



Safe Animal Feed Education Program (SAFE) guidance materials are provided for educational purposes only and do not guarantee adequacy of procedures or compliance with regulations.

(Rev 5/2019)

FOOD SAFETY MODERNIZATION ACT GOOD MANUFACTURING PRACTICES CHECKLIST

***EXAMPLE ONLY - May be used by firms for self-assessment
or for educational inspections performed by the state.***

Date of Inspection: _____ Firm #: _____

Current FDA License #: _____ Total Time of Inspection: _____

Firm Name: _____

Address: _____

City & State: _____ Telephone: _____

Owner/Parent Firm (If Different): _____

Address: _____

City & State: _____ Telephone: _____

Responsible Individual & Title: _____

Type of Commercial Feed Manufacturer:

Commercial Feed mill _____ Custom Formula Mixer _____

Premix Mineral facility _____ Other _____

Volume of Business:

% Bulk = _____ % Sacked = _____ % Medicated = _____

(Categories indicate the percentage of feed distributed in CA)

Ingredients = _____ Premixes = _____

Concentrates = _____ Complete Feed = _____

List Species and Class of Animal for which Commercial Feed Manufactured or Distributed.



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**IF FIRM HAS A PRODUCTION FLOW CHART AVAILABLE,
PLEASE COPY AND REFERENCE FOR INSPECTION**

KEY

N/A = Does not apply **C** = Inspected and in compliance **X** = Inspected and NOT in compliance

PERSONNEL

1. The management of the establishment takes reasonable measures and precautions to ensure that all persons working in direct contact with animal food, animal food-contact surfaces, and animal food-packaging materials conform to hygienic practices to the extent necessary to protect against the contamination of animal food.
2. The methods of conforming to hygienic practices and maintaining cleanliness include:
- a. Maintaining adequate personal cleanliness.
 - b. Washing hands thoroughly and in an adequate hand washing facility as necessary and appropriate to protect against contamination.
 - c. Removing or securing jewelry and other objects that might fall into animal food, equipment, or containers.
 - d. Storing clothing or other personal belongings in areas other than where animal food is exposed or where equipment or utensils are cleaned.
 - e. Taking any other necessary precautions to protect against the contamination of animal food, animal food-contact surfaces, or animal food-packing materials.

Comments:



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PLANT AND GROUNDS

1. The grounds around animal food plant are under control of the management of the establishment are kept in a condition that protects against the contamination of animal food.

Maintenance of grounds includes:

- a. Proper storage of equipment, removing litter and waste, and cutting weeds or grass within the immediate vicinity of the plant that may constitute an attractant, breeding place, or harborage for pests.
- b. Maintaining driveways, yards, and parking areas so that they do not constitute a source of contamination in areas where animal food is exposed.
- c. Grounds have adequate draining as not to contribute to a contamination of animal food.
- d. Waste is treated and disposed of in a way that it does not constitute a source of contamination in areas where animal food is exposed.

2. The plant is of suitable size, construction, and design to facilitate cleaning, maintenance, and pest control to reduce the potential for contamination of animal food, animal food-contact surfaces, and animal food-packaging materials.

Including:

- a. Adequate space between equipment, walls, and stored materials to permit employees to perform their duties and to allow cleaning and maintenance of equipment.
- b. Constructed in a manner that the drip or condensate from fixtures, ducts, and pipes does not serve as a source of contamination.
- c. Provide adequate ventilation (mechanical or natural) where necessary and appropriate to minimize vapors (e.g. steam) and fumes in areas where they may contaminate animal food and in a manner that minimizes the potential for contaminating animal food.



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- d. Provide adequate lighting in hand-washing areas, toilet rooms, areas where animal food is received, manufactured, processed, packed, or held, and areas where equipment or utensils are cleaned.
 - e. Light bulbs, fixtures, and skylights or other glass items suspended over exposed animal food must be shatter resistant, to protect against the contamination of animal food in case of glass breakage.
3. Animal food stored outdoors in bulk, must be protected from contamination by any effective means.
- Including:
- a. Using protective coverings where necessary and appropriate.
 - b. Controlling areas over and around the bulk animal food to eliminate harborages for pests.
 - c. Checking on a regular basis for pests, pest infestation, and product condition related to safety of the animal food.

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SANITATION

- 1. Buildings, structures, fixtures, and other physical facilities of the plant are kept clean and in good repair to prevent animal food from becoming adulterated.
- 2. Animal food-contact and non-contact surfaces of utensils and equipment are cleaned and maintained and utensils and equipment are stored as necessary to protect against the contamination of animal food, animal food-contact surfaces, or animal food-packaging materials. When necessary equipment is disassembled for thorough cleaning.

In addition:

- a. When animal food-contact surfaces used for manufacturing, processing, packing, or holding animal food are wet-cleaned, the surfaces must, when necessary, be thoroughly dried before subsequent use.
 - b. In wet processing of animal food, when cleaning and sanitizing is necessary to protect against the introduction of undesirable microorganisms into animal food, all animal food-contact surfaces must be cleaned and sanitized before use and after any interruption during which the animal food-contact surfaces may have become contaminated.
3. Cleaning and sanitizing agents must be safe and adequate under the conditions of use.

The following applies to toxic material:

- 4. Only the following toxic materials may be used or stored in the plant area where animal food is manufactured, processed, or exposed:
 - a. Those required to maintain clean and sanitary conditions.
 - b. Those necessary for use in laboratory testing procedures.
 - c. Those necessary for plant and equipment maintenance and operation.
 - d. Those necessary for use in the plant's operations.
- 5. Toxic materials described above must be identified, used, and stored in a manner that protects against the contamination of animal food, animal food-contact surfaces, or animal food-packaging materials.



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- 6. Other toxic materials (such as fertilizers, and pesticides) must be stored in an area of the plant where animal food is not manufactured, processed, or exposed.
- 7. Effective measures are taken to exclude pests from the manufacturing, processing, packing, and holding areas and to protect against the contamination of animal food by pests. Pesticides in the plant are permitted if precautions and restrictions are followed to protect against the contamination of animal food, animal food-contact surfaces or animal food-packing material.
- 8. Trash is conveyed, stored, and disposed of in a way that protects against the contamination of animal food, animal food-contact surfaces, animal food-packaging materials, water supplies, and ground surfaces, and minimizes the potential for the trash to become an attractant and harborage or breeding place for pests.

Comments:

WATER SUPPLY AND PLUMBING

- 1. The following apply to the water supply:
 - a. Water must be adequate for the operations and must be derived from an adequate source.
 - b. Running water must be of suitable temperature, and under suitable pressure as needed, must be provided in all areas where required for manufacturing, processing, packing, or holding of animal food, for the cleaning of equipment, utensils, and animal food-packaging materials, or for employee hand-washing facilities.



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- c. Water that contacts animal food, animal food-contact surfaces, or animal food-packaging materials must be safe for its intended use.
- d. Water may be reused for washing, rinsing, or conveying animal food if it does not increase the level of contamination of the animal food.

2. Plumbing must be designed, installed, and maintained to:

- a. Carry adequate quantities of water to required locations throughout the plant.
- b. Properly convey sewage and liquid disposable waste from the plant.
- c. Avoid being a source of contamination to animal food, water supplies, equipment, or utensils, or creating an unsanitary condition.
- d. There is adequate floor drainage in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.
- e. Ensure that there is no backflow from, or cross-contamination between, piping systems that discharge waste water or sewage and piping systems that carry water for animal food or animal food manufacturing.

3. Sewage and liquid disposal waste is disposed of through an adequate sewage system or through other adequate means.

4. Each plant must provide employees with adequate, readily accessible toilet facilities. Toilet facilities are kept clean and are not a potential source of contamination of animal food, animal food-contact surfaces, or animal food-packaging materials.

5. Each plant must provide hand-washing facilities designed to ensure that an employee's hands are not a potential source of contamination of animal food, animal food-contact surfaces, or animal food-packaging materials.

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EQUIPMENT AND UTENSILS

The following apply to plant equipment and utensils used in manufacturing, processing, packing, and holding animal food:

- 1. All plant equipment and utensils, including those that do not contact animal food, must be designed and constructed of such material and workmanship to be adequately cleanable, and must be properly maintained.
- 2. Equipment and utensils must be designed, constructed and used appropriately to avoid the adulteration of animal food with non-food grade lubricants, fuel, metal fragments, contaminated water, or any other contaminants.
- 3. Equipment is installed so as to facilitate the cleaning and maintenance of the equipment and adjacent spaces.
- 4. Animal food-contact surfaces must be:
 - a. Made of materials that withstand the environment of their use and the action of animal food, and if applicable, the action of cleaning compounds, cleaning procedures, and sanitizing agents.
 - b. Made of non-toxic materials.
 - c. Maintained to protect animal food from being contaminated.
- 5. Holding, conveying, manufacturing, and processing systems, including gravimetric, pneumatic, closed, and automated systems, must be designed, constructed, and maintained in a way to protect against the contamination of animal food.
- 6. If applicable, each freezer and cold storage compartment used to hold animal food must be fitted with an accurate temperature-measuring device.
- 7. Instruments and controls used for measuring, regulating, or recording temperatures, pH, aw, or other conditions that control or prevent the growth of undesirable microorganisms in animal food must be accurate, precise, adequately maintained, and adequate in number for their designated uses.
- 8. Compressed air or other gases mechanically introduced into animal food or used to clean animal food-contact surfaces or equipment must be used in such a way to protect against the contamination of animal food.



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Comments:

PLANT OPERATIONS

Management of the establishment must ensure that:

- 1. All operations in the manufacturing, processing, packing, and holding of animal food (including operations directed to receiving, inspecting, transporting, and segregating) are conducted in accordance with the current good manufacturing practices requirements.
- 2. Animal food, including raw materials, other ingredients, or rework is accurately identified.
- 3. Animal food-packaging materials are safe and suitable.
- 4. The overall cleanliness of the plant is under the supervision of one or more competent individuals assigned responsibility for this function.
- 5. Adequate precautions are taken so that plant operations do not contribute to contamination of animal food, animal food-contact surfaces, and animal food-packaging materials.
- 6. Chemical, microbial, or extraneous-material testing procedures are used where necessary to identify sanitation failures or possible animal food contamination.



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- 7. Animal food that has become adulterated is rejected, disposed of, or if appropriate, treated or processed to eliminate the adulteration. If disposed of, it must be done in a manner that protects against the contamination of other animal food.
- 8. All animal food manufacturing, processing, packing, and holding is conducted under such conditions and controls as are necessary to minimize the potential for the growth of undesirable microorganisms to protect against the contamination of animal food.

Raw materials and other ingredients:

- 9. Must be examined to ensure that they are suitable for manufacturing and processing into animal food and must be handled under conditions that will protect against contamination and minimize deterioration.
 - a. Shipping containers (e.g. totes, drums, and tubs) and bulk vehicles holding raw materials and other ingredients must be examined upon receipt to determine whether contamination or deterioration of animal food has occurred.
 - b. Raw materials must be cleaned as necessary to minimize contamination.
 - c. Raw materials and other ingredients, including rework, are stored in containers designed and constructed in a way that protects against contamination and deterioration, and held under conditions, e.g., appropriate temperature and relative humidity, that will minimize the potential for growth of undesirable microorganisms and prevent the animal food from becoming adulterated.
- 10. Raw material and other ingredients susceptible to contamination with mycotoxins or other natural toxins must be evaluated and used in a manner that does not result in animal food that can cause injury or illness to animals or humans.
- 11. If frozen, raw material and other ingredients must be kept frozen. If thawing is required prior to use, it must be done in a manner that minimizes the potential for the growth of undesirable microorganisms.

For the purposes of manufacturing, processing, packing, and holding operations, the following apply:

- 12. Animal food must be maintained under conditions, e.g., appropriate temperature and relative humidity, that will minimize the potential for growth of undesirable microorganisms and prevent the animal food from becoming adulterated during manufacturing, processing, packing, and holding.



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- 13. Measures taken during manufacturing, processing, packing, and holding of animal food to significantly minimize or prevent the growth of undesirable microorganisms (e.g., heat treating, freezing, refrigeration, irradiating, controlling pH, or controlling aw), must be adequate to prevent adulteration of animal food.
- 14. Work-in-progress and rework must be handled in such a way that it is protected against contamination and the growth of undesirable microorganisms.
- 15. Steps such as cutting, drying, defatting, grinding, mixing, extruding, pelleting, and cooling, must be performed in a way that protects against the contamination of animal food.
- 16. Filling, assembling, packaging, and other operations must be performed in such a way that protects against the contamination of animal food and the growth of undesirable microorganisms.
- 17. Animal food that relies principally on the control of water activity (aw for preventing the growth of undesirable microorganisms must be processed to and maintained at a safe aw level.
- 18. Animal food that relies principally on the control of pH for preventing the growth of undesirable microorganisms must be monitored and maintained at the appropriate pH.
- 19. If ice is used in contact with animal food, it must be made from water that is safe and must be used only if it has been manufactured in accordance with current good manufacturing practices.

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HOLDING AND DISTRIBUTION

1. Animal food held for distribution must be held under conditions that will protect against contamination and minimize deterioration.

Including:

- a. Containers used to hold animal food before distribution must be designed, constructed of appropriate material, cleaned as necessary, and maintained to protect against the contamination of animal food.
- b. Animal food held for distribution must be held in a way that protects against contamination from sources such as trash.

2. The labeling for the animal food product ready for distribution must contain, when applicable, information and instructions for safely using the animal food product for the intended animal species.

3. Shipping containers (e.g., totes, drums, and tubs) and bulk vehicles used to distribute animal food must be examined prior to use to protect against the contamination of animal food from the container or vehicle when the facility is responsible for transporting the animal food itself or arranges with a third party to transport the animal food.

4. Animal food returned from distribution must be assessed for animal food safety to determine the appropriate disposition. Returned animal food must be identified as such and segregated until assessed.

5. Unpackaged or bulk animal food must be held in a manner that does not result in unsafe cross contamination with other animal food.

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HOLDING AND DISTRIBUTION OF HUMAN FOOD BY-PRODUCTS FOR USE AS ANIMAL FOOD

1. Human food by-products held for distribution as animal food must be held under conditions that will protect against contamination, including:
 - a. Containers and equipment used to convey or hold human food by-products for use as animal food before distribution must be designed, constructed of appropriate material, cleaned as necessary, and maintained to protect against the contamination of human food by-products for use as animal food.
 - b. Human food by-products for use as an animal food held for distribution must be held in a way to protect against contamination from sources such as trash.
 - c. During holding, human food by-products for use as animal food must be accurately identified.
2. Labeling that identifies the product by the common or usual name must be affixed to or accompany the human food by-products for use as animal food when distributed.
3. Shipping containers (e.g. totes, drums, and tubs) and bulk vehicles used to distribute human food by-products for use as animal food must be examined prior to use to protect against the contamination of animal food from the container or vehicle when the facility is responsible for transporting the human food by-products for use as animal food itself or arranges with a third party to transport the human food by-products for use as animal food.

Comments:



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Additional Comment Sheet:

LIST ANY SAMPLES TAKEN

ISSUED SUMMARY REPORT

Inspector/Investigator Signature Date

Responsible Firm Individual Date