

OFFSAP STANDARD OPERATING PROCEDURES

Version 5.0

These Standard Operating Procedures (SOPs) are to be updated whenever a change is made and at minimum on an annual basis. The space below is to be signed and dated whenever the SOPs are reviewed or when a change is made. The farm personnel (e.g. farmer, farm manager) who was involved with the development or the review of the SOPs is required to sign and date below.

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Record any deviations from these SOPs in the Deviation Chart, along with the reasons of the deviation and any corrective actions taken to correct the deviation on the Flock Record Form or similar.

CHAPTER 1: PERSONNEL TRAINING

A) Training Record

- (1) Have each employee/farm staff on the farm involved with the care and handling of the birds sign and date that they have been provided with and have understood the *Safe, Safer, Safest* program and the Standard Operating Procedures. This should be updated whenever the SOPs are updated. Service personnel (e.g. feed reps, hatchery crew, catching crew) and farm personnel responsible for developing the SOPs (e.g. farmer or farm manager who signed on the first page of the SOPs) are not required to sign the training log.

Name	Signature	Date

- (2) List any other training that employees of the farm have received with respect to biosecurity and/or food safety:

Name	Training	Date

CHAPTER 2: CONTROLLING ACCESS TO THE FARM

A) Controlling Access to the Controlled Access Zone (CAZ)

- (1) A farm diagram is available which indicates the layout of the property, barns and the location of the CAZ and the RA
- (2) Indicate to whom you have provided your farm diagram (if applicable):

- (3) A sign or a physical barrier is used to identify the entrance to the CAZ
- (4) Indicate the location of the designated parking area for visitors (if applicable)

- (5) List any specific biosecurity measures required for supplier vehicles that enter the CAZ:

B) Controlling Access to the Restricted Area (RA)

- (1) A sign is posted at the entrance to the RA to indicate the area is restricted
- (2) Barn doors and other entrances to the barn are kept locked (during the grow-out and in between flocks after the barn has been cleaned)
- (3) Indicate the type of barrier or demarcation used to separate the CAZ and the RA in each barn:

- (4) Indicate the biosecurity measures taken for farm employees entering the RA:
 - Barn-specific boots or disposable boots
 - Barn-specific clothing/coveralls
 - Premise-specific clothing (e.g. clothing worn in the barn is not worn off of the premise)
 - Clothing is only worn on farm operations under common management
 - Hats/bonnets
 - Masks
 - Hand sanitization (using either soap & water or hand sanitizer)
 - List any other biosecurity measures taken:

- (5) Indicate the biosecurity measures taken for suppliers/visitors entering the RA:
- Barn-specific boots or disposable boots
 - Barn-specific or premise specific coveralls
 - Hats/bonnets
 - Masks
 - Hand sanitization (using either soap and water or hand sanitizer)
 - Suppliers/visitors are required to sign a logbook
 - Farm manager/employee accompanies visitors to ensure biosecurity is respected
 - List any other biosecurity measures taken:

- Are there any exceptions to the list of suppliers/visitors that must follow the above protocols?

- If thinning occurs, what measures are taken by the catching crew to reduce the risks associated with this activity? (if applicable)

- (6) For farm workers that have contact with another poultry operation which is not under common management, list the steps taken to avoid cross-contamination:
- Hands are sanitized prior to accessing the RA
 - Clothes are changed before entering the RA or o Coveralls are worn in your RA
 - Boots are changed prior to entering your CAZ
 - A shower is required in between farms
 - There is a downtime of ____ hours or ____ days before entering your RA
 - Other:

- (7) Define your protocol for bringing equipment inside the RA after the barn has been cleaned and disinfected or when there are birds in the RA:
- Equipment is visually inspected to ensure no organic matter is visible; any equipment with visible organic matter is cleaned (and disinfected)
 - All equipment is cleaned and disinfected
 - Equipment from another premise is cleaned and disinfected
 - Other:

- (8) If you have a flow-through barn, list your protocols to limit cross-contamination between differed aged birds:
- Movement from youngest birds to the oldest birds
 - Separate biosecurity protocols used for each RA
 - List any other biosecurity measures that are taken:

- (9) List any other biosecurity measures used on your farm for humans or equipment when entering the RA:
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C) Pest Control

- (1) Pest Situation Analysis: Rate your farms' pest problems in the previous year (none, some, lots):

	None	Some	Lots
Rodents			
Wild Birds			
Flies			
Beetles			
Other Pests			

- (2) Check the boxes that reflect the pest control program used on the farm:
- Vegetation, equipment and debris kept away from the exterior of the barn(s)
 - Feed spills are cleaned up immediately
 - The barn is kept in good repair to reduce rodent activity
 - Wild birds are prevented from entering the barn
 - Domestic pets (e.g. cats and dogs) are prevented from entering the RA
 - Areas where water can stagnate are filled

- (3) Indicate the control measures used for wild birds:

- (4) Indicate the control measures used for flies:

- (5) Indicate the control measures used for rodents:

- (6) Indicate the control measures used for darkling beetles:

(7) Indicate any other pest control measures that are used on the farm:

- (8) There are no domestic waterfowl on the premises, or
 Any domestic waterfowl are not permitted in the CAZ and are fenced in.

CHAPTER 3: FEED & WATER

A) Purchased Feed

- (1) Your feed mill has provided written confirmation that they are following a food safety program
- (2) A sample of feed from each delivery is maintained on farm or at the feed mill
- (3) A sample of any ingredient (e.g. wheat) added to a purchased feed is maintained on-farm
- (4) Feed delivery slips are kept in the producer's files for each feed delivery

B) On-Farm Feed Mixing

- (1) Describe your on-farm feed mixing control program that includes: Regular mixer efficiency tests to ensure proper feed mixing (indicate frequency, e.g. once every 6 months, and method used, test results are kept on file):

Procedures to ensure the addition of correct quantity of feed ingredients, which include:

- Regular calibration of metering system (if volumetric mixer such as a proportioner mill is used)
- Regular mixer scale verification (if gravimetric mixer is used)
- Regular medication scale verification
- Describe frequency/Other:

Procedures for mixer equipment clean-out, which include:

- vacuuming sweeping washing flushing
- sequential production of feed
- describe process/other:

- feed samples are tested regularly for content (test results are kept on file)
- a feed mixing record is maintained
- a record of feed ingredients used (inventory list) is kept on file
- a sample of the finished feed is kept for 14 days after processing

C) Feed Handling

- (1) All feed bins on the farm are identified

- (2) Indicate how often the feed bins are inspected for feed build-up and/or rust:

- (3) Indicate the control measures used for dealing with a medication with a withdrawal period:

- Two feed bin system
- Using a rubber mallet to knock the sides of the feed bin
- Other:

- (4) What do you do with left-over feed?

- Kept in a feed bin until the next flock; Indicate feed bin #: _____
- Stored in bags until the next flock
- Transferred to another barn on the same premise
- Transferred to another farm premise
- Returned to the feed mill

D) Water Source

- (1) Indicate your water source:

- Municipal water supply
- Well
- Surface water (e.g. lake)
- Other:

(2) List the type of treatment used on the farm (list the type of chemicals and frequency of use)

During the grow-out:

In between flocks:

Water pH:

(3) If the water is treated during the grow-out, indicate how, at what location, and at what frequency the concentration of water treatment is verified:

(4) Indicate where the annual water test sample is taken:

(5) Results of the annual water test are maintained on file and corrective actions are taken as necessary

CHAPTER 4: CLEANING & DISINFECTION

A) Cleaning and Disinfection Procedures

(1) Describe how you, or the cleaning crew, clean and disinfect your barn

(2) If the cleaning and/or disinfection is contracted out, insert the contract at the end of this section or inscribe:

Cleaning firm name: _____

Address: _____

Telephone number: _____

B) Manure Management

(1) Describe your manure management plan:

(2) When do you target to remove the manure from the barn after the birds have been shipped (days)? _____

C) Equipment

(1) Equipment used in the cleanout process is:

- Only used on the one farm premise, or
- Used on multiple farm premises. If yes, indicate the control measures used to prevent cross-contamination between premises:

CHAPTER 5: CHICKS

A) Hatchery

- (1) Indicate the hatchery federal register number: _____
- (2) Your hatchery has provided written confirmation that they are recognized by the CFIA as operating under HACCP

CHAPTER 6: MEDICATIONS & CHEMICALS

A) Medications

(1) Describe your procedures for selecting medications to be used on your flock:

(2) All medications are recorded on the Flock Specific Records Forms

(3) Describe the method you use to test the accuracy of the medicator:

- (4) All medications used to treat a disease or symptom are noted on the flock sheet
- (5) All medication is kept in the original labeled packaging or label information is transfer onto a record

B) Cleaners, Disinfectants and Other Chemicals

- (1) Chemicals used on the farm are approved for farm animal premises and used according to instructions
- (2) Chemicals are stored separately from medications and/or feedstuffs
- (3) All chemical containers are labeled with the product name and concentration (if different from the original)

CHAPTER 7: THE GROW-OUT PERIOD

A) Describe your monitoring and back-up systems:

- (1) Describe the measure(s) taken to reduce post-harvest crop contamination during feed withdrawal:
 - Communicate with processor for instructions on feed withdrawal
 - Feed withdrawal occurs 6-10 hours pre-slaughter
 - Organic acid is administered in the drinking water during feed withdrawal
 - Other:

CHAPTER 8: DISEASE MANAGEMENT

A) Disease Recognition

- (1) Indicate how many times the flock is checked each day: _____
 - (2) Indicate when the veterinarian is contacted:
 - in cases of unexplained elevated mortality or morbidity. Indicate if there is a specific mortality trigger:
 - other:
-

B) Mortalities

- (1) A daily mortality log is maintained for each flock
- (2) Indicate your protocol for disposing of mortalities:

- (3) Employees wash hands following contact with mortalities

C) Disease Response Protocols

When a contagious disease is suspected, or after a confirmation has been received from a veterinarian, the following emergency response/farm quarantine is put in place. This protocol is for a suspect or confirmed case on your farm or within the vicinity of your farm.

- Keep the barns locked and use a visitor's log to record all movement on and off the farm, not just within the RA.
- Block the laneway to the CAZ (using a gate, rope/chain, wagon, etc) to prevent unwanted traffic or access.
- Inform your provincial board office.
- Reduce movement on and off the farm (CAZ and RA) to a minimum, including family members.
- Whenever possible, conduct activities through non-contact methods, such as telephone, fax or e-mail.
- Eliminate or delay all activities that if undertaken, could act as a vector to spread disease. Avoid direct contact with off-farm poultry operations or poultry personnel.
- No other farms should be visited and avoid visiting common gathering places, such as local coffee shops or town meetings.
- Delay or reduce all service and other visits to the farm. Refer to your emergency contact list and exercise extreme caution when allowing necessary visits from input suppliers or service providers

- People entering the CAZ must wear disposable boot covers (or use of foot spray) and disposable coveralls while on farm. Used disposable supplies must remain on the farm. Hand disinfecting or vigorous washing with warm water and soap prior to entering and leaving is recommended.
- Vehicles accessing the CAZ should be run through a truck wash prior to visiting the farm. Disinfectant should be spray applied to tires, wheel wells and undercarriage (upon entry and exit). The interior truck cab including areas such as the floor, pedals, steering wheel, and door handles should also be disinfected.
- Family members attending activities away from the farm such as work or school should limit access to the barn. They should avoid contact with other feathered species (including pets). Strict biosecurity protocols must be followed to minimize risks.
- Limit flock management to specific individuals. Clean laundered clothing and dedicated footwear should be utilized for each barn. Ensure that no equipment enters or leaves the area unless thoroughly cleaned and disinfected. Hand disinfecting or vigorous washing with warm water and soap is also recommended prior to leaving the barn.
- Barn entrances should be cleaned and sanitized on a daily basis.
- Dead bird disposal should be confined on farm until the situation is clear. Practice proper composting or freezing and ensure no wild or domestic animals have access the dead birds.
- Mortalities are kept in covered containers before being moved to the disposal area and, if they are being transported off farm, are transported in covered containers.
- Garbage disposal should be well thought out, so that care and control of material generated on the farm is maintained until the situation is clear.
- If the disease is in your vicinity, review your flock health records for feed/water consumption and for signs of abnormalities. Watch your flock and report any unusual illness or mortality to your veterinarian, your provincial board office and industry personnel.
- Make every effort to heighten your biosecurity protocols.
- Indicate any other measures that would be taken on your farm:

ANIMAL CARE PROGRAM

STANDARD OPERATING PROCEDURES

A) Temperature

Outline the temperature schedule that you use during the cycle of your flock, including the temperature set points, and what procedures you use if the temperature moves out of range (for both high and low temperature extremes).

B) Lighting

Outline the lighting schedule used during the cycle of your flock.

Do you provide a minimum of one hour of reduced light intensity (by 50%) on a daily basis?

Yes No

C) Flock Health

Indicate the number of times the flock is checked per day. Does this vary throughout the cycle for your flock? Yes No

Indicate what elements are observed during the daily checks:

- | | |
|--|--|
| <input type="checkbox"/> Reduced food and water intake | <input type="checkbox"/> Behavioural changes |
| <input type="checkbox"/> Changes in activity | <input type="checkbox"/> Abnormal respiratory sounds/
mouth breathing |
| <input type="checkbox"/> Abnormal feather condition | <input type="checkbox"/> Lameness and inability to rise |
| <input type="checkbox"/> Abnormal droppings | <input type="checkbox"/> Body condition |
| <input type="checkbox"/> Feather condition and cover | <input type="checkbox"/> Dead, Sick and injured birds |

Indicate any other checks that are performed:

D) Air Quality

Describe your daily procedures for monitoring humidity and ammonia (include the methods used, the frequency of monitoring and set points (if applicable) for humidity and ammonia).

E) Litter Quality

Describe your daily procedures for monitoring the quality of the litter (include the method used and the frequency of monitoring).

F) Density

The following static information must be available for each barn. This form or a similar form can be used.

Step 1 & 2: Bird Capacity of the floor area based on maximum density and target weight

	Floor Area ¹	Maximum Density	Target Weight ²	Bird Capacity of the Floor Area
Floor 1				
Floor 2				
Floor 3				

¹ Measurements to be taken on the inside of the barn.

² If more than one target weight is used per floor (e.g. when thinning) additional forms may be used to calculate the bird capacity of the floor area.

Step 3 & 4: Bird Capacity of the floor area based on the number of feeders and drinkers

	Feeders			Drinkers		
	Total # of feeders (a)	Recom-mendations for # birds/feeder (b)	Capacity of the Feeders (a x b)	Total # of drinkers (c)	Recom-mendations for # birds/drinker (d)	Capacity of the Drinkers (c x d)
Floor 1						
Floor 2						
Floor 3						

Step 5: Maximum number of chicks that can be placed

	Lowest Bird Capacity (from floor area, drinkers or feeders)	Expected Mortality*	Maximum number of chicks at placement
Floor 1			
Floor 2			
Floor 3			

* based on the farm history

G) Veterinarian Contact Information

Name:

Telephone:

Fax #:

H) Procedures during Catching

Indicate your procedures during catching.

- Feeders raised
- Waterers raised
- Light intensity lowered

Farmer or farm representative available: by phone in person