

**CQM Standard Operating Procedures: Quick Reference for Required Elements
May 1, 2007**

All Standard Operating Procedures (SOP) must contain enough information for a relief milker or experienced dairy person to carry out the procedure.

Record 1: Standard Operating Procedure (SOP) for Pre-Milking

Purpose: contains enough information to ensure that a relief milker can set up the system to start milking in a manner that ensures the safety of the milk (i.e. cattle are milked with clean and properly functioning equipment).

Required Element: If the tank is empty, turn on cooler when milk reaches agitator. [Note: producers can include this required element in the SOP for milking instead of the SOP for pre-milking.]

Record 2: SOP for Milking

Purpose: contains enough information to ensure that a relief milker can milk in a manner that ensures the safety of the milk.

Required Elements:

- Cleaned, sanitized and dried teats,

Record 3: SOP for Milking Cattle with Abnormal or Treated Milk

Purpose: contains enough information to ensure that a relief milker can identify and milk animals with abnormal milk or treated animals and keep the abnormal or treated milk out of the bulk tank.

Required Elements:

- Discard the milk from those quarters that have abnormal milk (e.g. mastitic milk, bloody milk) and for the first 3 days in milk (colostrum).
- Check the treatment records to ensure a treated animal has met the appropriate withdrawal times for milk before shipping her milk.
- When an animal calves, check treatment records to make sure the withdrawal times for any dry cow treatments have been met before shipping her milk.
- For new animals purchased [e.g. springing heifers (less than 60 days before calving), lactating cattle, or dry cows]
 - o Test their milk, record the results, ensure it passes test before shipping the milk; OR,
 - o Obtain a letter of guarantee from previous owner stating that the animal is free from chemical residues or outlines the treatment(s) administered and the withdrawal times.
- Ensure residual milk remaining in equipment after milking a treated animal is not shipped (e.g. use separate unit for treated animals, rinse unit, milk treated animals last).

Record 4: SOP for Post-Milking Cleaning

Purpose: contain enough information to ensure that a relief milker can set up the cleaning system (ensures milk is cooling properly and equipment is cleaned).

Required Elements:

- Check and record the milk temperature (after each milking) (this can be done automatically with some time temperature recorders).
- Check and record the cleanliness of milking equipment regularly (minimum acceptable frequency is monthly, weekly is recommended).
- Check and record the temperature of the pre-rinse water (weekly) or wash water (monthly) (this can be done automatically with some time temperature recorders).

Record 5: SOP for Treating Cattle

Purpose: contain enough information to ensure that someone treating animals would not cause a milk or meat hazard (i.e. prevent chemical residues through proper administration of medicines).

Required Elements:

- Read and follow label directions to determine proper dosage and ensure livestock medicines are administered properly.
- Use products approved for use in dairy cattle, unless a veterinary prescription indicates otherwise.
- Obtain a written veterinary prescription for all treatments given extra-label. In Quebec, all medications administered must be accompanied by a written veterinary prescription.
- Mark or identify or separately manage treated animals.
- Record the identity of any animals carrying broken needles and record the site.
- Record the treatment and the appropriate withdrawal dates for both milk and meat.
- Record treatments for all cattle on the farm, including pesticides.

Record 6: SOP for Shipping Cattle

Purpose: contain enough information to ensure that someone shipping animals would not cause a hazard to milk or meat (i.e. prevent shipping animals containing livestock medicine or chemical residues or broken needles).

Required Elements:

- Check treatment records - animals have met withdrawal times for milk and meat before shipping them.
- Check the treatment records - animals do not have broken needles.
- Ensure animals are identified according to NLID or Agri-tracabilité Québec.
- If animals are going directly to slaughter, withdrawal times must be met **before** shipping. If animals carry broken needles, the information must be passed on to the next buyer.
- If animals carrying chemical residues or broken needles must be shipped for a reason other than slaughter, **transfer the information** to the transporter or next buyer. Information must include a treatment record and/or log of the site of the broken needle and the animal's identification.
- Alternatively, if an animal has been treated and the milk and meat withdrawal times have not been met, keep the animal until after the withdrawals and then ship.

Record 7: SOP for Feeding Medicated Feed

Producers must establish an SOP for feeding medicated feed, if the medication has a milk or meat withdrawal (e.g. Banminth has a meat withdrawal) or if the medication is prohibited for use in lactating cattle (e.g. Deccox in calf feed).

Purpose: contain enough information to ensure that someone feeding animals would not cause a hazard to milk or meat (i.e. prevent residues entering human food chain).

Required Elements:

- Clearly identify all medicated feed storage areas and feed bins - indicate that the feed is medicated and indicate the target group of animals the feed is intended for.
- Follow recommended milk and meat withdrawal times for all feed medications and additives.
- Use only approved feed medications and feed additives.
- Use feed medication according to the label or written instructions from a veterinarian.
- Record all animals (e.g. calves, replacement heifers, lactating or dry cattle) being fed medicated feed on the livestock treatment record.