

**SOP 4.5 FEED DISTRIBUTION****★ CRITICAL CONTROL POINT**

This standard operating procedure (SOP) can be used as a template.
If you develop your own version, all required elements must be included.

PID#:

Site manager: Person in charge:

PROTOCOL

Designated personnel must follow this protocol every time feed is distributed on-farm.		Applied On-Farm	Importance
1	The site manager must ensure the personnel in charge of this protocol are adequately trained.	<input type="checkbox"/>	Mandatory
2	Describe how you ensure feed bins containing medicated feed requiring withdrawal time, are emptied prior to filling the feed bin before feeding pigs going to slaughter (the start of a slaughter withdrawal period). _____ _____	<input type="checkbox"/>	
3	Describe how you ensure feed is distributed to the targeted pigs: _____ _____	<input type="checkbox"/>	
4	Other good production practices: a. Feed truck sequencing record: It is recommended that a sequencing record for the on-farm feed truck be maintained. _____ _____	<input type="checkbox"/>	Highly recommended

DEVIATION MEASURES

What happens if something goes wrong? If an error occurs, designated personnel must take following corrective actions.		Applied On-Farm	Importance
1	If necessary, identify and keep the pigs segregated on-site until the withdrawal period is complete.	<input type="checkbox"/>	Mandatory
2	Notify concerned parties (such as marketing agencies, slaughterhouses [per their requirements], the site manager, other purchasers) and consult with your veterinarian to determine the appropriate withdrawal period.	<input type="checkbox"/>	
3	Remove the contaminated feed, if necessary.	<input type="checkbox"/>	

What happens if something goes wrong? If an error occurs, designated personnel must take following corrective actions.		Applied On-Farm	Importance
4	Flush the feed system, if necessary.	<input type="checkbox"/>	Mandatory
5	Identify the nature of the deviation, for example: a. The medication/dosage differed from that specified on the manufacturer's label or prescription (critical limits). b. The feed was delivered to the wrong group of pigs.	<input type="checkbox"/>	
6	Record the deviation on an Incident Report (R-2) and record when adequate corrective actions were implemented.	<input type="checkbox"/>	
7	<i>Other good production practices:</i> _____ _____	<input type="checkbox"/>	Highly recommended

LEVELS OF NON-COMPLIANCE FOR CRITICAL CONTROL POINT

- Minor:** The corrective action must be completed within 60 days.
- Major:** (prior to shipping pigs): The corrective action must be completed within 30 days.
- Critical:** The corrective action must be completed within 24 hours.

VERIFICATION MEASURES

Designated personnel must complete the following verification measures: <i>Anyone who has completed PigSAFE training can be designated to complete the verification measures.</i>		Applied On-Farm	Importance
1	Verify the Ration Used On-Farm Record at least once a year to ensure the documents have been duly completed and signed, and that the medication inclusion rate(s) are accurate.	<input type="checkbox"/>	Mandatory
2	Verify that the Feed Distribution SOP is reviewed annually or any time there are changes in management, or when there are equipment modifications that impact the SOP.	<input type="checkbox"/>	
3	Observe the person in charge of the SOP to ensure that the methods followed comply with the written SOP.	<input type="checkbox"/>	
4	Complete, sign and date the Verification Record (R-1) once a year.	<input type="checkbox"/>	

RECORDS

Name of Record		Importance
R-B	Training Record	Mandatory
R-R	Rations Used On-Farm Record	
R-S	Feed Sequencing, Mixing and/or Distribution Record	
R-1	Verification Record	
R-2	Incident Report (if applicable)	
R-3	Corrective Action Request (if applicable)	
	Veterinary prescription (if applicable)	
R-U	Emergency Contact List	Highly recommended