

**FORM FGIS 952 (01/18). Expires January 2021**  
**SANITATION INSPECTION REPORT**  
**(PROCESSED PRODUCTS)**

**FORM APPROVED OMB NO. 0580-0013:** According to the Paperwork Reduction Act of 1995, no agency may 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 00580-0013. 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.

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

<b>SANITARY DEFECTS</b>	<b>Assigned Defect Points</b>	<b>Inspector Defect Points</b>	<b>SANITARY DEFECTS</b>	<b>Assigned Defect Points</b>	<b>Inspector Defect Points</b>
<b>I. PREMISES</b>			<b>VI. VENTILATION</b>		
A. Outside premises not well drained.	<b>3</b>		A. Plant not reasonably free of undesirable odors, hot air	<b>3</b>	
B. Outside premises not free of weeds, clutter, unused equipment or other materials.	<b>3</b>		B. Evidence or presence of excessive condensate on walls, ceilings, equipment, or pipelines.	<b>4</b>	
C. Waste not properly stored or contained.	<b>3</b>		C. Areas where steam or hot air vapors are predominant not effectively exhaust-ventilated.	<b>3</b>	
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	<b>4</b>		D. Storage areas not adequately lighted (20-foot candles)	<b>3</b>	
E. Approaches to docks not clean or treated to minimize dust.	<b>3</b>		E. Toilets and dressing rooms not adequately lighted (20-foot candles).	<b>3</b>	
<b>II. RAW MATERIALS</b>			F. Exhaust fans not screened or equipped with self-closing louvers.	<b>3</b>	
A. Raw materials used in the product not handled in a sanitary manner that would prevent adulteration of finished product.	<b>CRITICAL</b>		<b>VII. DISPOSAL OF WASTES</b>		
<b>III. CONSTRUCTION OF BUILDING</b>			A. Garbage, trash, and dry waste materials, inside or outside the building, not satisfactorily contained.	<b>4</b>	
A. Plant construction does not exclude probable entrance of insects, rodents, birds or other animals.	<b>5</b>		B. Waste is not disposed of frequently enough to prevent unsightliness or undesirable odors.	<b>4</b>	
B. Walls, partitions, ceilings, and exposed structural supports in poor repair.	<b>3</b>		<b>VIII. TOILET, HAND-WASHING, AND DRESSING ROOM FACILITIES</b>		
C. Floors not smooth and readily cleanable.	<b>3</b>		A. Toilet facilities not provided for each sex.		
D. Floors that frequently get wet not constructed to prevent pooling or are not kept dry.	<b>3</b>		B. Toilets and urinals not water-flushed.	<b>3</b>	
E. Exposed, unprotected overhead sewer lines present in product lines.	<b>CRITICAL</b>		C. Toilet room(s) not equipped with self-closing doors.	<b>3</b>	
F. Wooden floors, where present, not coated with a suitable floor seal that effectively minimizes cracks and crevices.	<b>5</b>		D. Toilet room(s) open directly into a processing or food storage room where food is exposed.	<b>CRITICAL</b>	
G. Walls not sealed at juncture with floor.	<b>3</b>		E. Cold and hot, water or tepid water not provided at wash basins.	<b>3</b>	
H. Walls and ceilings not free of flaked paint, nor in good repair.	<b>3</b>		F. Hand cleaner and towels not provided at or near each basin.	<b>3</b>	
I. Windows not intact.	<b>3</b>		G. Adequate hand-washing signs not posted.	<b>3</b>	
J. Entrances to production rooms not equipped with self-closing doors nor provided with other effective means to prevent entrance of vermin.	<b>3</b>		H. Adequate dry waste receptacles not provided.	<b>5</b>	
K. Screen doors, where present, not self closing.	<b>3</b>		I. Toilet facilities not working.	<b>4</b>	
L. Utility rooms or areas, including boiler rooms and maintenance shop, not isolated enough or separated from production rooms.	<b>4</b>		J. Toilet and locker room not satisfactorily ventilated.	<b>5</b>	
<b>IV. LIGHTING</b>			K. Toilet and dressing rooms not kept in a clean orderly condition.	<b>5</b>	
A. Production rooms not adequately lighted (20-foot candles).	<b>3</b>		<b>IX. CONSTRUCTION AND REPAIR OF EQUIPMENT</b>		
B. Places where detailed inspection of the product or ingredients is required not adequately lighted (50-foot candles).	<b>4</b>		A. Equipment product contact surfaces not constructed of smooth, nontoxic, corrosion-resistant, odorless, materials; wood, where used, not fine, close grained, high-density type.	<b>5</b>	
C. Places where detailed inspection of the processes or operations is required not adequately lighted (50-foot candles).	<b>3</b>		B. Equipment product zone surfaces not free of cracks, crevices, pits, or other imperfections (such as knots in wood).	<b>5</b>	
D. Storage areas not adequately lighted (20-foot candles)	<b>3</b>		C. Adequate space not allowed around equipment for cleaning and inspection purposes.	<b>4</b>	
E. Toilets and dressing rooms not adequately lighted (20-foot candles).	<b>3</b>		D. Equipment not designed to protect the product zone against contamination or extraneous material.	<b>5</b>	
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.	<b>5</b>		E. Equipment not free of parts or areas inaccessible for cleaning and inspection purposes.	<b>4</b>	
<b>V. WATER SUPPLY</b>			F. Electrical system not constructed or positioned to prevent insect harborage.	<b>3</b>	
A. Lack of satisfactory evidence that the water supply is potable.	<b>CRITICAL</b>		G. Equipment not kept in good repair	<b>2 for each item not in good repair</b>	
B. Presence of a cross-connection between water lines and sewage system (not allowed).	<b>CRITICAL</b>				

SANITARY DEFECTS	Assigned Defect Points	Inspector Defect Points	SANITARY DEFECTS	Assigned Defect Points	Inspector Defect Points
<b>X. CLEANING</b>			<b>XIII. STORING AND STORAGE FACILITIES</b>		
A. Equipment not cleaned at frequencies necessary	CRITICAL		A. Supplies and products not adequately protected from contamination nor from becoming spoiled.	5	
B. A dust-free method of cleaning not used whenever possible.	3		B. Storage areas not well ventilated and free from objectionable odors.	3	
<b>XI. CONTROL OF INSECTS AND ANIMALS</b>			C. Storage areas not clean and dry.	3	
A. Presence of evidence of any rodents in plant.	5		D. Materials not stored in an orderly manner in suitable, covered, or closed containers.	3	
B. Presence of any birds or any other animals including domestic types in the plant.	5		E. Supplies and product not protected against unfavorable temperatures and humidity.	3	
C. Presence of live insects in processing or product storage areas (two or more).	CRITICAL		F. Adequate skids or pallets not used where needed.	3	
D. Presence of dead insects in processing equipment (two or more).	CRITICAL		<b>XIV. PERSONNEL</b>		
E. Presence of live or dead insects in other plant areas (three or more).	5		A. Employees not wearing garments suitable for work being performed.	4	
F. Rodenticides, insecticides, and other control or eradication material including applicatory equipment not used in a safe acceptable manner.	CRITICAL		B. Personnel in contact with unwrapped product or ingredients not using proper headwear including protection from facial hair.	4	
G. Evidence that effective pest control not exercised where needed.	3		C. Fingernail polish, costume jewelry, and wrist watches worn by plant personnel working on the processing line.	3	
H. Type of insecticides and rodenticides not in compliance with Federal Food and Drug Administration regulations.	4		D. Gloves, if worn, not kept in a sanitary condition.	3	
I. Poisoned baits, if used, not adequately secured.	5		E. Storage of employees personal effects in production rooms.	3	
<b>XII. COOLING AND REFRIGERATION FACILITIES</b>			F. Employees not washing hands after contamination.	CRITICAL	
A. Perishable supplies and products not adequately	5		G. Failure of employees to be hygienically clean: fingernails not kept clean and trimmed.	4	
B. Storage areas not free of visible mold and objectionable odors.	3		H. Employees affected with or a carrier of a communicable or infectious disease not excluded from product area.	CRITICAL	
C. Storage area not reasonably clean.	3		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	
D. Where required refrigeration facilities not properly cooling and keeping perishable supplies and products at temperatures not exceeding 45 degrees F.	5		J. Plant personnel not instructed in acceptable hygienic practices and proper sanitary rules of food handling.	5	
E. Adequate skids or pallets not used when needed.	3		K. Personnel not prohibited from expectorating, eating, or smoking in product areas.	5	
F. Items not stored in an orderly, easily accessible manner in suitable, covered, or closed containers.	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	
Name of Inspector	Date
FORM FGIS 952 (1/18) Reverse	

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

<b>SANITARY DEFECTS</b>	<b>Assigned Defect Points</b>	<b>Inspector Defect Points</b>	<b>SANITARY DEFECTS</b>	<b>Assigned Defect Points</b>	<b>Inspector Defect Points</b>
<b>I. PREMISES</b>	<b>6</b>	<b>7</b>	<b>VI. VENTILATION</b>		
A. Outside premises not well drained.	3		A. Plant not reasonably free of undesirable odors, hot air	3	
B. Outside premises not free of weeds, clutter, unused equipment or other materials.	3		B. Evidence or presence of excessive condensate on walls, ceilings, equipment, or pipelines.	4	
C. Waste not properly stored or contained.	3		C. Areas where steam or hot air vapors are predominant not effectively exhaust-ventilated.	3	
D. Outside premises not free of harborage or breeding places for insects, rodents, birds, or other animals.	4		D. Storage areas not adequately lighted (20-foot candles)	3	
E. Approaches to docks not clean or treated to minimize dust.	3		E. Toilets and dressing rooms not adequately lighted (20-foot candles).	3	
<b>II. RAW MATERIALS</b>	<b>CRITICAL</b>		F. Exhaust fans not screened or equipped with self-closing louvers.	3	
A. Raw materials used in the product not handled in a sanitary manner that would prevent adulteration of finished product.			<b>VII. DISPOSAL OF WASTES</b>		
<b>III. CONSTRUCTION OF BUILDING</b>	<b>5</b>		A. Garbage, trash, and dry waste materials, inside or outside the building, not satisfactorily contained.	4	
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F. Wooden floors, where present, not coated with a suitable floor seal that effectively minimizes cracks and crevices.	5		D. Toilet room(s) open directly into a processing or food storage room where food is exposed.	<b>CRITICAL</b>	
G. Walls not sealed at juncture with floor.	3		E. Cold and hot, water or tapped water not provided at wash basins.	3	
H. Walls and ceilings not free of flaked paint, nor in good repair.	3		F. Hand cleaner and towels not provided at or near each basin.	3	
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<b>IV. LIGHTING</b>	<b>3</b>		K. Toilet and dressing rooms not kept in a clean orderly condition.	5	
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B. Places where detailed inspection of the product or ingredients is required not adequately lighted	4		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	
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A. Lack of satisfactory evidence that the water supply is potable.			G. Equipment not kept in good repair	<b>2 for each item not in good repair</b>	
B. Presence of a cross-connection between water lines and sewage system (not allowed).	<b>CRITICAL</b>				



## Instructions for Completing FGIS-952

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.
9. Explain critical defects in the "Remarks" section to clearly describe the conditions observed.
10. Name of Inspector who performed inspection.
11. Date of inspection.

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

### Contact Information

Patrick McCluskey, Chief  
Field Management Division  
Policy, Procedures, and Market Analysis Branch

[Patrick.J.McCluskey@ams.usda.gov](mailto:Patrick.J.McCluskey@ams.usda.gov)