



State of California
Department of Food and Agriculture
Safe Animal Feed Education Program

Purchasing and Receiving Feed Ingredients

*All bags should be examined for damage that could lead to contamination or an adulterated product. Contents of bags should be inspected prior to use in production.**

Bag Receiving

Objective:

To ensure that all bagged ingredients received have not been contaminated by any material that will lead to the product being unsafe for animal consumption or for human exposure. A visual inspection of bagged products will ensure the identity of the product received, that all labeling requirements are met, and that the bags are in good condition.

Persons Responsible:

A Designated Employee

Procedure:

A contract will be held between the supplier and the firm. It will serve as an agreement that the supplier will handle ingredients or products in a safe manner. The agreement may also contain specifications that include product guarantees.

All employees will complete the *Bag Receiving Form* at the time of receiving any bagged products. This form also includes a written assurance that it was transported in sanitary conditions, eliminating the possibility of cross-contamination. A designated employee will examine the truck, trailer or railcar for gross adulteration and verify identity of the product and confirm that all labeling requirements are met.

All ingredients received will be placed according to a First In First Out (F.I.F.O) procedure to ensure that ingredients are used in the order in which they were received.

NOTE: First In First Out minimizes the opportunity for adulteration of products due to mold or other agents and ensures that quality is maintained (i.e. products are used prior to expiration date).

Frequency:

This will occur every time that any bagged ingredients are received.



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Verification:

The plant manager or designated employee will verify that forms are completed correctly and that all received ingredients are accounted for.

Corrective Action:

Corrective actions will be documented if these forms are not filled out correctly upon every arrival of a bagged ingredient.

Related Documents:

Bag Receiving Form

Labeling

* AAFCO