WILD GAME MEAT FIELD DEPOT FOOD SAFETY PROGRAM

NSW GOVERNMENT Food Authority

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OCTOBER 2018

Wild Game Meat Field Depot Food Safety Program

for

_____

(Company name)

NSW Food Authority
License No. | | | | | | |

Field Depot Manager

Full name _____

(Licensee or nominated person)

Address _____

_____

_____

Telephone _____

Contents

Introduction

The NSW Food Authority (the Food Authority) is a State Government agency and Australia's first completely integrated (through-chain) food regulatory agency. The Food Authority is responsible for regulating and monitoring food safety as well as other requirements of the NSW *Food Act 2003*, Food Regulation 2015 and the Australia New Zealand Food Standards Code (the Code) across the entire food industry supply chain, from primary production to point of sale.

The Food Authority has prepared the *Wild Game Meat Field Depot Food Safety Program* (the manual) to assist operators to meet their legal requirements.

This Food Safety Program (FSP) is similar to those that have been developed in other states by other state regulatory agencies.

Typical activities carried out by field depots have been incorporated into this manual. The Food Authority cannot accept any responsibility for non-conformances detected during audits that relate to legislative amendments that may occur from time to time or operating activities that are carried out that fall outside the scope of this program.

What is the legal status of this manual?

This manual is an official document published by the Food Authority to provide assistance for wild game meat field depots. It is the responsibility of the licensee to ensure that this document is maintained and updated as required to remain compliant with the requirements of applicable State and Federal legislation.

The manual will be used as the basis for determining and resolving most day to day operational issues between the Food Authority and food businesses during the audit or inspection process. However, where there is discrepancy between the content of this manual and the legal interpretation, the latter prevails.

Licensees are required to comply with relevant Commonwealth Department of Agriculture and Water Resources (DAWR) legislative requirements including DAWR Meat Notice Number: 2009/04, *Additional Requirements for Wild Game Meat Processing for Export*. These existing requirements have been incorporated into this manual however; the licensee should ensure that all relevant requirements are read and referenced as separate documents.

Export Control (Wild Game Meat and Wild Game Meat Products) Orders developed by the DAWR reference the *Australian Standard for the Hygienic Production of Wild Game Meat for Human Consumption* (AS 4464:2007) and are to be complied with at all times.

This manual may be used as a template to develop a FSP that meets all of the requirements of the *Australian Standard for the Hygienic production of wild game meat for human consumption* (AS 4464-2007) and DAWR Meat Notice 2009/04. Facilities may develop their own forms or may adopt the forms within this manual for use in their FSP.

Alternatively, facilities may adopt this manual in full.

Declaration

I _____ advise that this **Food Safety Program** is submitted in accordance with the provisions of the NSW *Food Act 2003* (the Act) in respect to the granting of a license by the NSW Food Authority (the Food Authority) for the purpose of receiving, storing and transporting wild game carcases to produce meat for human consumption and I undertake and agree that:

1. The meat processing operation subject to this license, and
   - the vehicle(s), equipment and procedures used in connection with that operation, and
   - the responsibilities of any person engaged in that operation,

   shall comply with the requirements of the NSW *Food Act 2003,* the Food Regulation 2015*,* the *Australian Standard for the Hygienic Production of Game Meat for Human Consumption* (AS 4464:2007), DAWR Meat Notice 2009/04 and with the undertakings given in this Food Safety Program.
2. Access to the depot will be granted to Approved Food Safety Auditors, NSW Office of Environment and Heritage and Authorised Officers from the NSW Food Authority / Biosecurity and Food Safety at any time for the purpose of auditing or inspection of the facility and this Food Safety Program.
3. By adopting this Food Safety Program, I agree to comply with its requirements.

Name _____

Position _____

Signature _____ **Date** _____

Scope, objective and purpose of the Food Safety Program

Scope

This FSP will apply to the receival, identification, hanging, chilling/storage, dispatch/transport and hygienic controls used to produce wild game animals, wild game carcases and wild game meat for human consumption.

It includes the maintenance and hygienic controls for premises and any other equipment used in the receival, identification, chilling/storing, and dispatch/transport of wild game animals, wild game carcases and wild game meat for human consumption.

Objective

The objectives of this FSP are to ensure:

a) wild game meat for human consumption is wholesome, and

b) wild game meat that is not fit for human consumption or not intended for human consumption is dealt with separately, and

c) the accurate identification, traceability and recall of wild game meat, and

d) any statement made in relation to the condition of wild game meat or the production of wild game meat is accurate, and

e) an accurate assessment can be made as to whether the objectives identified in paragraphs a) to d) are met.

Purpose

The Program has been prepared as a guide to assist industry meet the requirements of the NSW *Food Act 2003*, the NSW Food Regulation 2015 and the *Australian Standard for the Hygienic Production of Wild Game Meat for Human Consumption (*AS4464:2007).

This document has been developed to comply with Australian Standard 4464 – 2007 Section 3.11 The HACCP plan.

Food Safety Program

Table 1. Product description and intended use

All carcases are intended for human consumption. Carcases will be transported to a game meat processing plant for post mortem meat inspection.					
Macropods (Kangaroos)		Wild goat		Rabbits/Hare	
Wild boar		Wild deer			

✓ Please tick the appropriate species (more than one can be ticked).

Construction and maintenance

Routine inspections to identify maintenance issues must be undertaken weekly and documented on Form FD001. These inspections should look at the condition of the premises including fittings, fixtures, equipment and utensils. Any identified issues that need to be rectified are to be recorded on Form FD003.

Copies of service reports for equipment or the facility must be kept.

The field depot operator agrees to construct and maintain field depots, premises and equipment to a standard compliant with AS 4464:2007. As a minimum, the field depot, premises and equipment must:

- not be a source of contamination
- not jeopardise the wholesomeness of wild game meat carcases or wild game meat
- not jeopardise wholesomeness of wild game meat carcases and wild game meat by environmental conditions
- not allow the entry of odours, smoke, dust or other environmental contaminants
- facilitate hygienic production
- be effectively inspected and monitored
- be fit for the purpose for which they have been constructed.

All field depots must be fitted with an appropriately proportioned platform at the front of the field depot which will:

- allow ease of access for personnel
- provide room for the loading and unloading of carcases.

Hygiene and sanitation

Sanitation of all food contact surfaces by heat, chemicals or a combination of the two or some other approved process must be undertaken.

A business must list all fixtures, fittings, equipment and areas of the production facility which require cleaning and sanitation on Form FD001.

Cleaning and sanitation inspections must be conducted weekly and corrective action taken when necessary. Results of these inspections are to be recorded on Form FD001.

A game meat field depot operator shall ensure that the field depot and equipment are:

- cleaned and sanitised when necessary to prevent the contamination of wild game meat and wild game meat products
- thoroughly cleaned and sanitised between loads.

The external areas surrounding the depot are to be maintained in a clean and tidy state. This includes mowing or reducing excess grass or weeds, removal of rubbish or unused equipment.

Hand wash facilities are accessible and conveniently located.

Chemicals and other hazardous materials

Chemicals used on the site as well as the mixing rate, type of chemical and assurance that the chemicals used are suitable for use in a food premises must be recorded in Table 2 below.

Cleaning chemicals (detergents and sanitisers), pesticides, and other hazardous materials must:

- not contaminate product
- be fit for purpose
- be labelled, stored and handled so as to prevent contamination
- be used according to their label.

Table 2. Chemicals used by this business

Chemical name	Type (cleaning/ pest control)	Mixing rate

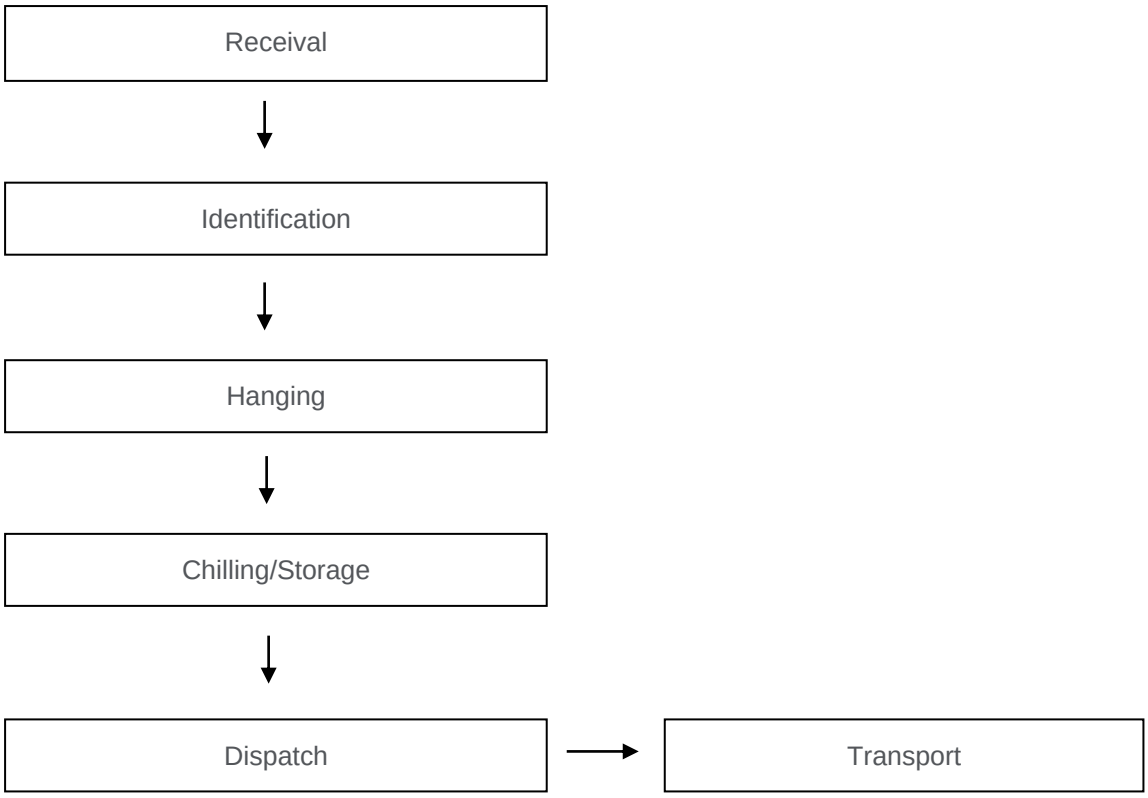
Process control

Notification

A wild game field depot operator agrees to notify the Food Authority:

- of a wild game animal being affected or suspected of being affected by a notifiable disease
- of a carcase or carcase part displaying evidence of a wild game animal having been affected by a notifiable disease
- of any evidence they find of cruelty to animals they may observe during operation of the field depot
- of unlicensed game meat field harvesters.

Flow diagram



Process chart

Process step	Hazard	Control measure	Corrective action	Records
Receival	**Microbiological**	Carcases received within 2 hours of harvest or within two hours of sunrise. Purchasing records kept and maintained for auditing purposes. All carcases to be hung on rails. Small carcases may be placed in an approved manner on rails. Hung and spaced to maintain adequate cooling and minimise cross-contamination. All carcases to be eviscerated. All carcases to be unflayed. Do not accept grossly contaminated carcases or carcases not fully compliant with tagging requirements.	Condemn carcases that do not meet the control measures.	Form FD003
Identification	**Unlicensed harvesters or non-compliant carcases**	Carcases will have a numbered harvester tag which: • identifies the field harvester by license number and name • identifies the place of harvest (e.g. by name of property, or property owner, or quota management authority property identification number) • contains date of killing • contains time of killing • contains a declaration signed by the harvester which declares: – no abnormal behaviour was observed during killing – no abnormal characteristics were observed during the examination of the body and	Segregate carcase until it can be identified. Ensure traceability records are accurate on the tag. Condemn carcase if not able to identify where it came from.	Form FD003

Process step	Hazard	Control measure	Corrective action	Records
		any removed visceral. – there is no suspicion of environmental contamination. – if killed during daylight, the carcase was transported to a field depot or wild game meat processing establishment within 2 hours of harvest. If killed between sunset and sunrise it was transported to a field depot or wild game meat processing establishment no later than 2 hours after sunrise with a maximum of 12 hours between killing and placing into a field depot.		
Hanging	**Microbiological** **Physical**	Carcases hung to prevent cross contamination. Carcases hung to facilitate air flow and chilling.	Trim carcase. Space carcases to allow airflow. Monitor carcase temperature.	Form FD003
Chilling/Storage **CCP**	**Microbiological**	Carcases to reach 7 °C deep muscle temperature within 24 hours of placement into the field depot. (at least 2 carcases from each day/night during which carcases were harvested must be sampled). A daily record of the field depot air temperature must be recorded. A daily deep muscle temperature from at least 2 carcasses that have completed initial chilling to 7 °C must be taken. Data loggers must be used to verify temperatures of carcases and the chiller. Carcases must only be stored for a maximum number of 14 days from	Check chiller capability. Identify the reason for not meeting the temperature. Condemn the carcase.	Form FD002

Process step	Hazard	Control measure	Corrective action	Records
		harvest to processing to prevent the carcass being considered unsuitable for human consumption. This time frame may be altered by the Food Authority or DAWR.		
Dispatch	**Microbiological**	Carcase deep muscle temperatures from at least two carcasses from each of the front, middle and back of the field depot must be taken prior to load out. A copy of temperatures for each load of carcases must accompany each load to the processing facility. Carcases and meat are not to be loaded out above 7 °C. Dispatch must prevent the carcass becoming contaminated or unsuitable for human consumption.	Maintain carcase chilling and data logging.	Form FD004

CCP = Critical Control Point

Receival (these checks can be made after the carcases have been stored under refrigeration)

- Check the harvester is licensed
- Ensure that the carcases have been delivered within 2 hours of sunrise or 2 hours of harvest
- Check that the carcases are hung on individual hooks on the harvester's vehicle to facilitate air flow around each carcase (i.e. one hook, one carcass – no double hanging)
- Inspect the carcases for any obvious signs or defects
- Discard carcases that do not meet the requirements for human consumption
- Complete receival records to include harvesters name and license number, received date, species and number of carcases.

Corrective action

- Reject carcases that are not from licensed harvesters – record details of the harvester including name, address, and vehicle registration number and notify the Food Authority
- Reject carcases not hung on single hooks – notify the Food Authority of the harvester's details
- Reject carcases that are delivered outside of the time specifications
- Carcases that are not fit for human consumption are to be either disposed of or redirected to and identified as pet food.
- Carcases identified as pet meat are not to be stored with carcases identified for human consumption

Identification

Only carcases with numbered harvester tags complying with, at a minimum, the following information are to be processed for human consumption. The information:

- identifies the field harvester by license number and name
- identifies the place of harvest (e.g. by name of property, or property owner, or quota management authority property identification number)
- contains date of killing
- contains time of killing
- contains a declaration signed by the harvester which declares:
  - no abnormal behaviour was observed during killing
  - no abnormal characteristics were observed during the examination of the body and any removed viscera
  - there is no suspicion of environmental contamination
  - if killed during daylight, the carcase was transported to a field depot or wild game meat processing establishment within 2 hours of harvest. If killed between sunset and sunrise it was transported to a field depot or wild game meat processing establishment no later than 2 hours after sunrise with a maximum of 12 hours between killing and placing into a field depot.

Hanging

Each carcase must be hung on an individual hook. One hook, one carcass.

Care should be taken not to contaminate the meat from either personnel or other carcases.

Carcases must be hung to facilitate air flow around each carcase. No double hanging.

Chilling/Storage

Field depot must be capable of:

- maintaining an ambient temperature at 7 °C or below
- reducing the deep muscle temperature of the carcase to 7 °C or below within 24 hours of receipt.

Carcases must not be frozen.

The depot is not to be used as a storage facility for anything other than unflayed game meat carcases.

Field depot operators must ensure that manual temperatures are taken and recorded to show the following:

- Carcases were chilled to a deep muscle temperature of 7 °C or lower within 24 hours of placement into the field depot. (At least two carcases must have been sampled for each day/night during which carcases were harvested and recorded on Form FD002)
- A daily record of each field depot air temperature (Form FD002)
- Daily deep muscle temperatures of sampled carcases from the field depot after the primary chilling to 7 °C (at least two carcases must have been sampled for each day) (Form FD002)
- Carcase deep muscle temperatures at load out from the field depot (at least two carcases must be sampled from each of the front, middle and back of the field depot) (Form FD004).

Each depot must operate a data logger to record both air and product temperatures as a verification to the manually recorded temperatures mentioned above.

The data loggers must be set to record the time and temperature every half hour as a minimum and must be operating at all times whilst product is in the depot. Records of data must be available for auditing purposes. These records may be held at the field depot or alternatively, the records from the data loggers must be emailed to the Food Authority for each field depot on a monthly basis. Data supplied to the Food Authority by email must be in a format that can be easily read by a standard computer system, e.g. Word™ or Excel™.

Emails may be sent to: food.contact@dpi.nsw.gov.au

Dispatch

Carcases for human consumption must be presented to a processing facility under temperature control and free from contamination. Each load of carcases must be accompanied by a declaration that includes the following:

- Name of field depot
- Number of carcases
- Species

- The time that the carcases were loaded out of the depot
- Processing establishment where the carcases were consigned
- Data from the data loggers and a copy of temperature monitoring records must be provided with the carcases

Facilities may photocopy and use Form FD004 – *Wild game meat field depot dispatch declaration* on page 40 of this manual or another form of their choosing as long as the above detail is included on that form.

Transport

Wild game meat carcases must only be transported in licensed meat transport vehicles that have a functional air temperature logger. The vehicle must be capable of maintaining the carcase temperature below 7 °C.

Pre-requisite programs

Pest control

A business must effectively prevent contamination from pests. The pest control program in place must be documented, and records of any pest control undertaken retained.

You must demonstrate the following:

- Doors will be kept closed as much as practicable to prevent the entry of flies
- The premises are maintained in good repair (i.e. free of holes, cracks and crevices and any access or harbourage for pests)
- Written evidence provided that the chemicals used to treat pests are safe for use in a food environment
- There is an effective program in place for the control of pests
- The surrounds are maintained so that insects and vermin do not have areas where they can be harboured or breed.

Calibration

Thermometers and data loggers used to measure the temperature of the carcases must be calibrated with the results recorded in Table 3.

To demonstrate the effectiveness of its calibration program, the business must:

- identify all pieces of equipment used by the business which require calibration and are necessary for ensuring food safety (i.e. hand held thermometers, cool room thermometers, data loggers)
- calibrate hand held thermometers at least every 6 months and data loggers and other equipment at least yearly
- provide a unique identification number for each instrument calibrated with date of calibration and correction (if applicable)
- the acceptable margin of error is to be no greater than +/-1 °C. If more than this, the thermometers should be disposed of or recalibrated.

Calibration records must be maintained and up to date for auditing purposes.

Method to calibrate a thermometer

- Mix ice and water together
- Leave to stand until ice starts to melt
- Insert thermometer to be calibrated
- Wait for thermometer to read a stable temperature (target temperature 0°C)
- Try not to let the thermometer touch the bottom or sides of the container.
- The thermometer is to be accurate to +/-1°C

Table 3. Calibration records

Thermometer number										
Date										
Temp										

Thermometer number										
Date										
Temp										

Thermometer number										
Date										
Temp										

Internal audits

To demonstrate the effectiveness of its internal audit program, the business must:

- conduct an internal audit annually as a minimum (Form FD005)
- ensure operational compliance with the system as well as assessing the accuracy and effectiveness of the food safety program
- maintain internal audit records including any corrective actions taken for issues identified during the internal audit.

This activity is an important part of the ongoing FSP verification which must be done as a rolling program or annually.

Wild game meat depot operators must review their procedures to ensure that they are still operating as stated in this manual. If not, the manual must be updated to reflect the operations.

GMP/Personal hygiene

A business must take the following precautions:

- Prevent food handlers suffering from a foodborne disease from handling and contaminating product
- Prevent contamination by clothing, adhesive dressings (e.g. band aids), eating, sneezing/coughing, spitting and smoking
- Ensure personal hygiene practices that do not jeopardise the wholesomeness of wild game
- Ensure hands are washed prior to handling carcases or when they become contaminated.

Training

To demonstrate the effectiveness of its training program, a business must:

- document training that all staff have had to demonstrate that staff have appropriate skills and knowledge in food safety and food hygiene (e.g. induction program, in-house or external courses) and keep corresponding records of training conducted (e.g. training matrix or certificates)
- document the components of food safety and food hygiene training undertaken (e.g. cross-contamination, temperature monitoring, personal hygiene, cleaning and sanitising premises)
- conduct a review of staff training needs as a part of the internal audit.

Table 4.Training records

Training records – Completed whenever training occurs				
Date	Name	Type of training	Trained by	Signature

Water quality

Each field depot must have an adequate supply of drinking quality water for cleaning and sanitation purposes.

Security

Each field depot must be adequately secured to prevent uncontrolled access but must still be capable of allowing access by NSW Food Authority/DPI Biosecurity & Food Safety and NSW Office of Environment and Heritage officers.

Corrective action

Wild game meat field depot operators must take appropriate corrective action when something is found not to comply with the requirements of this manual or the requirements of the Australian Standard.

Corrective action will be taken at any time that process or product specifications do not meet the control measures specified in the risk assessment. Corrective action taken will be in accordance with the actions specified in the risk assessment and recorded using the corrective action register (Form FD003) at the end of this manual.

Form FD001 – Hygiene and maintenance checklist

√ = Acceptable X = Unacceptable (record corrective action taken on Form FD003)

Week commencing	1/1/10																						
1. Loading platform acceptable																							
2. Night lights working correctly																							
3. Adequate and functional drainage at the rear of the box																							
4. Door seals adequate and in tact																							
5. Rails rust free																							
6. Hooks are rust free																							
7. Floors acceptable																							
8. Walls and ceiling acceptable																							
9. Hand wash basin is functional and supplied with liquid soap and paper towel																							
10. Surrounds have been maintained																							
11. All carcases identified correctly																							

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Form FD002 – Daily temperature monitoring

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Month / Year **DM = Deep Muscle**																	
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Form FD002 – Daily temperature monitoring

√ = Acceptable X = Unacceptable (record corrective action taken on Form FD003)

Month / Year **DM = Deep Muscle**																	
1. Time carcase in chiller																	
2. DM temperature after initial chilling – Carcase 1																	
3. DM temperature after initial chilling – Carcase 2																	
4. DM temperature after 24 hours in field depot – Carcase 1																	
5. DM temperature after 24 hours in field depot – Carcase 2																	
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Form FD003 – Corrective action register

Date	Issue	Corrective action

Form FD003 – Corrective action register

Date	Issue	Corrective action

Form FD003 – Corrective action register

Date	Issue	Corrective action

Form FD003 – Corrective action register

Date	Issue	Corrective action

Form FD004 – Wild game meat field depot dispatch declaration

Time of load out	Date
Name of field depot	
Number of carcases and species Consigned to: 1. Vehicle is licensed to transport meat 2. Vehicle has a data logger to record temperature 3. Vehicle is clean 4. Carcase temperature – Front - Carcase temperature – Front 5. Carcase temperature – Middle - Carcase temperature – Middle 6. Carcase temperature – Back - Carcase temperature – Back	

Declaration

I _____ advise that the carcases in this consignment have been handled under our Food Safety Program in accordance with the provisions of the NSW *Food Act 2003,* the Food Regulation 2015, the *Australian Standard for the Hygienic Production of Game Meat for Human Consumption* (AS 4464:2007) and DAWR Meat Notice 2009/04.

All carcases were reduced to below 7 °C within 24 hours. Evidence of temperature control is attached.

Name _____

Position _____

Signature _____ **Date** _____

Form FD005 – Internal audit checklist

Satisfactory (√) Unsatisfactory (X) and complete corrective action column

Date:			
Item		**√ or X**	**Corrective action**
Ceilings and walls free from cracks and peeling paint			
Floors maintained without cracks or damage			
Doors and door handles in good repair			
Lights covered			
Equipment and fittings free from rust, corrosion and peeling paint			
Racks, hooks and rails free from rust, corrosion and peeling paint			
Cooling unit free from dust, rust corrosion, peeling paint and drainage contained			
Chemicals and cleaning equipment stored to prevent cross contamination			
Premises construction and stored materials not providing harbourages for pests. External doors/openings prevent entry of pests			
Food Safety Program Food safety program on site and available			
Procedures implemented in practice			
Monitoring records completed			
Pest control adequate			
Calibration completed			
Training record completed			
Completed by:		**Signed:**	

Form FD005 – Internal audit checklist

Satisfactory (√) Unsatisfactory (X) and complete corrective action column

Date:			
Item		**√ or X**	**Corrective action**
Ceilings and walls free from cracks and peeling paint Floors maintained without cracks or damage			
Doors and door handles in good repair			
Lights covered			
Equipment and fittings free from rust, corrosion and peeling paint			
Racks, hooks and rails free from rust, corrosion and peeling paint Cooling unit free from dust, rust corrosion, peeling paint and drainage contained			
Chemicals and cleaning equipment stored to prevent cross contamination Premises construction and stored materials not providing harbourages for pests. External doors/openings prevent entry of pests			
Food Safety Program Food safety program on site and available			
Procedures implemented in practice			
Monitoring records completed			
Pest control adequate			
Calibration completed			
Training record completed			
Completed by:		**Signed:**	

Notes

Department of Primary Industries
Food Authority

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