

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
MEAT SAFETY ASSURANCE
AUSTIN, TEXAS**

MSA DIRECTIVE	20300.1 Rev. 2	07/07/2022
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ADMINISTRATIVE DUTIES

CHAPTER I – GENERAL

I. PURPOSE

There are many phases to the job of a Meat Safety Assurance (MSA) Employee, all of which require a high degree of efficiency. MSA Personnel are held accountable for their job performance by the Department of State Health Services, the Health and Human Services Commission, the State of Texas, the Food Safety and Inspection Service, and the Public in general. It is extremely important that MSA Personnel know and perform the Administrative Duties associated with the job.

The purpose of this policy is to define the responsibilities of MSA Personnel. This policy establishes criteria for achieving a uniform system for these duties throughout the State of Texas.

NOTE: Circuit Manager (CM) may impose earlier due dates other than the ones listed below.

II. CANCELLATION

MSA Directive 20300.1 Rev. 1 - Administrative Duties Dated 11/3/2021

III. REASON FOR REISSUANCE

Include instructions for accessing MSA Directives and Notices via OneDrive.

IV. MSA Directives and Notices

MSA utilizes MSA Directives and Notices, collectively called MSA Issuances, to communicate important information to program staff.

- *MSA Directives* - provide official communications and instruction to MSA personnel in carrying out their functions.
- *MSA Notices* - are time-sensitive materials issued to provide instruction in support of workplace policies, procedures and food safety regulations.

MSA adopts relevant USDA-FSIS Directives and Notices into MSA Issuances as new versions are released or changes become necessary. All current MSA Issuances are stored and shared with all MSA Employees via MSA's OneDrive. Instructions for accessing MSA Issuances via the OneDrive are included in attachment 4 of this directive.

V. MSA 52 (Employee Work Record) Inspectors:

- a. MSA 52 should include
- b. Saving Format and Subject line in email
 - i. YYYY Last Name,First Initial MSA52 (1705 Doe,J MSA52)
- c. Send to the CM, Inspector V, or Inspector IV as directed by the CM
- d. Upload to OneDrive by the 5th of the month (See attachment 3 for instructions on accessing OneDrive)

VI. MSA 52m (MSA Manager Work Report) Circuit Managers:

- a. Saving Format and Subject line in email
 - i. YYYY Last Name,First Initial MSA52m (1705 Doe,J MSA52m)
- b. Upload to OneDrive by the 5th of the month (See attachment 3 for instructions on accessing OneDrive)

VII. MSA 53 (Monthly Poundage) All Employees:

- a. Saving Format and Subject line in email
 - i. YYYY 5 digit Est# MSA53 (1705 02345 MSA53)
- b. Send to the CM, Inspector VI, or Inspector V as directed by the CM
- c. Upload to OneDrive by the 5th of the month (See attachment 3 for instructions on accessing OneDrive)

VIII. MSA 59i (On-Site Survey Checklist) Circuit Managers Only

- a. Application is received in the CO – If all information is correct and complete:
 - i. Application along with a 59i Request is sent to the CM.
 1. CM has 30 calendar days to schedule and visit the facility to determine if it meets the regulatory requirements.
 2. After visiting the CM should complete the 59i, 59-2 (if needed) and send to Tracie.Luna@dshs.texas.gov
 - a. For an Inspected Establishments only - If the establishment meets regulatory requirements
 - i. CM is to complete MSA 59-3 (PHIS Information Form) and send it to the CO at the same time the MSA 59i is sent.
 - ii. Saving Format should be:
 1. Circuit Number Est Name Date of Review (YYMMDD) MSA 59i (TX01 Country Meat Market 170607 MSA 59i)

NOTE: Be sure to fill out the proper tabs (Meat Inspection, Poultry Inspection) and the Hours of Operation.

IX. MSA 59j (On-Site Survey Checklist) Circuit Managers Only

- a. When an establishment has been inactive for 30 calendar days or longer
 - i. CM must visit the establishment and complete a 59j before the establishment can operate.
 - ii. After completion of the 59j and send to Tracie.Luna@dshs.texas.gov to be filed in the Establishment's Red Book
 - iii. Saving Format should be:
 - 1. Circuit Number 5 Digit Est# Date of Review (YYMMDD) MSA 59j (TX01 02345 170607 MSA 59j)

X. MSA 59-4 (Exempt Establishment Review and Assessment) All Employees

- a. All CE/PRE establishments should be reviewed at least 4 times per year. CM is responsible for at least 1 review per year.
 - i. At the end of each quarter the completed MSA 59-4 should be sent to Tracie.Luna@dshs.texas.gov
 - ii. Saving format for all MSA 59-4
 - 1. 5 digit Est# Date of Review (YYMMDD) MSA59-4 (02345 170626 MSA59-4)

XI. MSA 67 (Sampling Information) All Employees

- a. A new MSA 67 will be sent out no later than July 1.
- b. In-plant Inspector should complete and scan one MSA 67 per establishment no later than July 31.
 - i. Saving Format and Subject line in email
 - 1. yyyy est # MSA 67 (2017 02345 MSA 67)
 - 2. Send to the CM, Inspector VI, or Inspector V as directed by the CM
 - ii. Before July 15 CM should:
 - 1. Review each MSA 67 for accuracy and completeness
 - 2. Once all MSA 67 have be received and reviewed emailed to Tracie.Luna@dshs.texas.gov in one or two emails depending on number of establishments
 - 3. Subject line for the email
 - a. yyyy Circuit # MSA 67 (2017 TX01 MSA 67)

NOTE: In the event of new establishment in the circuit follow the same procedures as above.

XII. MSA 88 (Reimbursable Services) All Employees

- a. After the establishment has signed the MSA 88, it should be:
- b. Scanned
 - i. Saving Format and Subject line in email
 1. YYMMDD 5 digit Est# Last Name,First Initial MSA88 (170508 02345 Doe,J MSA88)
- c. Send to the CM, Inspector VI, or Inspector V as directed by the CM
- d. Send to CO by the **First Wednesday** after the Service End Date
 - i. Email to:Tracie.Luna@dshs.texas.gov;
Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant

NOTE: See Attachment 1 for a quick reference

XIII. MSA 91 (List of Accountable Items) All Employees

- a. Each year at the beginning of March a new List of Accountable Items should be filled out for all employees.
 - i. Saving Format
 1. YYMM Last name,First Initial MSA 91 (1706 Doe,J MSA 91)
 - ii. CM when all employees have completed the MSA 91 and you have received them.
 1. Email all (in one email) to Tracie.Luna@dshs.texas.gov;
Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant
 2. This should be done by **March 15th**.
- b. When new equipment (including loaner computers) is issued an updated MSA 91 needs to be filled out.
 - i. Saving Format
 1. YYMM Last name,First Initial MSA 91 (1706 Doe,J MSA 91)
 - ii. CM when all employees have completed the MSA 91 and you have received them.
 - iii. Email to: Tracie.Luna@dshs.texas.gov;
Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant
- c. When a new employee is hired. Follow the steps on the MSA Manager Checklist for Accountable Items Returned and Reissued.
 - i. Saving Format
 1. YYMM Last name, FirstInitial MSA 91 (1706 Doe,J MSA 91)
- d. When an employee leaves employment the latest copy of the MSA 91 should be printed. The CM should:
 - i. Verify the equipment is returned and check off each Accountable Item on the MSA 91
 - ii. Sign, scan and email
 1. YYMM Last name,First Initial MSA 91 (1706 Doe,J MSA 91)
 - i. Email to: Tracie.Luna@dshs.texas.gov;

Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant

NOTE: To save time fill in the MSA 91 on the computer, save it print it out, sign it and scan it. Next time you need to fill it out you can use the saved copy.

XIV. CAPPS All Employees:

- a. Time
 - i. At a minimum all time for the previous month should be entered by the 2th of the month
 - ii. At a minimum all time should be certified for the previous month by the 5th of the month
- b. Time Approval - Circuit Managers Only
 - i. At a minimum all time and certification should be reviewed by the 5th of the month.
 - ii. At a minimum all time approval should be completed by the 5th of the month.

NOTE: See Attachment 2 for a quick reference

XV. Travel All Employees:

- a. At a minimum travel should be submitted in eTravel monthly
- b. eTravel Approval – CM Only
 - i. At a minimum CM should review and approve travel on a weekly basis
 - ii. Should the CM take leave all travel in the queue should be approved or returned (if correction is needed) prior to going on leave and as soon as possible after the return
 - 1. If the leave is longer than a 2 week period the duties may be transferred to another manager/approver
- c. In-State Travel Requests should be submitted in eTravel at least 2 weeks prior to the first day of travel or as soon as possible

NOTE: See Attachment 2 for a quick reference

XVI. Email All Employees:

- a. At a minimum email should be checked and responses made twice a day.
 - i. Exceptions might include:
 - 1. Slaughter duties – Check when possible, but at least once a day
 - 2. Leave – Check when return to duty
 - 3. Connectivity/Computer Issues – Check when possible and put in a Footprints Ticket with the FSIS Service Desk for ongoing connectivity issues.

NOTE: See Attachment 2 for a quick reference

XVII.PHIS All Employees working in Establishments (Assigned and Relief)

- a. At a minimum PHIS Tasks should be scheduled and performed within the same work day
 - i. Exceptions might include:
 - 1. Slaughter duties – Scheduled and performed as soon as possible
 - 2. Connectivity/PHIS/Computer Issues – Scheduled and performed as soon as possible and put in a Footprints Ticket with the FSIS Service Desk for ongoing connectivity issues.

NOTE: While there is not a quota on the number of tasks scheduled a day there is an average per establishment of 580 per year across the state.

- b. Non-Compliance Records (NRs) should be Finalized as soon as possible. In addition, NRs should be Completed as soon as possible. If there are issues preventing the Establishment from completing Corrective Actions (CA) contact your CM for guidance.
 - i. Review the prior month/s for NRs that need to be Finalized/Completed at the end of each month.

NOTE: While there is not a quota on the number of NR's written in an establishment reviewers (CM and CO Personnel) will take into account the conditions in the establishment at the time of the review and base it on the NR's written. This may then affect your performance evaluation.

- c. Open Tasks should be closed as soon as possible
 - i. Review the prior month/s for open tasks at the end of each month.
- d. Weekly Meetings should be scheduled and performed weekly
 - i. Exceptions might include:
 - 1. Plant Management unable to meet due to time off or unavailable at that time
 - a. The Weekly Meeting should then be scheduled and marked "Not Performed" and the reason why written as a justification

NOTE: If you regularly miss weekly meetings or the Establishment is not willing to schedule a time to have weekly meeting notify your CM.

- e. Hazard Analysis Verification (HAV) Tasks
 - i. Should be scheduled at least once per quarter in every establishment.
 - ii. The quarters are based on the Federal Fiscal Year
 - 1. Oct 1 – Dec 31
 - 2. Jan 1 – Mar 31
 - 3. Apr 1 – Jun 30
 - 4. Jul 1 – Sep 30

- f. Tasks associated with Slaughter
 - i. Livestock Humane Handling Tasks
 - 1. Should be performed every day the Establishment Slaughters. (No Exceptions)
 - ii. Humane Activities Tracking System (HATS)
 - 1. Should be performed every day the Establishment Slaughters. (No Exceptions)
 - iii. Establishment Reporting
 - 1. Head Count by Class and Subclass should be documented for the number of animals the Establishments Slaughters
 - 2. Kidney Inhibition Swab (KIS) Testing should be documented in PHIS when tests are performed.

NOTE: See Attachment 2 for a quick reference

XVIII. Sampling All Employees

- a. Follow instructions on the tab (Instructions – Definitions) in the MSA 67 Workbook

I. Testing Frequencies

- a. RTE not post lethality exposed – 1 per year – at least **500 grams** of product per sample
- b. Alternative 1 – 2 per year – at least **500 grams** of product per sample
- c. Alternative 2 – 4 per year – at least **500 grams** of product per sample
- d. Alternative 3 – 6 per year – at least **500 grams** of product per sample

II. Maximum Positives - 0 for both *Listeria monocytogenes* and *Salmonella*

- a. Follow up if over maximum - *For both Listeria monocytogenes and *Salmonella* - Was product shipped? If yes, a recall will be needed. If no, place Retain Tag on products and wait for further instructions.
 - i. Inspector - Schedule and Perform a directed HAV Task. Samples should increase to monthly for a period not less than 6 months.
 - ii. MSA Central Office – Schedule a For Cause FSA and an IVT

***Note:** Salmonella is considered an adulterant of RTE products.

RTE
Ready To Eat

Raw Ground Beef Products & Source Materials – to be tested for *E. coli O157:H7*, *STEC* and *Salmonella*

Note: Raw Non - Intact Beef Products Intended for Raw ONLY - *Do not include Raw Products intended for use in Fully Cooked/RTE Products*

R G B I. Ground Beef

- a. Raw Non - Intact - raw ground beef or raw ground beef products (i.e. hamburger, beef patties, or beef patty mix)

II. Testing Frequencies

- a. 250,001+ lbs. annually 6 samples
- b. 30,001 – 250,000 lbs. annually 4 samples
- c. 20,001 – 30,000 lbs. annually 3 samples
- d. 10,001 – 20,000 lbs. annually 2 samples
- e. 1 – 10,000 lbs. annually 1 sample

I. Beef Manufactured Trimming

- a. Trimmings produced at a *slaughter establishment* only and to be sold as trimming or used at the slaughter establishment to produce raw Non - Intact Product.

II. Testing Frequencies

- a. 250,001+ lbs. annually 3 samples
- b. 1 – 250,000 lbs. annually 1 sample

I. Raw Beef Components Other Than Trim

- a. Components include raw beef esophagus (weasand) meat, head meat, cheek meat, hearts, beef from advanced meat recovery (AMR) systems, and low temperature rendered products such as lean finely textured beef (LFTB), partially defatted chopped beef (PDCB) and partially defatted beef fatty tissue (PDBFT) that were produced from cattle slaughtered at the establishment.

II. Testing Frequencies

- a. 250,001+ lbs. annually 5 samples
- b. 1 – 250,000 lbs. annually 1 sample

I. Raw Beef Bench Trim

- a. Trimming from products derived from cattle not slaughtered at the establishment.

II. Testing Frequencies

- a. 1 – 12,500,000 lbs. annually 1 sample

For all Raw Sample Types

I. Sample Criteria for both Routine and Follow-up Samples

- a. Must weigh at least 400 grams
- b. Must be $\leq 15^{\circ}\text{C}$ when it arrives at the lab

II. Sample Substitution

- a. You may substitute trim samples for raw ground samples. All other trim samples should be taken as described on the MSA-67.

III. Maximum Positives for *E.coli* O157:H7 and STEC - 0

- a. Follow up if over maximum for *E.coli* O157:H7 and/or STEC - Was product shipped? If yes, a recall will be needed. If no, place Retain Tag on products and wait for further instructions.
 - i. Inspector - Schedule and Perform a directed HAV Task. Finish Routine Raw Non-intact sampling and start a Follow-up Raw Beef Positive sampling.
 - ii. MSA Central office - Schedule a For Cause - Food Safety Assessment (FSA).
- b. Maximum Positives for *Salmonella* - No Limit but positives may reflect insanitary conditions in the establishment and need to be addressed with the establishment through a MOI. Other action may be implemented for multiple positives thought-out the year.

IV. Number of Follow-up Samples

- a. 8 follow up samples should be taken and continue with all routine samples until they are completed.

V. Follow-up Sample Types

- a. **FGB** – Follow-up Ground Beef
- b. **FMT** – Follow-up Manufactured Trimmings
- c. **FOC** – Follow-up Other Components
- d. **FBT** – Follow-up Bench Trimmings

b. Circuit Managers (CM) Only

- i. The MSA Central Office staff will send out an updated sample tracker spreadsheet to Circuit Managers by the 15th of the last month of each quarter e.g. November, February, May and August. Circuit Managers will then reconcile differences between their sample trackers and that of the central office. Once this process is complete, each Circuit Manager will submit to the MSA Director a report of samples that have been taken, samples that were not taken due to unavailability of product, and samples that should have been taken but were not. If sampling is behind at any establishment, the Circuit Manager should also submit their plan to address the deficiency.

NOTE: This replaces all previous management controls for sampling.

XIX. Performance

- a. Failure to complete these Administrative Duties and repeated tardiness on the due dates may be documented on your performance evaluation and may subject an employee to disciplinary action in some cases

XX. QUESTIONS

Refer questions through supervisory channels.

A handwritten signature in blue ink that reads "James R. Dillon". The signature is written in a cursive style with a large initial 'J' and 'D'.

James R. Dillon, DVM, MPH
Director, Texas State Meat and Poultry Inspection Program
Department of State Health Services

Quick Reference Forms			
Duties	Saving / Subject Line Format	Due Date	Comments/Email Addresses
MSA 52 Inspectors:	YYMM Last Name, First Initial MSA52, e.g. 1705 Doe,J MSA52	5 th of the month	Circuit Supervisor
MSA 52m Circuit Managers:	YYMM Last Name, First Initial MSA52m, e.g. 1705 Doe,J MSA52m	5 th of the month	State Director
MSA 53 All Employees:	YYMM 5 digit Est# MSA53, e.g. 1705 02345 MSA53	5 th of the month	Circuit Supervisor
MSA 59i	Circuit Number Est Name Date of Review (YYMMDD) MSA 59i e.g. TX01 Country Meat Market 170607 MSA 59i	Within 30 days of receiving the request from CO	Tracie.Luna@dshs.texas.gov
MSA 59j	Circuit Number Est Name Date of Review (YYMMDD) MSA 59j e.g. TX01 Country Meat Market 170607 MSA 59j	Within 30 days of receiving the request from CO	Tracie.Luna@dshs.texas.gov
MSA 59-4	5 digit Est# Date of Review (YYMMDD) MSA59-4 e.g. 02345 170626 MSA59-4	One per quarter on every establishment	Tracie.Luna@dshs.texas.gov
MSA 67	yyyy est # MSA 67 e.g. 2017 02345 MSA 67	July 31 of each year	Tracie.Luna@dshs.texas.gov
MSA 88 All Employees	YYMM 5 digit Est# Last Name, First Initial MSA88, e.g. 1705 02345 Doe,J MSA88	First Wednesday after the Service End Date	Tracie.Luna@dshs.texas.gov; Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant
MSA 91 All Employees	YYMM Last name,First Initial MSA 91 e.g. 1706 Doe,J MSA 91	Each year beginning in March. When new equipment is issued. New employee is hired When an employee leaves	Tracie.Luna@dshs.texas.gov; Bradley.Martin@dshs.texas.gov; and MSA Administrative Assistant

Quick Reference Other

Duties			Comments
CAPPS All Employees:	Entering Time	5 th of the month	
	Certifying Time	5 th of the month	
Travel All Employees:	Travel in eTravel	At a Minimum submitted in eTravel Monthly	
Email All Employees:		At a minimum email should be checked and responses made twice a day	
PHIS All Employees	Scheduling Tasks	At a minimum scheduled and performed within the same work	
	NRs	Finalize and Complete as soon as possible	Review the prior month/s for NRs that need to be Finalized at the end of each month.
	Open Tasks	Open Tasks should be closed as soon as possible	Review the prior month/s for open tasks at the end of each month.
	Weekly Meetings	Should be scheduled and performed weekly	
	HAV Tasks	Should be schedule at least once a quarter in every establishment	
PHIS Slaughter Tasks	Livestock Humane Handling	Should be performed every day the Establishment Slaughters. (No Exceptions)	
	HATS	Should be performed every day the Establishment Slaughters. (No Exceptions)	
	Establishment Reporting	Head Count by Class and Subclass should documented on the number of animals the Establishments Slaughters	
	KIS	Testing should documented in PHIS when tests are performed.	

To access your MSA 52 and MSA 53 folders, follow the below steps:

1. Access OneDrive by navigating to the below link.

<https://onedrive.live.com/about/en-us/signin/>

2. Enter your DSHS email address and then your password

NOTE: For DSHS email and password help call the DSHS HelpDesk at (512) 438-4720 M-F 7am to 7pm

3. Once you have logged into OneDrive you should see your home page. (see below photo)

4. On the left side you will see a link titled "Shared" (Circled in yellow in the below photo).

5. Click "**Shared**"

6. Navigate to your folder by clicking on the following folders: **MSA>TX12> Your Name**

7. Inside your folder is an **MSA 52** and an **MSA 53** folder. Inside here is where you will upload your documents.

NOTE: It is important to upload your documents into OneDrive in the corresponding year folder.

To add a file to a folder, follow the below steps:

1. Select **Upload > Files** or **Upload**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

OneDrive

Martin,Bradley (DSHS)

+ New Upload Share Copy link Download Automate

My files

Recent

Shared

Recycle bin

Quick access

HHS Microsoft O365 and ...

Meat Safety Assurance

PSQA Meat Group

Training

TXHHS

Environmental and Consu...

DSHS

Information Technology

More places...

Create shared library

My files > MSA > TX00 > Your Name

Name	Modified	Modified By	File size	Sharing
MSA 53	About a minute ago	Martin,Bradley (DSHS)	0 items	Shared
MSA 52	About a minute ago	Martin,Bradley (DSHS)	0 items	Shared

To access MSA Directive and Notices (MSA Issuances), follow the below steps:

1. Access OneDrive by navigating to the below link.

<https://onedrive.live.com/about/en-us/signin/>

2. Enter your DSHS email address and then your password

NOTE: For DSHS email and password help call the DSHS HelpDesk at (512) 438-4720 M-F 7am to 7pm

3. Once you have logged into OneDrive you should see your home page.
4. On the left side, approximately halfway down, you will see a "Quick Access" section.
5. Click "**Meat Safety Assurance**". Once you click on the link you should see a list of folders within the main window. Here you can select either the "**MSA Directives**" or "**MSA Notices**" folder to view all current issuances. See below photo as a reference.

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and action buttons for '+ New', 'Upload', 'Sync', 'Add shortcut to My files', 'Pin to Quick access', and 'Export'. The left sidebar shows the user 'Martin,Bradley (DSHS)' and navigation options: 'My files', 'Recent', 'Shared', 'Recycle bin', 'Quick access', and 'Create shared library'. Under 'Quick access', several libraries are listed, with 'Meat Safety Assurance' highlighted in green. The main content area shows the 'Meat Safety Assurance > Documents' folder view. A table lists the contents of this folder, with 'MSA Directives' and 'MSA Notices' folders highlighted in green.

Name	Modified	Modified By
CE and PRE	October 15, 2014	Dillon,James R (DSHS)
Equipment	June 25, 2015	Martin,Tony (DSHS)
Federal Register Notices	January 29, 2015	Martin,Bradley (DSHS)
MSA Directives	August 20, 2014	Martin,Bradley (DSHS)
MSA EIAO	October 9, 2018	Martin,Tony (DSHS)
MSA Forms	August 21, 2014	Martin,Bradley (DSHS)
MSA Notices	August 20, 2014	Martin,Bradley (DSHS)
MSA Probationary Issuances for Review	October 31, 2014	Martin,Bradley (DSHS)
MSA-53	November 12, 2018	Kyzar,Skylar (DSHS)
MSA-88	November 5, 2018	Luna,Tracie L (DSHS)
New Hire Checklist & Resources	May 23, 2016	Martin,Bradley (DSHS)
QARs	October 15, 2014	Dillon,James R (DSHS)
Supply	October 31, 2014	Reynolds,Julia (DSHS Cont)