



CALIFORNIA DEPARTMENT  
FOOD & AGRICULTURE

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# California Dairy Processor Premises Enhanced Biosecurity Plan Template



Premises Name

Company Name (if applicable)

## Dairy Program Certification

*By completing and submitting this plan, this dairy processing premises' enhanced biosecurity meets the standards for the California Secure Food Supply (SFS) Program. Further, I/we recognize that if the biosecurity measures described in this plan are not implemented, the premises may no longer be compliant with the California Secure Food Supply Program. Further, with respect to enhanced biosecurity, if the measures are not implemented as described, the premises may jeopardize their eligibility to receive Product Movement Permits if there is a quarantine in place.*

Responsible Agency: California Department of Food and Agriculture (CDFA) Animal Health Branch

Approval Date:

Amendment Date:

Approved By:

Version Number:

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**X**

Facility Manager

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**X**

Biosecurity Manager



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# Introduction

## CALIFORNIA DAIRY PROCESSOR PREMISES ENHANCED BIOSECURITY PLAN TEMPLATE

**Purpose:** The California Dairy Processor Premises Enhanced Biosecurity Plan Template is intended to assist the Biosecurity Manager in developing a premises-specific biosecurity plan that addresses the California Secure Food Supply (SFS) program biosecurity requirements.

**Note:** *Premises that obtain pre-outbreak approval of their Enhanced Biosecurity Plan will be able to resume business much more quickly than premises without a pre-approved plan in the event of an outbreak of an infectious disease (FAD or NAD).*

**Plan Approval Process:** The Biosecurity Manager or Coordinator of a premises can use this template to develop an Enhanced Biosecurity Plan that meets the biosecurity requirements of the California SFS program. Website links to the California SFS Program requirements can be found in the Resources section of this template. Once submitted, the plan will be reviewed, returned for edits as needed, or approved by program-specific staff. Refer to the Resources section of this template on how to submit your plan for approval.

# California Secure Food Supply Resources

**California Secure Food Supply (SFS) Website:** Reference resources for the California Secure Food Supply can be found on the CDFA Secure Food Supply website:

<https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html>

These resources include:

- “Supplemental Form” – To be used for providing information requested within the template.
- “CA SFS Plan Map Development Video Tutorial” – a short video demonstrating how to use the map tool to create your premises maps. [CA SFS Map Tool Tutorial Link](#)
- An editable word document, “CA SFS Plan Map Development Tool”, can be emailed to you upon request to assist in creating your premises maps by emailing [SFSpermits@cdfa.ca.gov](mailto:SFSpermits@cdfa.ca.gov).

Training Material and Training (when available) can be inquired about by emailing [SFSpermits@cdfa.ca.gov](mailto:SFSpermits@cdfa.ca.gov)

**FOR MORE INFORMATION OR TO SUBMIT YOUR PLAN FOR THE SFS PROGRAM:**

Contact your local CDFA Animal Health Branch District office or contact the SFS email.

Headquarters in Sacramento - (916) 900 - 5002

Redding District - (530) 225 - 2140

Modesto District - (209) 491 - 9350

Tulare District - (559) 685 - 3500

Ontario District - (909) 947 - 5932

# Instructions

**Instructions for the Biosecurity Manager:** The Biosecurity Manager or Coordinator should develop the plan by providing all requested information and ensure the information is premises specific. Labeled premises maps, standard operating procedures (SOP), and Logs must be included within the document, by using the Supplemental Form (found on the CDFA Secure Food Supply website) or as an appendix.

**NOTES ON USING THE FORMATTED TEMPLATE:**

- All sections and questions must be completed and answered.
- If a section does not apply to the premises (e.g., not all premises share personnel), write “Not Applicable” and explain why.
- Questions that ask for a description should be answered with detailed procedural steps on how the task will be completed.
- Information and SOPs can be typed directly into the box or copied and pasted from another pre-written document.
- If the provided text box does not provide sufficient space to include all the requested information, add-on pages can be found within the “Supplemental Form” found on the CDFA Secure Food Supply website in the California Resources section.
- Logs can be submitted as a separate document in either Microsoft Word or Adobe PDF format. The Logs need to be properly labeled to identify the section requirement as well as include the premises name and NPIN.
- An example plan, logs, and SOPs can be found in the CDFA Resources section on <https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html>.

***Before you begin, you will need to have a National Premises Identification Number (NPIN).***

An NPIN is a unique number for each premises that is based upon the 911 physical address. This number is used for disease monitoring and movement permit issuance during an outbreak. An NPIN can be requested through the CDFA website [here](#) or you may contact your CDFA District office for assistance in obtaining an NPIN.



# A. General Premises Description

NPIN:

Premises GPS Coordinates:

Premises address:

## 1. Premises Connections and Contacts:

A-1.1. Provide a list at the time of Enhanced Biosecurity Plan activation of all premises with a direct connection to or affiliation with this premises and all premises owned by the same company. The List should include all premises supplying fluid milk to the processing plant. The [Supplemental Form](#) located on the California Secure Food Supply website can be used to create the list, if needed.

## 2. Premises Disinfectants:

A-2.1. Please complete the following table with all requested information on disinfectants used on the premises:

Purpose of Disinfectant	Disinfectant Name (first choice)	Disinfectant Name (back upchoice)
Foot Bath		
Vehicle C&D		
Equipment C&D		
Other:		
Other:		



## B. Biosecurity Requirements

### 1. Biosecurity Responsibility

*The designated **Biosecurity Manager** is an individual who has been assigned to develop and implement enhanced biosecurity procedures for the premises. For corporations with multiple dairy processor premises, a **Biosecurity Coordinator** can be designated at the company or facility level.*

#### General Requirements:

- The Biosecurity Manager or Coordinator is responsible for developing and implementing the site-specific enhanced biosecurity plan as well as evaluating and revising the premises Enhanced Biosecurity Plan at least once during each calendar year and whenever there are changes in the premises that may affect the compliance with the plan.
- The Biosecurity Manager or Coordinator is responsible for maintaining records of the enhanced biosecurity reviews and trainings.

#### **In the event of an animal disease outbreak, the Biosecurity Manager, Coordinator, or Designee will:**

- Review the Enhanced Biosecurity Plan to ensure accuracy and relevancy with current operations.
- Activate and manage the site-specific enhanced biosecurity requirements of this plan during an FAD/NAD outbreak.
- Inform individuals entering the premises of the biosecurity protocols they are to follow in a language they understand.
- Implement corrective actions to the site-specific Enhanced Biosecurity Plan and procedures as required by regulatory officials, the Incident Management Team (IMT), or their designee.

#### **B-1.1 List the names and contact information for the Biosecurity Manager, the Designee, and/or the Biosecurity Coordinator.**

	<b>Biosecurity Manager</b>	<b>Biosecurity Manager Designee</b>	<b>Biosecurity Coordinator (optional)</b>
Name			
Phone			
Email			





## 2. Training & Training Log

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*A **Biosecurity Training Log** is a record keeping tool used to document employee training. The training log becomes a permanent record and is incorporated into the Premises Enhanced Biosecurity Plan.*

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### **General Requirements:**

- All training must include site-specific procedures outlined in this document.
- Training for the entire Enhanced Biosecurity Plan must be completed at least annually.
- New employees must complete the entire Enhanced Biosecurity Plan training upon hire.

### **The Biosecurity Manager, Coordinator, or Designee will:**

- Inform all personnel entering the premises LOS of the biosecurity protocols they are to follow in a language they understand.
- Document all training events in the Biosecurity Training Log.

### **B-2.1 Describe how the above training requirements will be met for all PERSONNEL:**



## 3. Line of Separation

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**Line of separation (LOS)** The LOS is a functional zone that includes the following areas of the premises: milk transfer, tanker CIP, and any area the milk hauler enters and exits the premises during activation of the Enhanced Biosecurity Plan.

**LOS Access Points** are controlled vehicle and pedestrian entry and exit points established during Enhanced Biosecurity Plan activation.

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### LOS Requirements:

- The site-specific Enhanced Biosecurity Plan should describe and illustrate on a map the boundaries of the LOS and location of all LOS Access Points.
- Each map should have its own legend with the information shown in the example legend. Additional maps may be included to further support the information provided in the plan.
- The enhanced biosecurity plan should clearly describe all biosecurity procedures that employees, visitors, and vehicles must follow when entering and leaving the LOS.
- The perimeter of the LOS must consist of a physical barrier that restricts movement into and out of the LOS except through the LOS Access Point.
- All LOS must have clearly marked and easily identifiable Access Points.
- All LOS Access Points that are not designated as active Access Points will be locked to prevent entry of vehicles and pedestrians.
- Access across the LOS should be restricted to essential and authorized personnel only.
- The LOS Access Point must contain a vehicle cleaning and disinfection (C&D) station, PPE station, trash bin for PPE disposal, and visitor log.



## Premises Maps (See examples for map definitions and requirements):

At a minimum, you will need to have at least two (2) maps of your premises:

1. Birds Eye View
2. Biosecurity Measures

### **Please create and submit the maps as a separate document.**

A map tutorial video showing step-by-step how to create the maps can be found in the CDFA resources section of the webpage: <https://www.cdfa.ca.gov/ahfss/SecureFoodSupply.html> . An *editable word document for map creation can be emailed to you if you contact [sfspermitting@cdfa.ca.gov](mailto:sfspermitting@cdfa.ca.gov) .*



## Image 1: Bird's Eye View (Example)

This image provides the context to premises orientation including information about nearby premises and risk areas such as, other dairy premises, feed mills, etc. Include four parcels out from your premises, identify major crossroads, topography of the area, relevant premises, or potential risk areas.

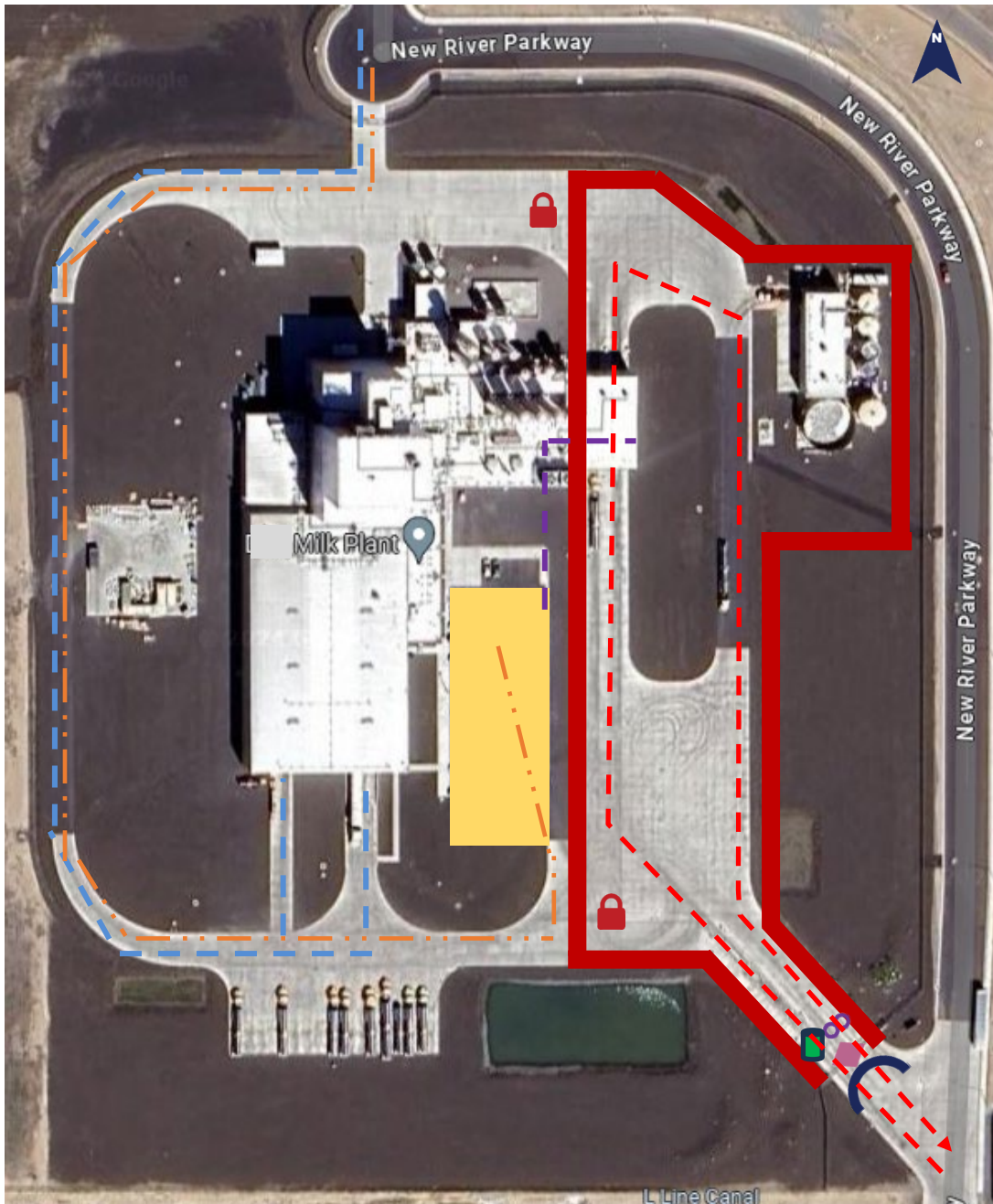






**Image 3: Biosecurity Measures (Example):**

This image illustrates the layout of premises and detailed information about the enhanced biosecurity measures. Please include the items listed in the legend to identify enhanced biosecurity measures and traffic flows on your premises.



Line of Separation (LOS)	
LOS Access point	
Vehicle C&D Station	
Full PPE Station	
Locked Gates or Doors	
Employee/Visitor Parking	
Trash Can	
Finished Product Traffic	
Raw Milk Hauler Traffic	
Foot Traffic	
Employee Vehicle Traffic	
Compass	

*Note: Use the icons that indicate your biosecurity and managements practices. Some icons may not apply to your operation, or you may insert additional icons as needed.*



**B-3.1. Describe how the LOS will be visibly indicated (physical barrier) during Enhanced Biosecurity Plan activation:**

**B-3.2. Describe the setup of ALL LOS Access Points (i.e., what is included in the Access Point such as C&D station, PPE dispensary, gates, etc.) during Enhanced Biosecurity Plan activation:**

**B-3.3. Provide the specific standard operating procedure (SOP) for all personnel entering and leaving the LOS during Enhanced Biosecurity Plan activation:**



## 4. Personnel

### **Hauler Biosecurity Requirements during activation of Enhanced Biosecurity Plan:**

- Haulers who enter the LOS must follow all biosecurity protocols.
- Haulers delivering animal product from the control area must possess a valid Product Movement Permit.
- All haulers entering the LOS should remain inside the cab of the truck when possible.
- If the hauler must exit the cab, they must don PPE footwear, utilize a spray disinfectant for their footwear and apply hand sanitizer. PPE will be disposed of when the hauler exits the LOS.

**B-4.1. Provide the procedures (SOP) for all HAULERS ENTERING THE LOS during Enhanced Biosecurity Plan activation:**

**B-4.2. Provide the procedures (SOP) for all HAULERS WHILE THEY ARE INSIDE the LOS during Enhanced Biosecurity Plan activation:**



**B-4.3. Provide the procedures (SOP) for all HAULERS EXITING THE LOS during Enhanced Biosecurity Plan activation:**





## 5. Equipment and Vehicles

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**Vehicle cleaning and disinfection (C&D)** refers to procedures that must be in place for ensuring that all vehicle and equipment traffic coming onto the premises is thoroughly cleaned and disinfected to prevent the spread of disease-causing agents (virus or bacteria) from one location to another.

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### **Vehicle and Equipment C&D Requirements:**

Upon the activation of the Enhanced Biosecurity Plan, your premises will:

- Ensure that all vehicles entering and leaving the LOS will go through C&D, including cargo exterior and interior, wheel wells, undercarriage, and tires.
- Vehicles and equipment with excessive contamination will be denied entry.
- Ensure the facility manager and/or the Biosecurity Manager or Designee validates and verifies the performance of proper and thorough C&D, PPE use/change, and logging requirements/protocols are met prior to allowing premises access.

#### **B-5.1. What is the type of vehicle C&D station located at the LOS access Point during Enhanced Biosecurity Plan activation?**

Manual       Automated       Shared offsite

#### **B-5.2. IF a shared offsite wash station is utilized, describe how contamination, and spread of disease between premises is mitigated during Enhanced Biosecurity Plan activation:**



**B-5.3. Describe how WASTEWATER from the C&D station will be managed to ensure water drains away from buildings, storage areas, waterways, and traffic areas during Enhanced Biosecurity Plan activation:**

**B-5.4. Provide the C&D procedure (SOP) for vehicles and equipment crossing the LOS during Enhanced Biosecurity Plan activation:**