

Cattle medicated feed

List of Product Ingredients and Incoming Materials Form

- Purpose of the List of Product Ingredients and Incoming Materials Form
- Information needed to complete form

List of Product Ingredients and Incoming Materials Form

Product Name: Cattle medicated feed

Bulk Ingredients	Bag and Hand Add Ingredients	Medications
Corn DDGS Soybean Meal Sunflower Meal Calcium carbonate Salt Cottonseed Hulls		
Liquids	Packaging Materials	Other Additives
Vegetable oil Cane Molasses		

List of Product Ingredients and Incoming Materials Form

Product Name: Cattle medicated feed

Bulk Ingredients	Bag and Hand Add Ingredients	Medications
Corn DDGS Soybean Meal Sunflower Meal Calcium carbonate Salt Cottonseed Hulls	Vitamin E Copper Sulfate Calcium Phosphate	
Liquids	Packaging Materials	Other Additives
Vegetable oil Cane Molasses	Bags & Totes Bag Label Bulk Label Delivery Truck	

List of Product Ingredients and Incoming Materials Form

Product Name: Cattle medicated feed

Bulk Ingredients	Bag and Hand Add Ingredients	Medications
Corn DDGS Soybean Meal Sunflower Meal Calcium carbonate Salt Cottonseed Hulls	Vitamin E Copper Sulfate Calcium Phosphate	Rumensin 80 Rabon
Liquids	Packaging Materials	Other Additives
Vegetable oil Cane Molasses	Bags & Totes Bag Label Bulk Label Delivery Truck	

Summary

- Completing the List of Product Ingredients and Incoming Materials Form is one of the preliminary steps in developing an Animal Food Safety Plan
- The List of Product Ingredients and Incoming Materials Form will be used during the hazard analysis
- The List of Product Ingredients and Incoming Materials Form will be included in your plan

Product Description Form

- Purpose of the Product Description Form
- Information needed to complete form

Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	
3. Intended use and customer	
4. Type of packaging	
5. Shelf life	
6. Where will the product be sold?	
7. Labeling instructions	
8. Special distribution control	

Approved: _____ Date: _____

Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	
4. Type of packaging	
5. Shelf life	
6. Where will the product be sold?	
7. Labeling instructions	
8. Special distribution control	

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Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	
5. Shelf life	
6. Where will the product be sold?	
7. Labeling instructions	
8. Special distribution control	

Approved: _____ Date: _____

Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	Bulk & Bag
5. Shelf life	
6. Where will the product be sold?	
7. Labeling instructions	
8. Special distribution control	

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Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	Bulk & Bag
5. Shelf life	Equal to or less than 90 days
6. Where will the product be sold?	
7. Labeling instructions	
8. Special distribution control	

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Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	Bulk & Bag
5. Shelf life	Equal to or less than 90 days
6. Where will the product be sold?	Retail or wholesale
7. Labeling instructions	
8. Special distribution control	

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Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	Bulk & Bag
5. Shelf life	Equal to or less than 90 days
6. Where will the product be sold?	Retail or wholesale
7. Labeling instructions	In compliance with federal and state regulations
8. Special distribution control	

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Product Description Form

1. Product name(s)	Cattle medicated feed
2. Product safety properties (Moist., Pro., etc)	High moisture
3. Intended use and customer	Feed to animals per instructions on label
4. Type of packaging	Bulk & Bag
5. Shelf life	Equal to or less than 90 days
6. Where will the product be sold?	Retail or wholesale
7. Labeling instructions	In compliance with federal and state regulations
8. Special distribution control	Proper sequencing and flushing

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Summary

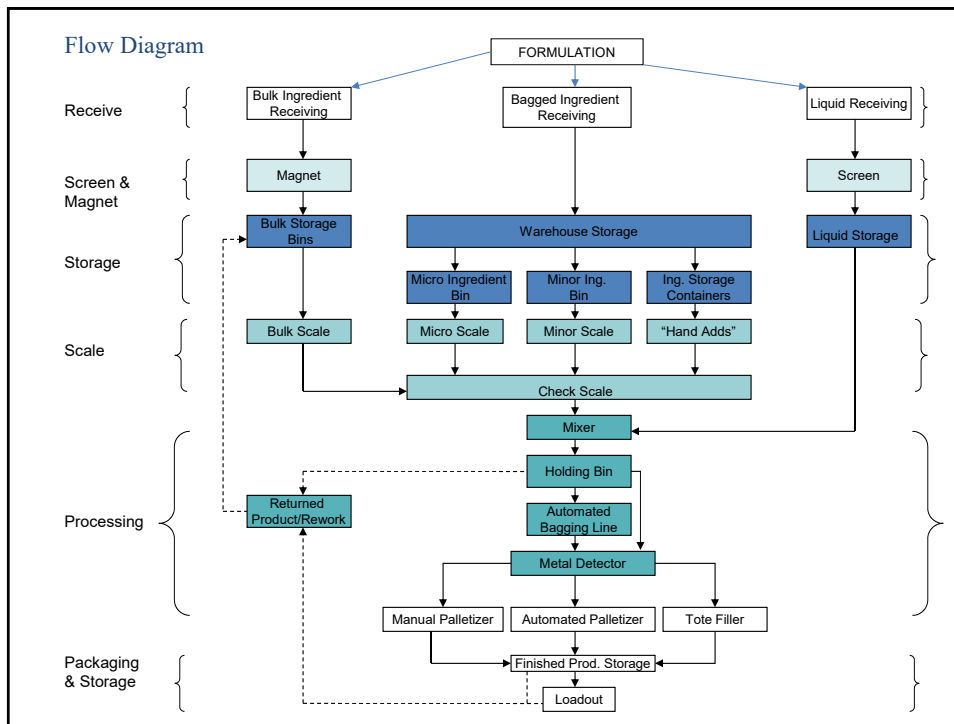
- Completing the “Product Description Form” is one of the preliminary steps in developing an Animal Food Safety Plan
- The “Product Description Form” will be used during the hazard analysis
- The “Product Description Form” will be included in your plan

Process Flow

- **Purpose of the Process Flow Diagram**
 - Summarize the manufacturing process
 - Assist in hazard analysis
 - Provide immediate reference to critical control points
- **Information needed to complete form**
 - HACCP team knowledge of the process

Form Completion Procedure

- Outline the process flow using a block diagram format.
- Denote ccps on the process flow after performing principle 2, identifying critical control points.



Summary

- The “Process Flow Diagram” must be completed prior to hazard analysis and should include the ccp(s) in the Animal Food Safety Plan.

Completing the Hazard Analysis Form

- Purpose of the Hazard Analysis Form
 - Provide some standardization
 - Assist in plan development
- Information needed to complete form
 - Reference material, hazard guide, expertise
 - Forms completed during preliminary steps:
 - Product Description Form,
 - List of Product Ingredients & Incoming Materials Form
 - Flow diagram

Form Completion Procedure

- The completion of the Hazard Analysis Form involves hazard identification and hazard evaluation
- Each step of the process requires a separate page
- List all the process steps in order of their occurrence and then brain storm to identify hazards throughout the plant
- Perform the hazard evaluation second after the hazard identification has been completed

Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Formulation	Biological Prohibited animal protein						
	Chemical Wrong ingredient or grade						
	Physical None identified at this time						

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Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk receiving	Biological Prohibited animal protein <i>E. coli O157:H7</i> <i>Salmonella</i>						
	Chemical Wrong ingredient or grade Aflatoxin Sulfur						
	Physical Metal Plastic Stones Glass						

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Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Magnet	Biological None identified at this time						
	Chemical None identified at this time						
	Physical Metal						

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Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk storage	Biological Aflatoxin						
	Chemical None identified at this time						
	Physical None identified at this time						

Approved: _____ Date: _____

Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk scale	Biological None identified at this time						
	Chemical None identified at this time						
	Physical None identified at this time						

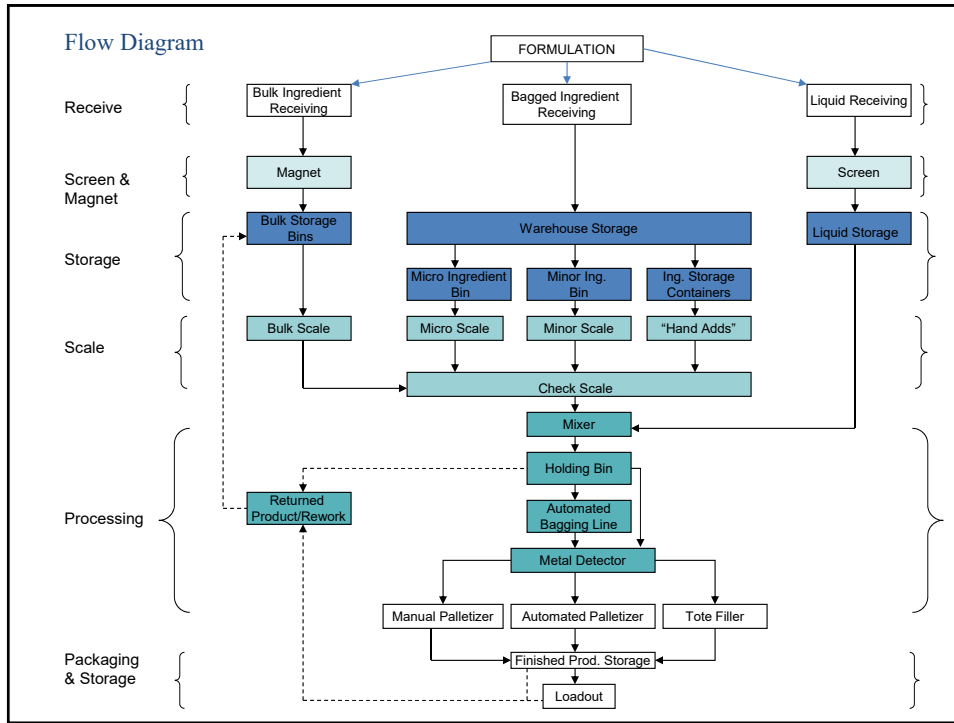
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Hazard Analysis Form

Product Category: Cattle medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bag ingredient receiving	Biological None identified at this time						
	Chemical Mislabeled product Wrong potency of ingredient						
	Physical Metal Other foreign materials						

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Product Category: Cattle protein medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk receiving	Biological Prohibited animal protein	Yes	Yes	Cross contamination by prohibited animal protein (21 CFR:589:2000-1) is a potential source of bovine spongiform encephalopathy (BSE)	BSE in cattle can cause the human disease variant Creutzfeldt Jakob disease (vCJD)	Prohibited animal protein policy, approved supplier, carrier inspection	
	<i>E. coli O157:H7</i>	No	No	Low likelihood in animal feed ingredients	Low likelihood in human food		
	<i>Salmonella</i>	No	No	Low likelihood in ingredients for S. Newport and Dublin	Low likelihood of it causing a human food problem		
	Chemical Wrong ingredient or grade	No	No	Low likelihood resulting from approved supplier program	Low likelihood of transfer to human food		
	Aflatoxin	Yes	Yes	Toxic to finishing cattle at concentrations above 300 ppb	Transfer to human food when feed to lactating dairy cattle	Sampling and testing incoming ingredients prone to aflatoxin	
	Sulfur	Yes	No	At high levels causes polioencephalomalacia	Low likelihood of transfer to human food	Approved supplier	
Physical Metal Plastic Stones Glass		No No No No	No No No No	Low likelihood of physical hazards damaging cattle due to Equipment (screens, de-stoning device, metal detectors, and magnets) in place to eliminate hazard	Low likelihood of transfer to food		

Product Category: Cattle protein medicated feed

Ingredient or Processing Step	Potential hazard introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for Significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this step a CCP?
		Animal	Human	Animal	Human		
Magnet	Biological None identified at this time						
	Chemical None identified at this time						
	Physical Metal	N	N	Low likelihood as a human food safety hazard, risk reduced by magnet	Low likelihood as a human food safety hazard, risk reduced by magnet		

Product Category: Cattle protein medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk Storage	Biological Aflatoxin	N	N	Only accept corn containing 15% moisture or less, short storage time, also controlled through storage temperature monitoring and inventory control	Only accept corn containing 15% moisture or less, short storage time		
	Chemical None identified at this time						
	Physical None identified at this time						

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Product Category: Cattle protein medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bulk Scale	Biological None identified at this time						
	Chemical None identified at this time						
	Physical None identified at this time						

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Product Category: Cattle protein medicated feed

Ingredient or Processing step	Potential hazards introduced, increased or controlled at this step	Do any potential feed hazards require a CCP? Severity: Likelihood		Justification for significance		Control measures to prevent, eliminate or reduce animal and human hazard	Is this a CCP?
		Animal	Human	Animal	Human		
Bag Ingredient Receiving	Biological None identified at this time						
	Chemical Mislabelled product or wrong potency of ingredient	N	N	Risk associated with mislabeled products or wrong potency managed by prerequisite programs including approved supplier program; label inspection at receipt per Receiving Bagged Ingredients SOP;	Low likelihood of passing through animal into food		
	Physical Metal Other foreign materials	N	N	Low likelihood because of Equipment (screens, de-stoning device, metal detectors and magnets) in place to eliminate hazard	Low likelihood of passing through animal into food		

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Summary

- Review your Hazard Analysis Form for consistency
- Determine critical control points

CCP Decision Tree Form

- Purpose of the CCP Decision Tree Form
- Information needed to complete form

Form Completion Procedure

- Utilize this form for each process step that contains a hazard identified as significant for humans in the “Hazard Analysis Form”
- Complete the CCP Decision Tree Form beginning in the left column
- The HACCP Team should complete the form
- If the process step is a CCP, record this result in the “Hazard Analysis Form”

CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard?	Q1B: Is control at this step necessary?	Q2: Does this step reduce occurrence of hazard to an acceptable level?	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level?	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level?	CCP
Bulk Ing. Receiving Pit		If no, go to Q1B. If yes, go to Q2.	If no, not a CCP. If yes, modify process and return to Q1A.	If no, go to Q3. If yes, it is a CCP.	If no, not a CCP. If yes, go to Q4.	If no, it is a CCP. If yes, not a CCP.	

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CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard?	Q1B: Is control at this step necessary?	Q2: Does this step reduce occurrence of hazard to an acceptable level?	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level?	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level?	CCP
		If no, go to Q1B. If yes, go to Q2.	If no, not a CCP. If yes, modify process and return to Q1A.	If no, go to Q3. If yes, it is a CCP.	If no, not a CCP. If yes, go to Q4.	If no, it is a CCP. If yes, not a CCP.	
Bulk Ing. Receiving Pit	Prohibited animal protein						

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CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard?	Q1B: Is control at this step necessary?	Q2: Does this step reduce occurrence of hazard to an acceptable level?	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level?	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level?	CCP
		If no, go to Q1B. If yes, go to Q2.	If no, not a CCP. If yes, modify process and return to Q1A.	If no, go to Q3. If yes, it is a CCP.	If no, not a CCP. If yes, go to Q4.	If no, it is a CCP. If yes, not a CCP.	
Bulk Ing. Receiving Pit	Prohibited animal protein	Yes					

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CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard? If no, go to Q1B. If yes, go to Q2.	Q1B: Is control at this step necessary? If no, not a CCP. If yes, modify process and return to Q1A.	Q2: Does this step reduce occurrence of hazard to an acceptable level? If no, go to Q3. If yes, it is a CCP.	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level? If no, not a CCP. If yes, go to Q4.	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level? If no, it is a CCP. If yes, not a CCP.	CCP
Bulk Ing. Receiving Pit	Prohibited animal protein	Yes		Yes			

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CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard? If no, go to Q1B. If yes, go to Q2.	Q1B: Is control at this step necessary? If no, not a CCP. If yes, modify process and return to Q1A.	Q2: Does this step reduce occurrence of hazard to an acceptable level? If no, go to Q3. If yes, it is a CCP.	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level? If no, not a CCP. If yes, go to Q4.	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level? If no, it is a CCP. If yes, not a CCP.	CCP
Bulk Ing. Receiving Pit	Prohibited animal protein	Yes		Yes			CCP 1B

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CCP Decision Tree Form

Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard?	Q1B: Is control at this step necessary?	Q2: Does this step reduce occurrence of hazard to an acceptable level?	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level?	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level?	CCP
		If no, go to Q1B. If yes, go to Q2.	If no, not a CCP. If yes, modify process and return to Q1A.	If no, go to Q3. If yes, it is a CCP.	If no, not a CCP. If yes, go to Q4.	If no, it is a CCP. If yes, not a CCP.	No.
Bulk Ing. Receiving Pit	Aflatoxin	Yes		Yes			CCP 1C

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CCP Decision Tree Form

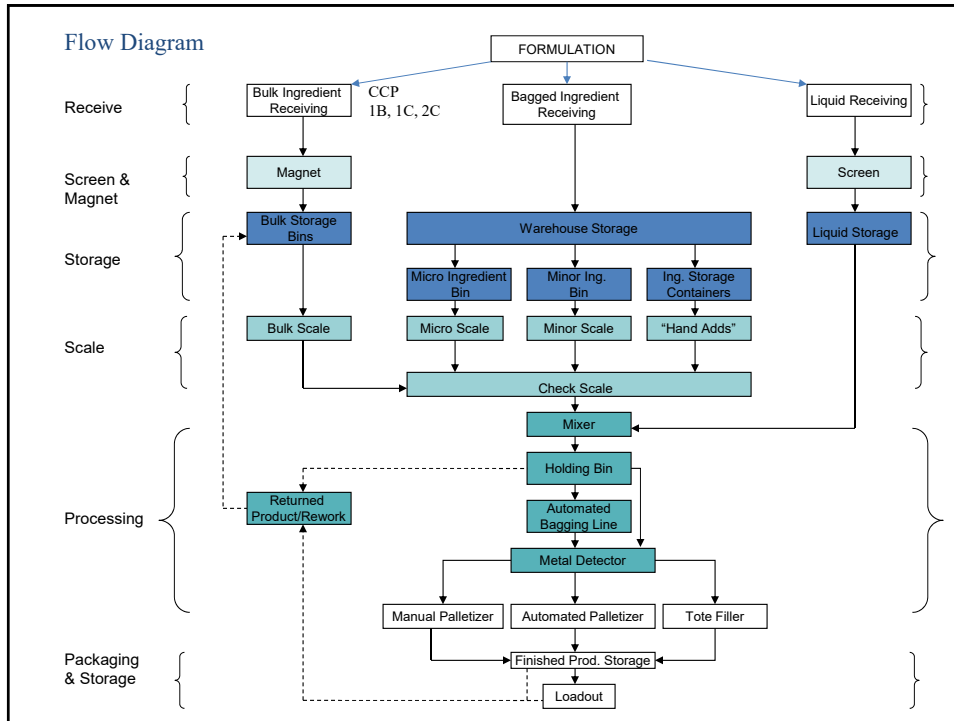
Product Category: Cattle medicated feed

Process step	Hazard	Q1A: Do preventive measures exist for the identified hazard?	Q1B: Is control at this step necessary?	Q2: Does this step reduce occurrence of hazard to an acceptable level?	Q3: Could contamination by hazard exceed an acceptable level of increase to unacceptable level?	Q4: Will subsequent step reduce or eliminate hazard to an acceptable level?	CCP
		If no, go to Q1B. If yes, go to Q2.	If no, not a CCP. If yes, modify process and return to Q1A.	If no, go to Q3. If yes, it is a CCP.	If no, not a CCP. If yes, go to Q4.	If no, it is a CCP. If yes, not a CCP.	No.
Bulk Ing. Receiving Pit	Sulfur	Yes		Yes			CCP 2C

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Summary

- Completing the “CCP Decision Tree Form” is a tool in deciding whether the process step is a critical control point

Critical Limits, Monitoring and Corrective Actions Form

- Purpose of the “Critical Limit, Monitoring, and Corrective Actions Form”
 - For each critical control point, establish critical limits, monitoring requirements, and corrective actions necessary if there is a failure to meet a critical limit
- Information needed to complete form
 - Hazard analysis form

Form Completion Procedure

- Complete the form by listing the process step for the first critical control point (ccp)
- Proceed to establish critical limits (column 2), monitoring procedures (column 3) and corrective action (column 4) for the first ccp
- Repeat this process for all ccps

Identifying Critical Limits, Monitoring and Corrective Actions

Product Category: Cattle medicated feed

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
Bulk Ing. Receiving Pit, CCP#1			

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Identifying Critical Limits, Monitoring and Corrective Actions

Product Category: Cattle medicated feed

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
Bulk Ing. Receiving Pit, CCP#1	Zero Tolerance, Prohibited animal protein		

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Identifying Critical Limits, Monitoring and Corrective Actions

Product Category: Cattle medicated feed

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
Bulk Ing. Receiving Pit, CCP#1	Zero Tolerance, Prohibited animal protein	<p>What will be measured?</p> <ul style="list-style-type: none"> ▪ Cleanout certificate for carriers ▪ Bill of Lading from supplier ▪ Product labeling ▪ Letter of Guarantee (LOG) from approved supplier ▪ Presence of prohibited animal protein <p>Where will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Receiving Truck Scale or Dock <p>How will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Visual observation of documentation ▪ Purchase only from approved supplier ▪ Use of Neogen test strips <p>Who will monitor the CL?</p> <ul style="list-style-type: none"> ▪ Receiving employee(s) <p>How often will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Every load received into the facility. 	

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Identifying Critical Limits, Monitoring and Corrective Actions

Product Category: Cattle medicated feed

Process Step/CCP	Critical Limit	Monitoring Procedures	Corrective Action
Bulk Ing. Receiving Pit, CCP#1	Zero Tolerance, Prohibited animal protein	<p>What will be measured?</p> <ul style="list-style-type: none"> ▪ Cleanout certificate for carrier ▪ Bill of lading from supplier ▪ Product labeling ▪ Letter of Guarantee (LOG) from approved supplier ▪ Presence of prohib. animal protein <p>Where will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Receiving truck scale or dock <p>How will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Visual observation of documentation ▪ Purchase only from approved supplier ▪ Use of Neogen test strips <p>Who will monitor the CL?</p> <ul style="list-style-type: none"> ▪ Receiving employee(s) <p>How often will the CL be measured?</p> <ul style="list-style-type: none"> ▪ Every load received into the facility 	<p>What caused the deviation?</p> <ul style="list-style-type: none"> ▪ No documentation or test failure ▪ Purchase from non-approved supplier <p>How will the process be corrected?</p> <ul style="list-style-type: none"> ▪ Reject load <p>What will be the product disposition?</p> <ul style="list-style-type: none"> ▪ Hold product until documentation is received or reject load <p>What measures will be implemented to prevent recurrence?</p> <ul style="list-style-type: none"> ▪ Notify supplier that documentation must be received at delivery ▪ Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action ▪ Removal of supplier from approved supplier list <p>Who is responsible for implementing the CA?</p>

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Summary

- The “Critical Limits, Monitoring and Corrective Actions Form” is utilized during plan development.
- The team should complete this form as they work through HACCP principles 3, 4, & 5.

Record Keeping and Verification Form

- **Purpose of the Record Keeping and Verification Form**
 - For each critical control point, establish verification and record keeping procedures
- **Information needed to complete form**
 - “Hazard Analysis Form” and “Critical Limits, Monitoring and Corrective Actions Form”

Record Keeping and Verification Form

Product Category: Cattle medicated feed

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Bulk Ing. Receiving Pit CCP #1				

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Record Keeping and Verification Form

Product Category: Cattle medicated feed

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Bulk Ing. Receiving Pit CCP #1	Prohibited animal protein			

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Record Keeping and Verification Form

Product Category: Cattle medicated feed

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Bulk Ing. Receiving Pit CCP #1	Prohibited animal protein	<ul style="list-style-type: none"> ▪ Receiving Bulk Ingredients SOP ▪ Cleanout certificate from carrier ▪ Bill of lading from supplier ▪ Product labeling ▪ Letter of guarantee (LOG) from supplier ▪ Receiving log ▪ Approved supplier list ▪ Record of testing (test strips) ▪ Training log (for purchasing personnel if product came from a non-approved supplier) 		

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Record Keeping and Verification Form

Product Category: Cattle medicated feed

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Bulk Ing. Receiving Pit CCP #1	Prohibited animal protein	<ul style="list-style-type: none"> ▪ Receiving Bulk Ingredients SOP ▪ Cleanout certificate from carrier ▪ Bill of lading from supplier ▪ Product labeling ▪ Letter of guarantee (LOG) from supplier ▪ Receiving log ▪ Approved supplier list ▪ Record of testing (test strips) ▪ Training log (for purchasing personnel if product came from a non-approved supplier) 	<ul style="list-style-type: none"> ▪ QA Supervisor ▪ Receiving ▪ Receiving ▪ Receiving ▪ Purchasing ▪ Receiving ▪ Purch. Manager ▪ Receiving ▪ QA Supervisor 	

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Record Keeping and Verification Form

Product Category: Cattle medicated feed

Process step/CCP	Hazard	Records	Responsibility	CCP Verification
Bulk Ing. Receiving Pit CCP #1	Prohibited animal protein	<ul style="list-style-type: none"> ▪ Receiving Bulk Ingredients SOP ▪ Cleanout certificate from carrier ▪ Bill of lading from supplier ▪ Product labeling ▪ Letter of guarantee (LOG) from supplier ▪ Receiving log ▪ Approved supplier list ▪ Record of testing (test strips) ▪ Training log (for purchasing personnel if product came from a non-approved supplier) 	<ul style="list-style-type: none"> ▪ QA Supervisor ▪ Receiving ▪ Receiving ▪ Receiving ▪ Purchasing ▪ Receiving ▪ Purch. Manager ▪ Receiving ▪ QA Supervisor 	<p>Short term Daily review of receiving log and paperwork by QA/QC department</p> <p>Long term Operational audit performed by designated management personnel to make sure Receiving Bulk Ingredients SOP is followed</p>

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Summary

- The “Record Keeping and Verification Form” is utilized during plan development.
- The team should complete this form as they work through HACCP principles 6 and 7.

Animal Food Safety Plan Summary Form

- Purpose of the Summary Form

- Information needed to complete form

Animal Food Safety Plan Summary Form									
Product Category: <u>Cattle medicated feed</u>									
Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1									

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Animal Food Safety Plan Summary Form

Product Category: Cattle medicated feed

Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1	Prohib. animal protein								

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Animal Food Safety Plan Summary Form

Product Category: Cattle medicated feed

Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1	Prohib. animal protein	Zero tolerance							

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Animal Food Safety Plan Summary Form

Product Category: Cattle medicated feed

Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1	Prohib. animal protein	Zero tolerance	Cleanout certificate for carriers, Bill of Loading from supplier, Product labeling, Letter of Guarantee (LOG) from supplier, Presence of prohib. animal protein	Visual observation of documentation Purchase only from approved supplier, Use of Neogen test strips	Every load received into the facility	Receiving employee			
FPI 1999 Approved: _____ Date: _____									

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Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1	Prohib. animal protein	Zero tolerance	Cleanout certificate for carriers, Bill of Loading from supplier, Product labeling, Letter of Guarantee (LOG) from supplier, Presence of prohib. animal protein	Visual observation of documentation Purchase only from approved supplier, Use of Neogen test strips	Every load received into the facility	Receiving employee	Reject load in the absence of documentation, test failure, or non-approved supplier Notify supplier that documentation must be received at delivery Potential removal of supplier from Approved Supplier List Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action		
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Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP#1	Prohib. animal protein	Zero tolerance	Cleanout certificate for carriers, Bill of Lading from supplier, Product labeling, Letter of Guarantee (LOG) from supplier, Presence of prohib. animal protein	Visual observation of documentation Purchase only from approved supplier, Use of Neogen test strips	Every load received into the facility	Receiving employee	Reject load in the absence of documentation, test failure, or non-approved supplier Notify supplier that documentation must be received at delivery Potential removal of supplier from Approved Supplier List Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action	Daily review of receiving log and paperwork by QA/QC department Operational audit performed by designated management personnel to make sure Receiving Bulk Ingredients SOP is followed	
<p style="text-align: center;">FPI 1999 Approved: _____ Date: _____</p>									

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Process step and CCP	Hazard	Critical Limits for each CCP	Monitoring				Corrective Action	Verification Activities	Record-keeping procedure
			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP1B	Prohib. animal protein	Zero tolerance	Cleanout certificate for carriers, Bill of Lading from supplier, Product labeling, Letter of Guarantee (LOG) from supplier, Presence of prohib. animal protein	Visual observation of documentation Purchase only from approved supplier, Use of Neogen test strips	Every load received into the facility	Receiving employee	Reject load in the absence of documentation, test failure, or non-approved supplier Notify supplier that documentation must be received at delivery Potential removal of supplier from Approved Supplier List Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action	Daily review of receiving log and paperwork by QA/QC department Operational audit performed by designated management personnel to make sure Receiving Bulk Ingredients SOP is followed	Receiving Bulk Ingredients form Cleanout certificate from carrier Bill of lading from supplier Product labeling Letter of Guarantee from supplier Record of testing Training log
<p style="text-align: center;">FPI 1999 Approved: _____ Date: _____</p>									

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			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP 1C	Aflatoxin in corn and DDGS	20 ppb	Aflatoxin	Rapid test kit	Every load containing corn based ingredients	Receiving employee	Reject load if greater than 20 ppb Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action	Daily review of receiving log and paperwork by QA/QC department including aflatoxin results Operational audit performed by designated management personnel to make sure Receiving Bulk Ingredients and mycotoxin testing SOP is followed	Receiving Bulk Ingredients form Bill of lading from supplier Product labeling Record of testing Training log (for purchasing personnel if product came)
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			What	How	Frequency	Who			
Bulk Ing. Receiving Pit, CCP 2C	Sulfur in DDGS	0.5%	Letter of Guarantee (LOG) from supplier	Visual observation of documentation	Every load received into the facility	Receiving employee	Reject load in the absence of documentation, Notify supplier that documentation must be received at delivery Potential removal of supplier from Approved Supplier List Training of purchasing personnel if product purchased from non-approved supplier and appropriate disciplinary action	Daily review of receiving log and paperwork by QA/QC department Operational audit performed by designated management personnel to make sure Receiving Bulk Ingredients SOP is followed	Receiving Bulk Ingredients form Bill of lading from supplier Letter of Guarantee from supplier Training log
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			What	How	Frequency	Who			
Hand add CCP 3C	Wrong inclusion of drug	0.5%	Daily use of drugs	Compare inventory versus use records	Daily	Batching employee	Investigate cause of discrepancy Hold product until discrepancy is identified Training HACCP plan revision	Daily reconciliation of drug use with drug inventory Weekly verification by quality manager the process is followed	Daily drug inventory Drug use records Scale calibration record Training log

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Summary

- The “Animal Food Safety Plan Summary Form” must be completed and included as part of your plan.