCEDURES FOR COLLECTING AND SUBMITTING DOMESTIC SAMPLES FOR MICROBIO- LOGICAL ANALYSIS
10,010.1 2/1/98	MICROBIOLOGICAL TESTING PROGRAM FOR ESCHERICHIA COLI 0157:H7 IN RAW GROUND BEEF	10,230.3 Rev. 2 9/1/98	PREPARATION AND SUBMISSION OF FSIS FORM 10,230-3, SAMPLING FRAME UPDATE FORM Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB;
10,011.1 9/9/98	ENFORCEMENT INSTRUCTIONS FOR THE SALMONELLA PERFORMANCE STANDARDS		PRD; Technical Support Laboratories
10,012.1 Rev. 1 6/14/94	UNIDENTIFIABLE MICROBIAL INHIBITION	10,230.4 8/6/96	SALMONELLA SURVEILLANCE PROGRAM FOR LIQUID AND FROZEN EGG PRODUCTS
10,100.1 7/16/86	ANALYTICAL METHOD INTRODUCTION	10,230.5 2/4/98 Amend. 1 7/29/98	SELF-INSTRUCTION GUIDE FOR COLLECTING RAW MEAT AND POULTRY PRODUCT SAMPLES FOR
10,110.1 Rev. 1 6/8/90	DATA REPORTING FOR NONVALIDATED CHEMICAL METHODS (NVCM)		SALMONELLA ANALYSIS
10,130.1 Rev. 3 4/30/93	UNIDENTIFIED ANALYTICAL RESPONSES (UARs)	10,240.1 Rev. 1 8/30/90 Amend. 1 6/2/97	MICROBIOLOGICAL MONITORING PROGRAM: SAMPLING, TESTING PROCEDURES AND ACTIONS FOR LISTERIA MONOCYTOGENES AND SALMONELLA
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Management; T/A Plant Management; TRA; ABB; PRD

 $<sup>^{1\!\!/}</sup>$  Unless otherwise shown, the distribution is: All Inspection Offices; T/A Inspectors; Plant Management; T/A Plant Management; TRA; ABB; PRD; Import Offices

# 12,000--VOLUNTARY INSPECTION 1/

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FAIR EMPLOYMENT PRACTICES AND APPEALS FAIR LABOR STANDARDS ACT	4713.2 4551.1	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1
FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA)	4713.2 4551.1 TION)	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3
FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA) FAMILY AND MEDICAL	4713.2 4551.1	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION ACT	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3
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FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA) FAMILY AND MEDICAL	4713.2 4551.1 TION) 4630.6	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION ACT	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3
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FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA) FAMILY AND MEDICAL LEAVE	4713.2 4551.1 TION) 4630.6	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION ACT	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3
FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA FAMILY AND MEDICAL LEAVE (See LEAVE)  FAMILY SICK LEAVE	4713.2 4551.1 TION) 4630.6 ) 4630.6	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION ACT  FURLOUGH WITHOUT PAY  -G-	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3
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FAIR EMPLOYMENT PRACTICES AND APPEALS  FAIR LABOR STANDARDS ACT (See COMPENSA) FAMILY AND MEDICAL LEAVE (See LEAVE)  FAMILY SICK LEAVE  FAMILY, TRANSPORTATION OF FAST ANTIMICROBIAL SCREEN TEST (FAST)  FEDERAL EMPLOYEES COMPENSATION ACT (See SAFETY AND HE.) FEDERAL-STATE COOPERATIVE ACT PROGRAMS	4713.2 4551.1 TION) 4630.6 ) 4630.6 3820.1 10,220.2 4810.1 ALTH) 3300.1	Preparation and Design Processing Operations Procurement Public-Use Clearance Sample Seal Unified Sampling Form Sampling Frame Update  FREEDOM OF INFORMATION ACT  FURLOUGH WITHOUT PAY  -G-  GARNISHMENT Child Support or Alimony  GENERAL SERVICES ADMINISTRA Furniture Motor Vehicles Supplies and Equipment  GIFTS, ACCEPTANCE OF  GLASSWARE, LABORATORY	2640.1 7010.4 2100.1 2650.1 7355.1 10,210.1 10,230.3 1450.1 4630.2 TION (GSA) 2100.1 2450.1 2100.1 4735.3 2100.1
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