



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

Shipment and Distribution/Packaging

Transferring feed inside a closed system to a carrier. Example: a truck, railcar, bag, or bin that is free of any hazardous material.

Load-out Procedures

Objective:

Ensuring that the feed produced is packaged, processed, and delivered correctly.

Person Responsible:

Production Manager or Designated Employee

Procedure:

All feed produced will be tracked using the correct forms. The *Manufacturing Form* must be filled out to provide a complete and traceable history of each production run or batch made each day. The *Manufacturing Form* will include a written initial by a production manager or a designated employee. This will indicate whether the feed will be loaded into a truck for distribution, bagged, or if it will be going to another mixer for further processing.

If the product is to be loaded into a truck, a truck inspection must be completed to ensure that a proper clean-out has been performed and that it was not used to haul any prohibited product.

The identity and integrity of finished bulk and packaged feeds are maintained from the mixer to the truck.

Trucks are loaded and unloaded to prevent the commingling of feeds and eliminate residues from drugs, high risk minerals, or prohibited materials.

Upon load-out of all finished feed, a retain sample will be taken and identified with the date, formula, and lot number.

Distribution records, including; codes, lot numbers, or weight certificates, are maintained for all finished feed and/or ingredients.

Frequency:

Every production day.



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Corrective Action:

If load out procedures are not followed or documented correctly, a corrective action will be documented and the error corrected. In the event of an employee error retraining must occur.

Related Documents:

Manufacturing Form
Flushing and Scheduling Sequence