

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

MSA DIRECTIVE	20,300.1 Rev. 3	08/01/2025
----------------------	--------------------	------------

ADMINISTRATIVE DUTIES

CHAPTER I – GENERAL

I. PURPOSE

There are many phases to the job of a Meat Safety Assurance (MSA) Employee which require a high degree of efficiency. MSA personnel are held accountable for their job performance by the Department of State Health Services (DSHS), the Health and Human Services Commission (HHSC), the State of Texas, the Food Safety and Inspection Service (FSIS), and the public in general. It is extremely important that MSA Personnel know and adequately 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 Managers (CM) may impose earlier due dates and additional procedures other than the ones listed in this directive. This directive serves as a minimum requirement of duties.

II. CANCELLATION

MSA Directive 20300.1 Rev. 2 - Administrative Duties Dated 07/07/2022

III. REASON FOR REISSUANCE

MSA is reissuing this directive to provide:

- Descriptions of the MSA forms
- Various procedural updates relating to the transition to SharePoint
- Updates to the attachments on the directive; and
- Various other minor updates throughout.

IV. MSA Directives and Notices

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

- i. *MSA Directives* - provide official communications and instruction to MSA personnel in carrying out their functions.
 - ii. *MSA Notices* - are time-sensitive materials issued to provide instruction in support of workplace policies, procedures, and food safety regulations.
- b. MSA adopts relevant FSIS Directives and Notices into MSA Issuances as new versions are released, or changes become necessary.
 - i. MSA staff will be informed via email when new issuances are adopted or when current issuances are updated.
 - ii. It is expected that MSA staff will be aware of significant changes to issuances and implement them accordingly.
 - iii. If directed, and applicable to the establishments processes, Inspectors in Charge (IIC) are to discuss the update / publications of issuances with establishment management at the next weekly meeting and document this discussion in an MOI.
- c. All current MSA Issuances are stored in the Documents section of the [MSA SharePoint](#) page. Instructions for accessing MSA Issuances in SharePoint are included in Attachment 7 of this directive.

V. MSA 52 (Employee Work Record) Inspectors:

- a. The MSA 52 should include a detailed breakdown of hours worked, leave taken and establishments visited.
- b. Saving Format
 - i. YYMM Last Name, First Initial MSA52
Ex: 0525 Doe, J MSA52
- c. Upload to SharePoint by the 5th of the month (See attachment 3 for instructions on accessing MSA52 folders in SharePoint)

VI. MSA 52m Circuit Managers & Inspector Vs:

- a. The MSA 52m should include a detailed breakdown of hours worked, leave taken, and establishments visited. The MSA52m also serves to collect correlation data with Inspectors IIIs and Vs, as well as various other data points related to circuit activities.
- b. Saving Format
 - i. YYMM Last Name, First Initial MSA52m
Ex: 0525 Doe, J MSA52m
- c. Upload to SharePoint by the 5th of the month (See attachment 3 for instructions on accessing MSA52 folders in SharePoint)

VII. MSA 52e Central Office Staff and Veterinarians:

- a. The MSA 52e should include a detailed breakdown of hours worked, leave taken, establishments visited, Food Safety Assessments (FSA) worked on, and dispositions completed.
- b. Saving Format
 - i. YYMM Last Name, First Initial MSA52m
Ex: 0525 Doe, J MSA52m
- c. Upload to SharePoint by the 5th of the month (See attachment 3 for instructions on accessing MSA52 folders in SharePoint)

VIII. MSA 53 (Monthly Poundage) All Employees:

- a. The MSA53 serves to collect the monthly poundage produced for each HACCP category the establishment produces products under.
 - i. The MSA53 also serves to collect the poundage of product that is condemned by MSA during processing.
- b. MSA53s are to be updated MONTHLY using ONE document per **Fiscal Year (Sep-Aug)**, stored in the MSA53 folder of the circuit SharePoint page. (See attachment 4 for instructions on accessing MSA53 folders in SharePoint)
- c. Saving Format
 - i. FY## 5 digit Est# MSA53
Ex: FY25 02345 MSA53
- d. Upload / Update in SharePoint by the 5th of the month

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

- a. The MSA59i is used to complete on-site surveys at potential establishments. This comprehensive document is used to determine compliance with MSA and regulatory requirements.
- b. After an application is received in the Central Office (CO) and if all information is correct and complete:
 - i. Application along with a 59i Request is sent to the CM.
 1. CM will schedule a visit the facility to determine if it meets the regulatory requirements.
 2. After visiting the CM should complete the MSA 59i, MSA 59-2 (if needed) and send to Tracie.Luna@dshs.texas.gov
 - a. For an Inspected Establishment 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
Ex: 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.

X. 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 resume operations.
 - ii. After completion of the 59j, 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
Ex: TX01 02345 170607 MSA 59j

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

- a. The MSA 59-4 serves to document the review and assessment of all Custom Exempt (CE) establishments.
- b. These establishments should be reviewed at least 4 times per year, or once a quarter at a minimum. The CM is responsible for at least 1 of these reviews per year.
 - Q1: Sep - Nov
 - Q2: Dec - Feb
 - Q3: Mar - May
 - Q4: June - Aug

NOTE: Make sure you are using the correct quarter for the month you are doing the review, even if you missed a review in the previous quarter or an establishment comes on midway through the year.

- c. MSA 59-4s are to be uploaded into the CE Establishments folder in SharePoint. Instructions on how to do so can be found in Attachment 5.
- d. It is only necessary to upload ONE copy per fiscal year (Sep-Aug) into SharePoint. This SharePoint document can be updated at the time of each of the following reviews quarterly.
 - i. Saving format for all MSA 59-4
 - a. 5-digit Est# (FY##) MSA59-4
EX: 00000 FY25 MSA59-4

NOTE: Please ensure you are using the most recently released MSA 59-4 document. The most recent version can be found on SharePoint in the [MSA Forms](#) folder. Instructions on how to download a blank copy of the document can be in Attachment 8.

XII. MSA 67 (Sampling Information) All Employees

- a. The MSA 67 serves to collect information about the establishment's production, the source material used and the source material the establishment produces. This information is used to determine the number and type of samples taken

- throughout the year by the MSA Sampling Program.
- b. A new MSA 67 will be sent out no later than July 1.
 - i. The most current version of the MSA 67 can be found in the [MSA Forms](#) folder on the MSA SharePoint page. Follow the instructions in Attachment 8 to download a copy.
 - c. ALL establishments need to complete an MSA 67, even if there is no further processing done at these establishments. This ensures that every establishment is accounted for and that no sampling is missed.
 - d. In-plant Inspectors 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
Ex: 2025 02345 MSA 67
 - 2. Send to the CM (or Inspector V as directed by the CM)
 - ii. Before submitting MSA67s, the CM should:
 - 1. Review each MSA 67 for accuracy and completeness.
 - 2. Once all MSA 67 have be received and reviewed; email them to msa67@dshs.texas.gov in one or two emails depending on number of establishments
 - 3. Subject line for the email
 - a. yyyy Circuit # MSA 67 (2025 TX01 MSA 67)
 - e. In-plant inspectors should place the completed MSA 67 in the establishment's "Sampling" folder on SharePoint. Instructions for accessing the establishment sampling folder can be found on Attachment 6.

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

XIII. MSA 88 (Reimbursable Services) All Employees

- a. The MSA 88 serves to collect information from inspection staff related to reimbursable services rendered at establishments in 2 week periods.
 - i. Reimbursable Services include holidays worked and overtime worked
- b. In the case that an establishment has multiple inspectors covering reimbursable hours in the same 2 week period, they are to use the same MSA 88 form for the two weeks.
- c. After the establishment has signed the MSA 88, it should be **SCANNED** and sent as a PDF.
 - i. Saving Format and Subject line in email
 - 1. YYMMDD 5 digit Est# Last Name, First Initial MSA88
Ex: 250505 02345 Doe, J MSA88
- d. Send to the CM (or Inspector V as directed by the CM)
- e. Send to CO by the **First Wednesday** after the Service End Date
 - i. Email to: MSA88@dshs.texas.gov

NOTE: See Attachment 1 for a quick reference

NOTE: See [MSA 88 Presentation](#) if additional guidance is needed.

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

- a. The MSA 91 serves to collect information from MSA staff on the accountable items in their possession and their condition.
 - i. The most up to date MSA 91 can be found in the [MSA Forms](#) folder on SharePoint. Follow the instructions in Attachment 8 to download a copy.
- b. New MSA 91s need to be completed :
 - i. When the employee is hired.
 - 1. Follow the steps in the MSA Manager Checklist for accountable items returned and reissued.
 - ii. When the employee is given additional items that are considered accountable.
- c. Completed MSA 91s are to be stored in the Employee's Folder on SharePoint. Instructions for how to access these folders can be found on Attachment 3.
- d. Saving Format
 - 1. YYYY Last name, First Initial MSA 91 (2506 Doe, J MSA 91)
- e. When an employee leaves MSA employment, the latest copy of their MSA 91 should be printed and the CM should:
 - i. Verify the equipment is returned and check off each Accountable Item on the MSA 91
 - ii. Sign, scan and Email to: Tracie.Luna@dshs.texas.gov; and MSA Administrative Assistant

XV. CAPPS All Employees:

- a. Time
 - i. At a minimum, all time for the previous month should be entered by the 2nd of the month
 - ii. At a minimum, all time should be certified for the previous month by the 5th of the month

NOTE: MSA employees will need to make time sheet entries in CAPPS within 30 calendar days of the current date. Any backdated time sheet entries older than 30 days from the current date will have to be made by the employee's manager.

- 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 approvals should be completed by the 5th of the month.

NOTE: See Attachment 2 for a quick reference

XVI. Travel All Employees:

- a. At a minimum, travel should be submitted in eTravel monthly
- b. eTravel Approval – CM Only
 - i. At a minimum, the 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 returning from leave
 - 1. If the leave is longer than a 2 week period, the CM's travel approval 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
 - i. Advanced Travel Request (DART card)
 - ii. Airline Tickets
 - iii. Centrally Billed Rental Cars
- d. Inspection staff are to note they are a MOBILE WORKER in the summary of their travel claims.
 - i. Managers and Supervisors must also note on their approvals that the employee whose travel they are approving is a MOBILE WORKER.

NOTE: See Attachment 2 for a quick reference

XVII. 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 you return to duty
 - 3. Connectivity/Computer Issues – Check when possible and contact the DSHS Help Desk for ongoing issues

NOTE: See Attachment 2 for a quick reference

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

- a. At a minimum, PHIS Tasks should be scheduled and performed within the same workday
 - 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.
- 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 compare it to the NR's written. If the number of NRs is not reflective of establishment conditions, this may affect the employee's 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.
 2. The establishment does not work on a weekly basis.
 - a. The Weekly Meeting should be held when the establishment works

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.
 - a. Further instruction for how to enter KIS tests into PHIS can be found in the [KIS & Residue Testing](#) folder in the inspection resources folder on SharePoint.
 - In the case that a KIS test is requested by a veterinarian during a disposition, the results will be entered by the veterinarian performing the disposition unless otherwise instructed.

NOTE: See Attachment 2 for a quick reference

XIX. Sampling

- a. Follow instruction on the tab (instructions – Definitions) in the MSA 67 workbook
 - i. The most current version of the MSA 67 can be found in the [MSA Forms](#) folder on the MSA SharePoint page
- 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.

XX. Performance

Failure to complete these Administrative Duties and repeated tardiness on the due dates may be documented on the employee's performance evaluation and may subject the employee to disciplinary action in some cases

XXI. 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. 2505 Doe,J MSA52	5 th of the month	Upload to SharePoint Email to Circuit Manager if requested
MSA 52m Circuit Managers:	YYMM Last Name, First Initial MSA52m, e.g. 2505 Doe,J MSA52m	5 th of the month	Upload to SharePoint
MSA 53 All Employees:	FY## 5 digit Est# MSA53, e.g. 2505 02345 MSA53	5 th of the month	Upload to SharePoint Email to Circuit Manager if requested
MSA 59i	Circuit Number Est Name Date of Review (YYMMDD) MSA 59i e.g. TX01 Country Meat Market 250505 MSA 59i		Tracie.Luna@dshs.texas.gov
MSA 59j	Circuit Number Est Name Date of Review (YYMMDD) MSA 59j e.g. TX01 Country Meat Market 250505 MSA 59j	Within 30 days of receiving the request from CO	Tracie.Luna@dshs.texas.gov
MSA 59-4	5 digit Est# FY## MSA59-4 e.g. 02345 FY25 MSA59-4	One per quarter on every establishment	Upload to SharePoint
MSA 67	yyyy est # MSA 67 e.g. 2025 02345 MSA 67	July 31 of each year	Tracie.Luna@dshs.texas.gov Upload into Sampling Folder on SharePoint
MSA 88 All Employees	YYMM 5 digit Est# Last Name, First Initial MSA88, e.g. 2505 02345 Doe,J MSA88	First Wednesday after the Service End Date	MSA88@dshs.texas.gov
MSA 91 All Employees	YYMM Last name,First Initial MSA 91 e.g. 2505 Doe,J MSA 91	- When a new employee is hired - When current employee is given additional accountable items - When an employee leaves	Tracie.Luna@dshs.texas.gov ; and MSA Administrative Assistant Upload the MSA91 into Employee Folder on SharePoint

Quick Reference Other

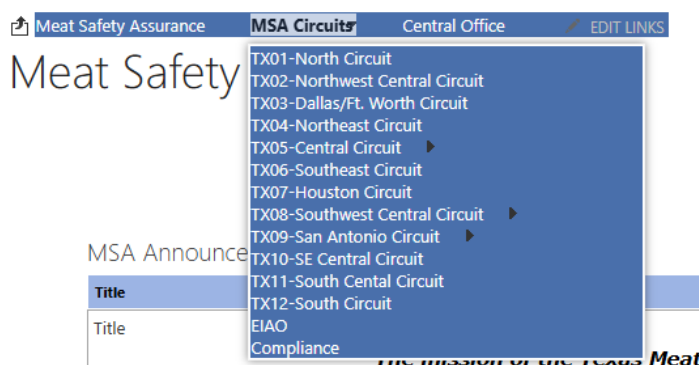
Duties			Comments
CAPPS All Employees:	Entering Time	5 th of the month	Cannot enter time changes after 30 days have passed
	Certifying Time	5 th of the month	
Travel All Employees:	Travel in eTravel	At a Minimum submitted in eTravel Monthly	Clarify that you are a MOBILE INSPECTOR
Email All Employees:		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 workday	
	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	If the establishment does not work weekly, weekly meetings are to be done as able
	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	Document the number of animals slaughtered in each Class and Subclass for each production day.	
	KIS	Testing should be documented in PHIS when tests are performed.	Instructions found in KIS & Residue Testing folder

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

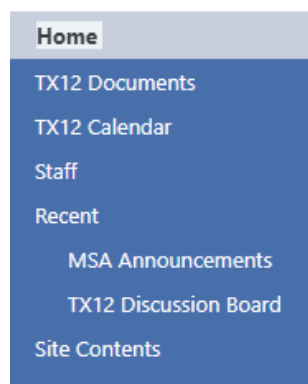
1. Select **Upload** --> Select **Files**
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

To access your Employee & MSA 52 folder, follow the steps below:

1. Access SharePoint by Navigating to the link : [MSA SharePoint](#)
2. Use the MSA Circuits dropdown to select your Circuit.



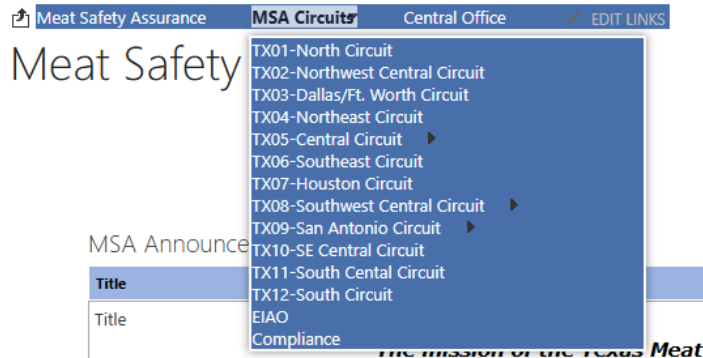
3. Once you see select your circuit, your home page should appear. Select STAFF from the left side menu.



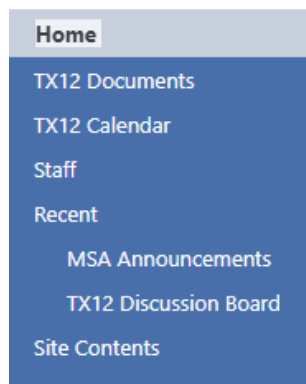
4. Select the folder with your name on it. This is your Employee folder.
5. Select the MSA 52 folder under your name. Navigate to the appropriate Fiscal Year Folder and Upload your document.

To Access the MSA 53 Folders, follow the steps below :

1. Access SharePoint by navigating to the link: [Home](#)
2. Use the MSA Circuits dropdown to select your circuit



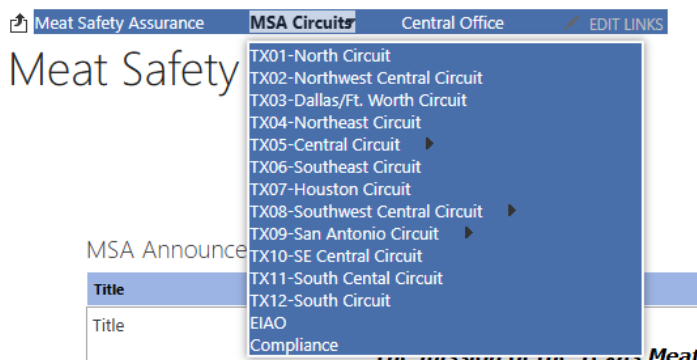
3. Once you select your circuit, your home page should appear. Select Documents from the left side menu



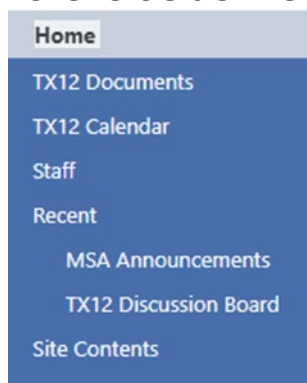
4. When the document library opens, select the "MSA53 – Monthly Poundage's" folder.
5. Navigate to the selected establishment to access the MSA 53
 - MSA53s only need 1 copy per fiscal year, new MSA53 documents should be uploaded into the folder at the start of the fiscal year or when the establishment comes under inspection.
 - i. FY## 5 digit Est# MSA53, (FY25 00000 MSA53)
 - They are to be updated at the end of each production month.

Accessing the MSA 59-4 Folders for Custom Exempt Establishments

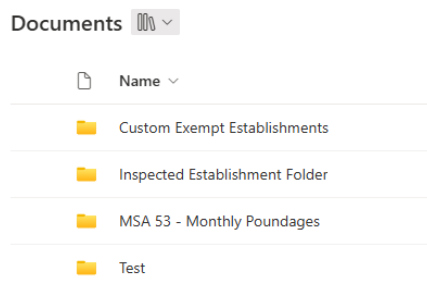
1. Access SharePoint by navigating to the link: [Home](#)
2. Use the MSA Circuits dropdown to access your circuit site



3. Once you select your circuit, your home page should appear. Select Documents from the left side menu



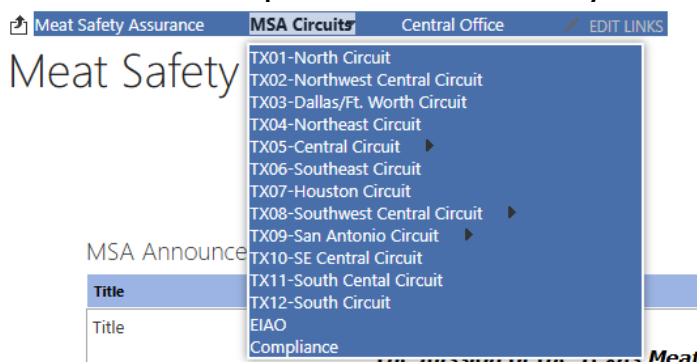
4. Select the "Custom Exempt Establishments" Folder



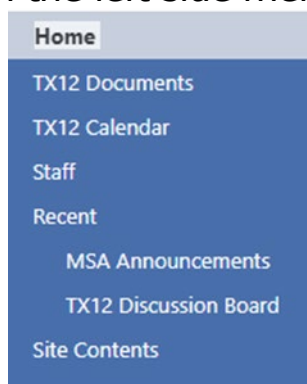
5. Select the establishment you wish to upload the document to.
6. Select the 59-4 folder within the establishment folder. Upload the 59-4 here.

To access the Establishments Sampling Folder (for the MSA 67)

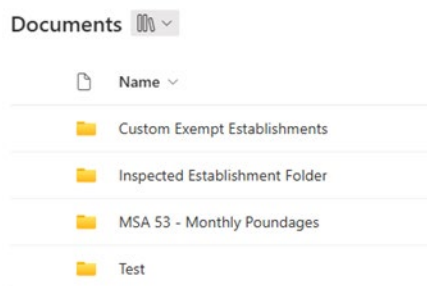
1. Access SharePoint by navigating to the link: [Home](#)
2. Use the MSA Circuits dropdown to access your circuit site



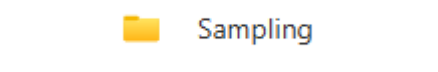
3. Once you select your circuit, your home page should appear. Select Documents from the left side menu



4. Navigate to the "Inspected Establishments folder"

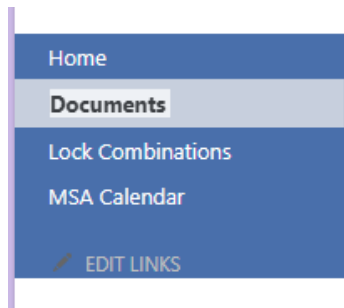



5. Select the establishment you want to upload the MSA67 for.
6. Select the Sampling folder within the establishment folder you have selected. Upload the MSA67 here.



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

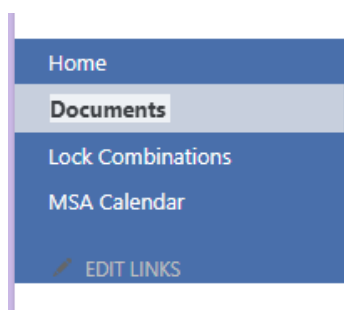
1. Access the MSA SharePoint Page via the link: [Home](#)
2. Click "Documents" on the left side of the screen



3. Click on the  MSA Issuances folder in documents
4. Here you can select wither the "MSA Directives" or "MSA Notices" folder to view all current issuances

Downloading Copies of Blank MSA Documents

1. Access the MSA SharePoint Page via the link: [Home](#)
2. Click "Documents" on the left side of the screen



3. Click on the MSA Forms Folder or the Management Forms Folder



4. Find the document you are looking for and click the three dots next to the document name. Select Download to download a copy of the blank document.

