

## Quick Reference for Required Elements in Food Safety SOPs

All Standard Operating Procedures (SOPs) must contain enough information for staff, a relief milker or an experienced dairy person to carry out the procedure. References refer to the proAction Reference Manual, which includes a checklist of recommended practices in addition to the required elements.

### **SOP 1: SOP for Pre-Milking** (Chapter 6, Section 6.1)

Purpose: contains enough information to ensure a relief milker can set up the system to start milking in a manner that ensures the safety of the milk (i.e. cattle are milked with clean and properly functioning equipment).

Required Element: If the tank is empty, turn on cooler when milk reaches agitator. [Note: farmers can include this required element in the SOP for milking instead of the SOP for pre-milking.]

### **SOP 2: SOP for Milking** (Chapter 6, Section 6.2)

Purpose: contains enough information to ensure a relief milker can milk in a manner that ensures the safety of the milk.

Required Element: Cleaned, sanitized and dried teats. [Note: if farmers do not practice this element, their SOP should reflect their practice. Validators should only deduct demerits for FS24, not here too.]

### **SOP 3: SOP for Milking Cattle with Abnormal or Treated Milk** (Chapter 6, Section 6.2)

Purpose: contains enough information to ensure a relief milker can identify and milk animals with abnormal milk or treated animals and keep the abnormal or treated milk out of the bulk tank.

Required Elements:

- Discard the milk from those quarters that have abnormal milk (e.g. mastitic milk, bloody milk) and for the first 3 days in milk (colostrum).
- Check the treatment records to ensure a treated animal has met the appropriate withdrawal times for milk before shipping her milk.
- When an animal calves, check treatment records to make sure the withdrawal times for any dry cow treatments have been met before shipping her milk.
- For new animals purchased [e.g. springing heifers (less than 60 days before calving), lactating cattle, or dry cows]
  - o Test their milk, record the results, ensure it passes test before shipping the milk; OR,
  - o Obtain a letter of guarantee from previous owner stating that the animal is free from chemical residues or outlines the treatment(s) administered and the withdrawal times.
- Ensure residual milk remaining in equipment after milking a treated animal is not shipped (e.g. use separate unit for treated animals, rinse unit, milk treated animals last).

### **SOP 4: SOP for Post-Milking Cleaning** (Chapter 8, Section 8.1)

Purpose: contains enough information to ensure a relief milker can set up the cleaning system (ensures milk is cooling properly and equipment is cleaned).

Required Elements:

- Check and record the milk temperature (after each milking) (this can be done automatically with some time temperature recorders).
- Check and record the cleanliness of milking equipment regularly for each AMS and each washing system (e.g. two robots washed by a single wash sink, each CIP system sink, and each bulk tank) (minimum acceptable frequency is monthly, weekly is recommended).
- Check and record the temperature of the hot water or wash water (monthly) (this can be done automatically with some time temperature recorders).

### **SOP 5: SOP for Treating Cattle** (Chapter 5, Section 5.6)

Purpose: contains enough information to ensure someone treating animals would not cause a milk or meat hazard (i.e. prevent chemical residues through proper administration of medicines).

Required Elements:

- Read and follow label directions to determine proper dosage and ensure livestock medicines are administered properly.
- Use products approved in Canada for use in dairy cattle, unless written veterinary directions indicate otherwise.
- Obtain written veterinary directions for all treatments given extra-label. In Quebec, all medications purchased for dairy animals must be accompanied by a written veterinary prescription.
- Mark treated animals.
- Record the identity of any animals carrying broken needles and record the site.
- Record the treatment and the appropriate withdrawal dates for both milk and meat.
- Record treatments for all cattle on the farm, including pesticides.

**SOP 7: SOP for Feeding Medicated Feed (Chapter 2, Section 2.1)**

Farmers must establish a SOP for feeding medicated feed if the medication has a milk or meat withdrawal or if the medication is prohibited for use in lactating cattle (e.g. Deccox® 6% Premix in calf feed needs a SOP, but Rumensin, if fed according to the label, does not need a SOP).

Purpose: contains enough information to ensure someone feeding animals would not cause a hazard to milk or meat (i.e. prevent residues entering human food chain).

Required Elements:

- Clearly identify all medicated feed storage areas, feed bins and carts (for medicated feeds with a milk or meat withdrawal or that are prohibited for use in lactating cattle) - indicate that the feed is medicated and indicate the target group of animals the feed is intended for.
- Follow recommended milk and meat withdrawal times for all feed medications and additives.
- Use only approved feed medications, veterinary Natural Health Products and feed additives.
- Use feed medication according to the label or written directions from a veterinarian.
- Record all animals (e.g. calves, replacement heifers, lactating or dry cattle) being fed medicated feed on the livestock treatment record, when records are required (e.g. milk or meat withdrawal indicated on the label or written veterinary directions).