**SAMPLE NARRATIVE TEMPLATE**

**Important!**  **This ‘sample narrative’ is supplied as a guide for your own unique plan and is not intended to be used ‘as is’.** Please insert your farm details in the ‘blue’ areas and any additional critical information about your individual operation which may include, but is not limited to the following:

* The breeds of animals you will be taking to slaughter
* Physical address of farm, and contact information
* The name and address of your chosen USDA slaughter/processing facility
* Description of meat cuts that will be sold
* A copy of the slaughter facility USDA inspection \*label(s) (indicating meat cut, weight, and safe handling instructions, and producer farm name and address).
* Description of how your meat products will be transported back to your farm
* Description of where and how your meats will be stored on the farm

\***If using more than one slaughter/processor, please include the inspection label for each USDA facility processing your meats.**

***Your farm name:***

***Your farm address: (street, city, state, zip)***

***Your farm contact information: (telephone, email)***

***Date:***

***List all meats intended for ‘on-farm’ sale: beef, pork, lamb, goat, poultry, etc.)***

*(Your farm name)* will take live *(list all breeds you will take to slaughter)* to the *(name(s) of your slaughter/processor)* facility to be processed. The *(name(s) of slaughter/processor facility/facilities)* islocated at *(address of slaughter/processor facility/facilities),* and is a USDA processing facility with the capability to kill, hang, cut, wrap, label and freeze the meat. The frozen meat will have a label indicating the cut of meat, weight, farm name, complete farm address, and farm phone number. The meat will be priced per package at the farm. A copy of the *(name(s) of slaughter/processor facility/facilities)* label(s) is shown in Figure 1. below:

|  |  |  |
| --- | --- | --- |
|  | ***Farm Name Here***  *(meat and cut description here e.g.,*  *BEEF SIRLOIN TIP STEAK)*  032  PKG FOR: *(your farm name and address & telephone number here)* |  |

Figure 1: *(name(s) of slaughter/processor facility/facilities)* Label(s)

*(Your farm name)* will then haul the frozen meat products using *(describe your transportation method i.e., freezer trailer, make & model, MD tag number, and owner or managing entity)* back to the farm located in *(name of county)* at *(your farm address).*

The frozen meat will be stored in a *(make, model, and serial number of your dedicated meat freezer)* freezer, which is located in *(describe where your freezer is located on your farm premises).* The freezer will contain only the meat processed at *(name of slaughter/processor facility)* and will be kept locked. A thermometer will be placed in the freezer to monitor the temperature *(describe type of thermometer – data logger or conventional. If using a conventional thermometer describe how often you will check the freezer temperature and how you intend to keep a record of the temperature).* The freezer will be maintained at or below 0 degrees Fahrenheit at all times.

In the event of a power outage or freezer failure*....(describe what you will do to ensure the integrity of your meats – keep meats frozen at 0 degrees F or below should a power outage occur- e.g: remove meats and store in an alternative location/freezer or cooler/chest on dry ice until power is restored, or use a back-up/portable generator to maintain power.)*

The freezer will be cleaned and sanitized as needed…. *(refer to your freezer use manual and describe recommended directions for cleaning and sanitizing inside and outside the freezer.)*

\*Optional information

The freezer model xxx has efficiency and operational safety features *(\*describe any special features that demonstrate the freezer meets energy efficiency, alerts for temperature fluctuations, and is appropriate for intended location/use.)*