**DRAFT**

# MEMORANDUM CIRCULAR

No.

Series of 2021

TO : **ALL CONCERNED**

FROM : **THE OIC, EXECUTIVE DIRECTOR**

## SUBJECT : **RULES AND REGULATIONS GOVERNING THE REGISTRATION**

## **AND OPERATION OF MEAT TRANSPORT VEHICLE (MTV), AND HYGIENIC HANDLING DURING LOADING, UNLOADING, AND TRANSPORT OF MEAT**

WHEREAS, Republic Act No. 10611 (2013), otherwise known as the “Food Safety Act of 2013," was enacted to strengthen the food and safety regulatory system in the country, to protect consumers' health and facilitate market access of local foods and food products;

WHEREAS, in Section 2 of RA 9296, otherwise known as "The Meat Inspection Code of the Philippines”, as amended by RA 10536, the State declared the policy to promulgate specific policies and procedures governing the flow of food animals, meat and meat-by-products through the various stages of marketing and the proper preservation and inspection of such products.

WHEREAS, Section 7 par. (b) of the same code provides that the Accreditation & Registration Division (ARD) shall be responsible for the accreditation of meat establishment, rendering facilities , meat transport vehicles, meat establishment contractors, fabricators and suppliers and third party service providers and registration and certification.

NOW THEREFORE, this Circular is hereby issued to provide rules and regulations in the operation and registration of Meat Transport Vehicles, as follows:

## **I. SCOPE AND COVERAGE**

This Circular shall apply to all meat transport vehicle used by owners, operators, meat dealers and service providers outsourced shippers that are transporting meat.

### **II. DEFINITION OF TERMS**

The following definition of terms shall apply for purposes of these Rules;

**Applicant** - any person, partnership, firm, cooperative, corporation, association, or any government agency/instrumentality desiring to engage in the establishment, operation and maintenance of shipping / transporting meat and meat by-products.

**Chilled Meat-** Meat with product temperature maintained at 4 ᵒ C. Chilled meat is held at this temperatures during cutting, processing, handling, transport, storage, distribution and retail sale.

**Contamination** - any biological or chemical agent, foreign matter, or other substance not intentionally added to food which may compromise food safety or suitability.

**Control Measure** - refers to any action and activity used to prevent or eliminate food safety hazard or to reduce it to an acceptable level.

**Frozen Meat**- Meat with product temperature maintained at -18 ᵒ C. Frozen meat is held at this temperatures during cutting, processing, handling, transport, storage, distribution and retail sale.

**Food safety** - assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

**Good Hygienic Practice** — refers to all practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.

**Helper/Pahinante** — a person authorized to hygienically carry, handle meat during loading, unloading and transport in accordance with the requirements of this Memorandum Circular

**Meat**- refers to the fresh, chilled or frozen edible carcass including edible offal/by product derived from food animals.

**Meat Hygiene** — all conditions and measures necessary to ensure the safety and suitability of meat at all stages of the food chain.

**Meat Transport Vehicle (MTV)** — Motor vehicle or cargo vehicle, such as but not limited to; delivery van, panel truck, reefer van, chiller van, use to carry, transport or deliver meat.

**Newly Slaughtered Meat**- refers to carcass and parts thereof obtained from newly slaughtered food animals that has not yet undergone any preserving process including chilling, freezing and quick freezing.

**NMIS Licensed Meat Establishment** — premises such as slaughterhouse, poultry dressing plant, cold storage warehouse and other meat outlets that are approved and registered by the NMIS in which food animals or meat products are slaughtered, prepared, processed, handled, packed or stored.

**Meat Transport Vehicle Sticker** — proof of registry of MTV authorized by NMIS to transport meat.

**Registered Meat Transport Vehicle (MTV)**- MTV officially listed in NMIS/LGU authorized to carry meat for transport

**Traceability** - the ability to track meat and meat by products intended for human consumption

through all stages of production and distribution.

### **IV. GENERAL GUIDELINES FOR REGISTRATION**

1. Any person, partnership, firm, cooperative, corporation, association, or any government agency/instrumentality desiring to engage in the operation and maintenance of shipping / transporting meat shall register their MTV in the National Meat Inspection Service prior to shipping/transporting of said commodities.
2. The applicant shall file for registration or annual renewal in such form and manner as may be prescribed from time to time.
3. Only application for registration with complete and valid documentary requirements provided in Section 5 hereof shall be accepted and processed at the respective NMIS Regional Technical Operation Center (RTOCs).
4. The meat transport vehicle shall solely and exclusively be used to transport meat
5. The Certificate of Registration (See Annex A for the template) and sticker (See Annex B for the template) shall, unless sooner cancelled or revoked, remain valid for one (1) year from the date of its issuance and is nontransferable to other vehicles.
6. In cases of change of ownership of the Meat Transport Vehicle (MTV) its Certificate of Registration (COR) shall be deemed void ipso facto and shall be dealt with as new applicant for MTV registration.

## **V. STANDARD AND REQUIREMENT FOR REGISTRATION**

**5.1 General Requirements**

1. Processing of the application for registration of Meat Transport Vehicle (MTV) shall be at the NMIS Regional Technical Operation Centers where the NMIS licensed meat establishment whose meat and meat products it seeks to transport, is located. All forms and list of requirements can be secured at the said office for free, or can be downloaded at the NMIS website.

The following shall be complete and valid upon submission to NMIS RTOC:

* 1. A filled out application form, signed and endorsed by Accreditation & Registration Section Head for new applicant, and the assigned NMIS Plant Officer (PO) for renewal;
  2. Result of the MTV-Inspection Criteria Checklist (MTV ICC) accomplished by the assigned NMIS PO or ARS Head;

1. Documentary Requirements
   1. Photocopy of Mayor’s/Business Permit as trucking, distributor/SEC registration Certificate;
   2. Updated photocopy of proof of ownership/ legal possession of vehicle (Notarized contract of lease or deed of sale, as may be applicable);
   3. Photocopy of certificate of registration and updated official receipt of Vehicle from the Land Transportation Office indicating the MTV plate nos.;
   4. A Certificate of Completion (for the last 12 months) of the owner/manager, driver, porter (to NMIS sponsored orientation-seminar on good hygienic practices on meat/food handling conducted by ARS and/or MSDCPS focal person);
   5. Valid health certificate/s of the porter and driver issued by a government physician within month/s prior to submission of application;
   6. Updated calibration certificate of the MTV temperature gauge. A minimum of one (1) calibrated thermometer shall serve as a reference unit for operators and/or owners with multiple MTV.
   7. Endorsement from the authorized personnel of licensed meat establishment whose meat and meat by-products are sought to be transported for trade and distribution.
   8. Clear colored photos of the meat transport vehicle with a dimension of 7x5 cm (front, left & right side view and back view-open door);

### **5.2 PROCEDURES OF APPLICATION FOR NEW AND RENEWAL**

1. The NMIS RTOC will notify the applicant for the schedule of the mandatory orientation and issuance of certificate on good hygienic practice on handling of meat and meat byproducts for meat van owners, drivers and helper.
2. For new applicant, the RTOC shall verify the completeness and validity of the submitted application and supporting requirements;
3. Renewal of the application of the MTV registration, shall be verified by the assigned NMIS plant officer to the licensed meat establishment;

NOTE: Incomplete documentary requirements and MTV that did not meet the minimum required rating shall not be endorsed for the issuance of MTV COR.

1. Payment of the corresponding fees to the NMIS collecting officer shall be made upon endorsement of the NMIS PO assigned to the ME or ARS Focal.
2. The NMIS RTOC shall issue the MTV-COR with corresponding lifetime identification number, and MTV sticker.
3. The applicant/owner shall comply with the prescribed markings (eg. registration nos.) on the body of the MTV as required by the NMIS Central Office as part of traceability system (Annex C)
4. The issued MTV Sticker shall be displayed noticeably at the upper passenger side of the windshield.

### **5.3 SPECIFIC REQUIREMENTS OF MTV BASED ON PRODUCT TEMPERATURE AND OR PRODUCT FORMAT**

An MTV for registration shall be so designed and equipped with the appropriate and adequate refrigeration cooling system necessary for frozen, chilled meat to keep and preserve their freshness.

1. Frozen meat shall be transported only in reefer van that is able to maintain the required product temperature.
2. Chilled meat shall be transported in a chiller or reefer van that is able to maintain the required product temperature.
3. Newly slaughtered meat shall be handled and transported as prescribed by Section 5 (Meat Transport to Meat Markets) in DA AO 5 series of 2012.

### **5.4 SPECIFIC REQUIREMENTS OF MEAT TRANSPORT VEHICLE (MTV) ON HYGIENE AND SANITATION**

The following shall be the minimum standards and sanitary requirements for the transport of meat.

1. The floors, walls and ceilings of MTV shall be made from impervious materials and kept in clean and sanitary condition;
2. MTV used must be enclosed or so covered that the products are kept from any contamination.
3. Meat shall not be loaded in any means of transport used for live animals. Similarly, this shall not be loaded in MTV which has not been cleaned and disinfected.
4. Except when frozen and adequately wrapped, carcasses, quarters or sides shall be hung on overhead rails during transport or placed in suitable racks or similar devices;
5. The compartment and door shall be dust proof and water -tight.
6. For meat carcass in whole, half or quartered, it shall be provided with rails and shelves to prevent direct contact from the floor.
7. Plastic curtains sufficiently overlapped installed on doors to prevent entry of pest and control the temperature of the meat transport vehicle.
8. Provided with shattered proof lighting, where applicable.
9. Provision of by-product handling equipment and containers such as but not limited to hooks, shelves, racks and receptacles with closed lids/cover.
10. Installation of Global Positioning System (GPS) unit may be considered by operator.

### **5.5 HYGIENIC HANDLING DURING LOADING, UNLOADING, TRANSPORT OF MEAT**

The following shall be the minimum sanitary requirements for handling meat:

1. Examine the vehicle and vans before loading. Meat transportation vehicles accessories, and equipment shall be kept clean and free from dirt, debris, and any other substance or odor that may contaminate the products. It shall be disinfected as needed. Cleaning and sanitation procedures and monitoring records shall be kept at all times subject to verification.
2. Cargo pallets, crates, load securing devices, loading equipment such as but not limited to hooks, shelves, racks, receptacles with tight fitting lids shall be kept clean and free of potential food contamination and regularly washed and sanitize.
3. Equipment used in transferring meat such as hand trucks, conveyors , forklifts , pushcart and any other similar device shall be well maintained and kept in sanitary condition.
4. Driver and Helpers/Pahinante shall strictly observe personal hygiene before handling the meat and shall wear an appropriate and clean personal protective equipment (PPEs).
5. No person shall be allowed to stay in the compartment of the MTV where meat is kept at any time.
6. The following, and such similar cleaning agents and disinfecting chemicals are recommended to be used in cleaning and disinfecting meat transport vans:

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| --- | --- |
| **Cleaning Agents** | **Disinfecting Chemicals** |
| 1. Sodium bicarbonate 2. Sodium carbonate ( soda ash) 3. Trisodium phosphate 4. Soap 5. Synthetic detergents (wetting agents) | 1. Quaternary ammonium compounds (***no aldehyde***) ( 50ppm) 2. Aqueous solutions of iodine ( 50 ppm) 3. Sodium or calcium hypochlorite \* ( 50ppm) 4. Chloramine T\* ( 50 ppm) |

*Source: Sanitation Code of the Philippines*

1. The engine of the meat transport van must be turned off before and during the meat loading and unloading process, and all doors and lids shall be securely closed before the engine is started.
2. Before refueling, the doors or lids of the meat transport vehicle should be securely closed whether or not it is loaded.
3. Organs such as liver, heart, brains, lungs, kidneys clean tripe shall be transported in receptacles with tight fitting lid, which are water tight and easily cleaned and disinfected.
4. Intestines, tripe or other parts of an animal which may contaminate other meat or may have offensive odor shall be transported in receptacles which are watertight and easily cleaned and disinfected and close-fitting lids.
5. MTV shall be pre-cooled to the desired cooling temperature before loading. For pre-cooling, doors shall be closed and the temperature setting of the unit shall be in accordance with the temperature requirement of the product.
6. All these shall be subject to validation, continuing monitoring and inspection by NMIS authorized personnel.

## **VI. REPLACEMENT OF MTV CERTIFICATE OF REGISTRATION AND/OR MTV STICKER**

1. MTV Operator/applicant shall submit request letter indicating the reason and shall be supported by proof of evidence which shall not be limited to photos and certifications for the replacement of MTV-COR or MTV Sticker, and shall attached properly filled out application form.

## **VII. FEES AND CHARGES**

## The following fees and charges shall be collected in exchange of the services rendered in processing of MTV Certificate and sticker.

Application fee (New/Renewal) - Php 500.00

Processing Fee - Php 200.00

Replacement Fee of MTV Sticker - Php 500.00

\* application /replacement fee + processing fee

Fees and charges are subject to changes upon issuance of the new regulations.

**VIII. REVOCATION/CANCELLATION OF CERTIFICATE OF MTV REGISTRATION**

1. **GROUNDS FOR REVOCATION AND CANCELLATION OF MTV-COR**

The following shall be grounds for revocation/cancellation of issued MTV-COR

* 1. Transporting meat coming from meat establishment without valid or expired NMIS License to Operate.
  2. During routine surveillance by Enforcement Officer and or Meat Inspection Officer, the MTV were used in such a manner not in accordance with these rules and regulations.
  3. The MTV is found transporting other products (eg. non-food items, and other non-meat agri-products) other than meat.
  4. Failure to take adequate corrective measures for deficiencies identified in accordance with the requirements of the NMIS.

Note: Inclusion of monitoring matrix to be provided to MTV Operators/Owners as part of good handling practices; custodian of the monitoring records will be the MEs

### **2. PROCEDURE FOR THE REVOCATION/CANCELLATION OF MTV REGISTRATION;**

The Executive Director shall have the authority to revoke the MTV accreditation after prior notice and conduct clarificatory conference.

1. **ISSUANCE OF NOTICE OF CLARIFICATORY CONFERENCE TO CONCERNED MTV OPERATOR/PERSONNEL**

The NMIS RTOC shall issue Notice of Clarificatory Conference to concerned MTV Operator/Personnel. It shall include the following information:

#### Name of the Respondent owner or operator of MTV

#### The notice shall particularly and distinctly indicate the violations committed by the owner or operator of MTV under the law and the rules, in such a manner as for the respondent to adequately answer or respond to each of them. Documentary evidence/s shall be attached to the notice, if any.

#### The date, time and venue where clarificatory conference will take place, which shall not be more than 5 days from apprehension, or issuance of notice of violation/s to the respondent.

#### The signature of the Regional Technical Director.

#### Order to submit his/her written explanation under oath attaching therein his evidences, and a warning that failure to attend or submit his/her said written explanation shall be deemed as a waiver of his/her right to be heard or due process and will not deter the continuation of the investigation against him without his participation.

#### The Office of the Executive Director (OED) and the Legal Affairs Unit shall be furnished a clear copy of the Notice of the Clarificatory conference as well as its attachments in pdf form through email on the day of its issuance.

**B. CONDUCT OF FACT-FINDING INVESTIGATION**

1. The Regional Technical Director (RTD) shall create a fact finding/adjudication committee who shall take note and record the attendance of the respondent and/or his/her counsel.
2. During the investigation, the fact finding/adjudication committee shall receive the written explanation of the Respondent and all the evidences offered in support thereof.
3. The RTD may conduct clarifications on the written explanation and evidences submitted by the Respondent.

### **C. REPORT AND REFERRAL**

1. Upon conclusion of the fact-finding investigation, the RTD shall issue a report on the case and shall refer the same to NMIS LAD/LAU for further proceedings in accordance with Uniform Rules of Procedure of the NMIS within five (5) days thereof. Failure to refer the case within the said period, the same shall be deemed automatically referred to the LAD.

### **D. ENFORCEMENT AND ISSUANCE OF SUSPENSION AND OR REVOCATION LETTER FOR MTV**

1. The Suspension and/or Revocation Order shall become final and executory within five (5) days from receipt thereof by the Respondent.
2. The RTD concerned shall, without delay, implement or enforce the order by causing the confiscation of the stickers and/or erase the signpost/mark of its NMIS registration number painted on the side body of the van.
3. Suspension or Revocation Order shall be personally served to the concerned Meat Transport Vehicle (MTV) operators and or owners. If the operators and/or owners are not available, then it shall be served upon their representatives, like the operations manager or in-charge of the operation of the MTVs. In any case, should they refuse to receive the Order, the server shall leave a copy to the operator, owner, or representative, and shall write on both service copy and receiving copy the phrase: "REFUSED TO RECEIVED" and indicate below it the time and date of service.

#### **IX. RE-APPLICATION AFTER REVOCATION**

No applicant whose registration was revoked may apply within six (6) months after the revocation of the certification of registration. This is to provide a sufficient time to comply with the standards and requirements set forth by NMIS.

#### **X. REPEALLING CLAUSE**

All provision of existing Memorandum Orders, Circulars, Implementing Rules and Regulations and other issuances that are inconsistent with this Circular are hereby modified, revoked or repealed accordingly.

## **XI. EFFECTIVITY**

This Order shall take effect fifteen (15) days after its publication in an official gazette or newspaper of general circulation.

APPROVED:

**JOCELYN A. SALVADOR , DVM, MPM**