



V7.0

Raised by a Canadian Farmer

On-Farm Food Safety Program Standard Operating Procedures

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 worker (e.g. farmer, farm manager, quota holder) 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

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 Specific Record Form or similar.

CHAPTER 1: OFFSP TRAINING RECORD

- (1) Have each farm worker sign and date that they have been provided with and have understood the *Raised by a Canadian Farmer On-Farm Food Safety Program (OFFSP)* and the Standard Operating Procedures (SOPs) for the areas in which they are responsible. This should be updated whenever the SOPs are updated. Service personnel (e.g. feed reps, hatchery crew, catching crew) and farm workers 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 farm workers 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, feed bins, manure storage, visitor parking area, and the location of the CAZ and the RA
- (2) Indicate to whom you have provided your farm diagram (HR):

- (3) A sign or a physical barrier is used to identify the entrance to the CAZ
- (4) List any specific biosecurity measures required for supplier vehicles that enter the CAZ (HR):

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 RA are kept locked when farm workers are not able to supervise the access to the barn
- (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 workers before entering the RA:

- Barn-specific boots or disposable boots
- Barn-specific clothing/coveralls (HR)
- Premises-specific clothing (e.g. clothing worn in the barn is not worn off of the premises)
- Clothing is only worn on farm operations under common management
- Hats/bonnets (HR)
- Masks (HR)
- Hand sanitization (using either soap and 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 premises specific coveralls
- Hats/bonnets (HR)
- Masks (HR)
- Hand sanitization (using either soap and water or hand sanitizer)
- Suppliers/visitors are required to sign a logbook
- Farm manager/worker accompanies visitors to ensure biosecurity is respected
- List any other biosecurity measures taken:

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

- 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 Coveralls are worn in your RA
- Boots are changed prior to entering your CAZ
- A shower is required in between farms (HR)
- 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 premises is cleaned and disinfected
- Other:

(8) If you have a flow-through barn, list your protocols to limit cross-contamination between different 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:

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			

List other pests (if applicable): _____

(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
- Pest activity is monitored daily

(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

A) Feed Handling (Critical Control Point #1)

- (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) Each feed delivery slip is checked for the presence of medications
- (4) Indicate the control measures used for dealing with a medication with a withdrawal period (Critical Control Point #3):
- Two feed bin system
- Using a rubber mallet to knock the sides of the feed bin
- Other:

- (5) 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 premises
- Transferred to another farm premises
- Returned to the feed mill

B) Purchased Feed

- (1) Your feed mill has provided written confirmation that they are HACCP certified or 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 or the final feed is maintained on-farm
- (4) A record of adding the ingredient must be kept on the Flock-Specific Record Form, or similar
- (5) Feed delivery slips are kept on file for each feed delivery

C) On-Farm Medicated Feed Mixing (Critical Control Point #2)

(1) Do you mix medicated feed on farm: Yes No

If yes:

- a) A sample of the finished feed or feed ingredients are kept for 14 days after processing
- b) Preventing Cross-Contamination:

Describe the procedures used to prevent medication cross contamination between feed batches when mixing medicated feed, such as sequencing, flushing or physical clean-out procedures:

(2) Do you mix medication that requires a withdrawal period? Yes No

If yes:

- a) Mixer Efficiency Tests:

Describe the procedure used to perform mixer efficiency tests, and the frequency of tests (minimum once every 3 years):

- b) Scale Calibration Tests:

Describe the procedure used to perform scale calibration tests, and the frequency of tests (minimum annually):

- c) Record the date and results of the mixer efficiency tests (laboratory results are to be kept on file)

Date	Results

d) Record the date and results of the scale calibration tests

Date	Results

(3) Confirmation of the feed mill control program by the feed mill operator/supervisor:

Name	Signature	Date

CHAPTER 4: WATER

A) Water Source and Inputs used in the Water

(1) Indicate your water source:

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

(2) List the type of cleaner and disinfectant used in the water/water lines (list the product names and frequency of use)

During the grow-out:

In-between flocks:

Acidifiers/pH products:

Animal health products (e.g. probiotics, vitamins, minerals, etc.):

(3) For cleaning/disinfectant products used in the water lines during the grow-out, indicate how, at what location, and at what frequency the concentration of water treatment is verified:

B) Annual Water Test

- (1) Indicate where in the barn the annual water test sample is taken from:

- (2) Results of the annual water test are maintained on file and corrective actions are taken as necessary. Record any corrective actions:

CHAPTER 5: BARN CLEANING

A) Cleaning, Disinfection and Downtime Procedures

(1) Describe how you, or the cleaning crew, clean your barn at the end of every flock:

✓	Procedure at the end of every flock
	Remove litter/manure from barn
	Dry-clean (i.e., blow down/brushing) the barn, entranceway and equipment (includes floors, walls, ceilings, fans, feeders and drinkers, drains, dedicated barn footwear, catching equipment, etc.)
	Remove dust/debris etc. from all rooms in the barn (i.e., electrical/office)
	Mortality pails/buckets are hand scrubbed or pressure washed with water followed by a detergent and/or disinfectant
	Barn and equipment (as per the above dry-clean list) is pressure washed with water
	Barn and equipment (as per the above dry-clean list) is washed with detergent
	Barn and equipment (as per the above dry-clean list) is disinfected/fumigated
	Equipment used during clean-out is cleaned (and disinfected as per barn process)
	Empty and thoroughly clean the feed bin boots and feeding systems (augers and lines) between flocks
	Feed bins are inspected for leaks
	Flush, clean and/or disinfect water lines (open drinkers disinfected if applicable)
	Indicate the desired number of days downtime (the number of days from when the flock was shipped to the placement of chicks) between flocks # Days Downtime: _____

(2) Indicate how your barns meet the OFFSP requirements for washing, disinfection and downtime:

Options 2 and 3 can only be used based on the health status of previous flocks and when the barn is not experiencing a disease/production challenge.

✓	Options	Step 1: Pressure Washing	Step 2: Use of detergent and/ or disinfectant	Step 3: Downtime
	Option 1	MD Pressure wash the barn* and equipment with water at least once per year	MD Detergent and/or disinfect the barn* and equipment once at least per year	N/A
	Option 2	MD Pressure wash the barn* and equipment with water at least once per year	MD Detergent and/or disinfect the feeders, drinkers and equipment at least once per year	MD 14-day downtime at least once per year
	Option 3	N/A	N/A	MD 14-day downtime after every flock**

* The barn includes the walls, floors, feeders, drinkers, ceilings, fans, drains, any other equipment (e.g., hoppers, feeding chains etc., including any catching equipment and barn boots).

** To qualify, it is recommended that manure be removed from the barn within 48 hours of the birds being shipped but that it not exceed 72 hours after shipment (i.e., the maximum time period is 72 hours). Also, given that schedule changes can occur (i.e., delivery of chicks or shipment dates), a downtime of less than 14-days can occur a maximum of 2 times in the previous 12 months. If this is greater than 2 times in the previous 12 months, then Option 3 cannot be used.

(3) If a veterinarian recommends a cleaning and detergent/disinfection due to disease, the veterinary recommendation will be followed and documented.

(4) If the cleaning and/or disinfection is contracted out, indicate the following:

Cleaning firm name: _____

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 premises, or

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

CHAPTER 6: MEDICATIONS AND OTHER INPUTS

A) Storage and Use of Products

- (1) Chemical products are stored separately from medications and/or feed and water additives. Indicate your storage areas for these products:

- (2) Farm workers using medications and other inputs understand how to properly handle and use the products
- (3) Containers are labelled with the name and concentration of the product being used through the water (e.g., medications, water additives, cleaning agents etc.)

B) Medications (Critical Control Point #3)

- (1) All Category I, II, and III antibiotics are used in conjunction with a veterinary prescription
- (2) Category IV antibiotics are used according to their product instructions; otherwise, a veterinary prescription is required
- (3) Recording medication use:
- All medications used are recorded on the Flock-Specific Record Form or other similar document. All antibiotics (Category I-IV) are to be recorded.
 - Medications are recorded on the Flock Information Reporting Form as per instructions
- (4) Medication withdrawal times are adhered to prior to processing as per veterinary prescription or medication instructions
- (5) After a feed with a medication withdrawal time is used during the finishing period (the last 2 weeks of production), feed in the feed lines must be minimized
- (6) Describe the method you use to test the accuracy of the medicator:

C) Chemical Products (e.g. detergent, cleaners, disinfectants, water acidifiers, rodenticides, etc.)

- (1) Chemical products being used are:
- Approved for use on farm animal premises (e.g. DIN);
 - Listed on the Canadian Organic permitted substances list;
 - Have directions for use in chicken production or livestock barns; or,
 - Are used in conjunction with a veterinarian
- (2) Chemical products are used according to the manufacturers' instructions or your veterinarian
- (3) All chemical containers are labeled with the product name, expiry date and concentration (if different from the original)
- (4) Chemicals and other inputs used in the RA during the grow-out period (e.g. insecticides) are recorded on the Flock-Specific Record Form or similar, and any withdrawal times are adhered to

D) Feed and Water additives (e.g. vitamins, probiotics, essential oils, etc.)

- (1) Water additives being used are approved by:
- CFIA and have a feed registration #;
 - Health Canada and have a Drug Identification Number (DIN); or,
 - Health Canada as a Veterinary Health Product and have a notification number
- (2) Feed and water additives are used according to the manufacturers' instructions or your veterinarian, and these are kept on file

CHAPTER 7: CHICKS AND BROODING

A) Hatchery

- (1) Indicate the hatchery federal register number: _____
- (2) Hatchery has provided written confirmation that they are HACCP certified (HR)
- (3) Hatchery invoice slips are verified for any medications (including dosage) and/or vaccines given at the hatchery

B) Bedding Materials

- (1) Indicate the type of bedding used:
 Wood Shavings; Straw; Other: _____
- (2) Bedding is checked for mold, feathers and bird droppings, and does not contain harmful compounds, is absent of sharp edges and is soft and dry prior to being laid in the barn
- (3) Rodenticides that are used in the bedding storage area are kept separate from the bedding so as not to contaminate the bedding prior to placement

C) Barn Preparation, Delivery of Chicks and Brooding

- (1) The barn is pre-heated in advance of chick delivery
- (2) Additional feed is available for easy access for chicks
- (3) Water lines are flushed, and water is available immediately to chicks
- (4) Indicate who places the boxes and chicks in the barn:
 Farm Workers or Hatchery employees
If hatchery employees, indicate what biosecurity measures are taken:
 Clean clothing; Farm-specific boots; Cleaned and sanitized footwear;
 Hands washed (with soap and water) or sanitized prior to entry
- (5) Chick temperatures are monitored for the first 3-4 days
- (6) Crop fill is monitored for the first few days
- (7) Chick weights are monitored at placement, day 7 and 14
- (8) Culling of unthrifty and ill chicks to reduce disease pressure
- (9) Activity level and health status is monitored at placement and throughout brooding

CHAPTER 8: FLOCK MONITORING

A) Disease Recognition

(1) Indicate how many times the flock is checked each day: _____

(2) Indicate when a 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 and cull log is maintained for each flock and each floor of production

(2) Indicate your protocol for disposing of mortalities:

(3) Farm workers wash hands with soap and water or hand sanitizer 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 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:

D) Monitoring and Back-up Systems

(1) Describe your monitoring/alarm system:

Type of system: _____

Inputs monitored: power; temperature; feed; water; humidity;

other: _____

(2) Describe your standby power system:

Type of system: _____

Testing frequency: _____

E) Preventing Post-Harvest Crop Contamination

(1) Describe the measure(s) taken to reduce post-harvest crop contamination:

Communicate with processor for instructions on feed withdrawal

Feed withdrawal occurs 6–10 hours pre-slaughter

Acidification of the drinking water prior to shipping

Other:

On-Farm Medicated Feed Mixing Record Template

Complete this record, or similar, for complete feeds made on-farm.

Record each batch in chronological order, and record when a flush or physical cleaning has been used.
Record deviations in the Deviation Chart on the Flock Specific Record Form.

Date	Ration Name or Number	Medicated		Flush		Physical Clean		Storage Bin #/ID	Comments
		Yes (record medication name)	No	Yes	No	Yes	No		

Note: CFC's OFFSP focusses on food safety requirements and does not address all aspects of the Feeds Act and Regulations and the Health of Animals Act and Regulations; additional requirements are needed to be compliant with federal regulations.

Notes:

Lined area for taking notes.

Notes:

Ruled lines for taking notes.