



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1201 Feeds and Feed Ingredients for Further Manufacturing Containing Prohibited Material
 Task Frequency: Per inspection for selected feed retail facilities selling animal feeds
 Date Task Revised: 2009-11-06

Health of Animals Regulations Sections 164, 168, 169, 170(1), 170(2)(a) and 171(2)

Feed retail outlet meets the regulatory requirements related to the receipt, packaging, labelling, storage, distribution and sale of feeds for further manufacturing that contain prohibited material (includes but not exclusive to spillage, flush, returned feed and damaged feed).

Obtain written procedures and verify that they include:

- a policy stating that returned and recalled feeds of unknown origin are not accepted
- a policy stating that returned or damaged feed, spillage and flush containing prohibited material that are deemed not suitable for further manufacturing are disposed of in a manner that prevents exposure of ruminants to the feed
- a policy stating that feeds suitable for further manufacturing that contain prohibited material are properly identified in the feed retail facility until they can be resold or returned to the manufacturer
- procedures are in place to prevent cross-contamination of ruminant feeds with prohibited material or other feeds containing prohibited material during storage (*product control actions required*)

Review records to verify that:

File Review:

Review production records verify that procedures are followed regarding the storage, handling and use of:

- returned feeds
- damaged feeds (stale dated, broken bags, etc.)
- spillage
- flush material and
- dust collection material

Note:

Select labels and production logs for equipment used in the storage, handling and transfer of feeds suitable for further manufacture that contain PM for review under Tasks 1203, 1206, and 1210 (one feed including a lot of returned or damaged feed plus one feed containing flush material, spillage or dust collection material if available).

Go on-site:

Observe the receipt, storage and handling of feeds for further manufacturing that contain prohibited material and interview as necessary to verify:

- written procedures for accepting returned and recalled feeds that contain prohibited material are followed (*product control actions required*)
- written procedures for the disposal of returned or damaged feed, spillage and flush containing prohibited material that are deemed not suitable for further manufacturing are followed
- written procedures to prevent the cross-contamination of ruminant feeds or ingredients by feeds for further manufacturing containing prohibited material (during receiving, storage and handling) are followed (*product control actions required*)
- feeds suitable for further manufacturing that contain prohibited material are properly identified (*product control actions required*)



Feed Retail Outlet Verification Task Procedures

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific written procedures reviewed. For example:
 - name/reference code of the relevant procedure(s)
 - effective date
- information which clearly identifies the specific production records reviewed
 - days for which production logs were reviewed
 - equipment for which production logs were reviewed
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- identification of copies of documents obtained as evidence of a deviation
- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- select the specific category of deviation observed from the list below (select all that apply):
 - 1201.1. Required written procedures related to *Health of Animals Regulations* not available
 - 1201.2. Required written procedures related to *Health of Animals Regulations* inadequate
 - 1201.3. Required records related to *Health of Animals Regulations* not available
 - 1201.4. Required records related to *Health of Animals Regulations* inadequate
 - 1201.5. Evidence that written procedures *related to Health of Animals Regulations* are not being followed
 - 1201.6. Evidence of cross-contamination of ruminant feeds with prohibited material
 - 1201.7. Evidence of cross-contamination with prohibited material of non-ruminant feeds not identified as containing prohibited material
 - 1201.8. Evidence that returned or damaged feed, spillage and flush, containing prohibited material that are deemed not suitable for further manufacturing are disposed of in a manner that does not prevent exposure of ruminants to the feed



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1202 Feeds and Feed Ingredients for Further Manufacturing Containing Medications
 Task Frequency: Per inspection for selected feed retail facilities selling livestock feeds
 Date Task Revised: 2009-11-06

Feed Regulations Sections 14(b), 19(j) and (k)

Feed retail outlet meets the regulatory requirements related to receipt, packaging, labelling, storage, distribution and sale of feeds for further manufacturing that contain medications (includes but not exclusive to spillage, flush, returned feed and damaged feed).

Go on-site:

Review procedures and records (if available). Interview and observe as necessary to verify that:

- cross-contamination of feed and feed ingredients by feeds for further manufacturing (e.g., returned or recalled feeds, damaged feeds, spillage and flush material) that contain medications is prevented during receiving, handling and storage (*product control actions required*)
- returned or recalled feeds, damaged feeds, spillage and flush material that contain medications that are deemed not suitable for further manufacturing are disposed of in a manner that prevents exposure of livestock to the feed

Note:

Select labels and production logs for equipment used in the storage, handling and transfer of feeds suitable for further manufacture that contain medicating ingredients for review under Tasks 1203, 1204 and 1207 (one feed including a lot of returned or damaged feed plus one feed containing flush material, spillage or dust collection material if available).

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific written procedures reviewed, if available
 - name/reference code of the relevant procedure(s)
 - effective date
- information which clearly identifies the specific production records reviewed, if available
 - days for which production logs were reviewed
 - equipment for which production logs were reviewed
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- identification of copies of documents obtained as evidence of a deviation
- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- select the specific category of deviation observed from the list below (select all that apply):

- 1202.1 Suspicion of cross-contamination of feed and feed ingredients with medicating ingredients
- 1202.2 Evidence that returned or damaged feed, spillage and flush, containing medications that are deemed not suitable for further manufacturing are disposed of in a manner that does not prevent exposure of livestock to the feed



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1203 Labels for Feeds Sold by the Feed Retail Facility – Prohibited Material
Health of Animals Regulations
 Task Frequency: Per inspection for selected feed retail facilities selling feed intended for feeding to ruminants, equines, porcines, chickens, turkeys, ducks, geese, ratites or game birds
 Date Task Revised: 2009-06-19

Health of Animals Regulations Sections 167 and 169
Feeds Regulations Sections 19(1)(d) & (f), 26 (1)(i) and 28(b)

Feed retail outlet meets the regulatory requirements related to compliance of labels for feeds they store, handle, distribute and sell.

File Review:
 Review the labels (for animal food) selected in Tasks 1201 and 1202.

In addition, obtain the required number of labels based on the tonnage of feed and feed ingredients sold by the feed retail facility as follows:

0 - 1000 tonnes = 4 labels
 1001 – 10,000 tonnes = 6 labels
 > 10,000 tonnes = 8 labels

The labels selected for review must include a minimum of one label for each feed type sold by this facility (e.g., complete feed, supplement, macro premix, micro premix, ingredients). For feed retail facilities selling ruminant and non-ruminant feeds, the labels reviewed should include an even number of each.

Select distribution corresponding to the labels reviewed based on the tonnage of feed and feed ingredients sold by the feed retail facility as follows:

0 - 1000 tonnes = 1 distribution record
 1001 – 10,000 tonnes = 2 distribution records
 > 10,000 tonnes = 3 distribution records

Note:

1. Labels (for livestock feeds) assessed for Task 1203 must also be reviewed for Task 1204.

Conduct label reviews and verify that:

- where the feed has been contaminated with prohibited material in the feed retail facility because no procedures were used to prevent contamination from a preceding batch that contained prohibited material, during receiving, storage or handling, the label has been modified to include the prescribed statement (*product control actions required*)
- where the feed retail facility handles prohibited material without procedures in place to prevent cross contamination (e.g., bulk storage), and does not handle feeds for ruminants, all feeds must be labelled with the prescribed statement (*product control actions required*)

Go on-site:
 Observe procedures for the use of labels, review records (if available) and interview as necessary to verify that:

- the correct feed label is affixed to packaged products as required (*product control actions required where the feed contains prohibited material*)
- the correct feed label accompanies bulk shipments (*product control actions required where the feed contains prohibited material*)

Enter your findings for each label reviewed on the Report of Feed Label Inspection (CFIA 3777).

All Type A violations require product control actions to be initiated



Feed Retail Outlet Verification Task Procedures

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific labels reviewed
 - name/code of feed for which the label corresponds
 - registration number, if applicable
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- identification of copies of labels obtained as evidence of a deviation
- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- select the specific category of deviation observed from the list below (select all that apply):

1202.1. Labels reviewed at feed retail facility do not have prescribed statement when PM is present as a result of cross-contamination during receiving, storage or packaging (Type A Violation)

1202.2. Correct feed labels are not provided with every bulk shipment of feed

1202.3. Packaged feeds are not labelled as required

1202.4. Labels reviewed have at least one Type A Violation and one Type B Violation



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1204 Labels for Feeds Sold by the Feed Retail Facility – *Feeds Regulations*
 Task Frequency: Per inspection for selected feed retail facilities selling livestock feeds
 Date Task Revised: 2009-11-20

Feeds Regulations Sections 5, 14, 24 and 26-34

Feed retail outlet meets the regulatory requirements related to compliance of labels for feeds they distribute.
File Review: Review the labels (for livestock feeds) selected in Tasks 1201,1202 and 1203. <p style="text-align: center;"><i>Note:</i></p> <p><i>Labels (for animal food) assessed for Task 1204 must also be reviewed for Task 1203.</i></p>
Conduct label reviews and verify that:
<ul style="list-style-type: none"> • feed labels are in compliance with the <i>Feed Regulations</i> • where the feed has been contaminated with prohibited material in the feed retail facility because no procedures were used to prevent contamination from a preceding batch that contained prohibited material, during receiving, storage or handling, the label is modified to include the prescribed statement (<i>product control actions required</i>) • where the feed retail facility handles prohibited material without procedures in place to prevent cross contamination (e.g., bulk storage), and does not handle feeds for ruminants, all feeds must be labelled with the prescribed statement (<i>product control actions required</i>)
Observe procedures for the use of labels, review records (if available) and interview as necessary to verify that:
<ul style="list-style-type: none"> • the correct feed label is affixed to packaged products as required (<i>product control actions required where the feed contains prohibited material or medications</i>) • the correct feed label accompanies bulk shipments (<i>product control actions required where the feed contains prohibited material or medications</i>)
Complete the Report of Feed Label Inspection (CFIA 3777) for each label review started in Task 1203.
All Type A violations require product control actions to be initiated.

Inspection comments to include:
Activities Used to Assess Compliance <ul style="list-style-type: none"> • information which clearly identifies the specific labels reviewed <ul style="list-style-type: none"> ○ name/code of feed for which the label corresponds ○ registration number, if applicable • information from staff interviews (include names and titles of staff interviewed) • on-site observations
Non-compliant Objective Evidence <ul style="list-style-type: none"> • identification of copies of labels obtained as evidence of a deviation • any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility • select the specific category of deviation observed from the list below (select all that apply): <p>1204.1. Labels reviewed have at least one Type A Violation</p> <p>1204.2. Labels reviewed at the facility do not contain required warning or caution statements related to medicating ingredients</p> <p>1204.3. Labels reviewed at facility do not have prescribed statement when PM is present</p> <p>1204.4. Labels reviewed have at least one Type B Violation</p> <p>1204.5. Labels reviewed at facility have prescribed statement when PM is not present</p> <p>1204.6. Labels reviewed have at least one Type A Violation and one Type B Violation</p> <p>1204.7. Correct feed labels are not provided with every bulk shipment of feed</p> <p>1204.8. Packaged feeds are not labelled as required</p>



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1205 Distribution Records – ruminants, equines, porcines, chickens, turkeys, ducks, geese, ratites or game birds
 Task Frequency: Per inspection for selected feed retail facilities selling feed intended for feeding to ruminants, equines, porcines, chickens, turkeys, ducks, geese, ratites or game birds
 Date Task Revised: 2009-06-19

Health of Animals Regulations Sections 168, 170(1) and 171

<p>Feed retail outlet meets the regulatory requirements related to distribution records (documents that identify the name and address of the person to whom the feed was distributed or sold and provide a description of the feed and quantity purchased).</p>
<p>File Review: Review the distribution records selected in Task 1203. In addition, select distribution records for cash sales based on the tonnage of feed and feed ingredients sold by the feed retail facility as follows: 0 - 1000 tonnes = 1 distribution record 1001 – 10,000 tonnes = 2 distribution records > 10,000 tonnes = 3 distribution records</p>
<p>Review the distribution records including those for cash sales to verify that they include or are linked to other records that include:</p>
<ul style="list-style-type: none"> • the name, the lot number and any other information used to identify the animal food • the name and address of the person to whom the animal food is distributed or sold and a description of the animal food, including the name and quantity • information as to whether or not the animal food contains any prohibited material
<p>File Review: Review records and interview as necessary to verify that:</p>
<p>Distribution records have been maintained for the minimum time required by the <i>Health of Animals Regulations</i> (ten years or at least since February 1, 2005).</p>
<p>Go on-site: Observe the shipping of feeds and interview as necessary to verify:</p>
<ul style="list-style-type: none"> • complete distribution records are available for bulk shipments (<i>product control actions required where the feed contains prohibited material</i>) • complete feed distribution records are available for shipments of packaged feeds (<i>product control actions required where the feed contains prohibited material</i>) • complete feed distribution records are available for cash sales of animal food (<i>product control actions required where the feed contains prohibited material</i>) • distribution records accurately identify whether the feed is or contains any prohibited material (<i>product control actions required where the feed contains prohibited material and the prescribed statement or acceptable alternative is not on the records</i>)

<p>Inspection comments to include:</p>
<p>Activities Used to Assess Compliance</p> <ul style="list-style-type: none"> • information which clearly identifies the specific distribution records reviewed <ul style="list-style-type: none"> ○ name/code of feed to which the distribution record(s) correspond ○ date of shipping/manufacture • information from staff interviews (include names and titles of staff interviewed) • on-site observations
<p>Non-compliant Objective Evidence</p> <ul style="list-style-type: none"> • identification of copies of documents obtained as evidence of a deviation • any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility • select the specific category of deviation observed from the list below (select all that apply): <p style="margin-left: 40px;">1205.1. Required records related to <i>Health of Animals Regulations</i> not available 1205.2. Required records related to <i>Health of Animals Regulations</i> inadequate 1205.3. Required records related to <i>Health of Animals Regulations</i> are not maintained for the required time period</p>



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1206 Cross contamination of receiving, storage and handling equipment with Prohibited Material
 Task Frequency: Per inspection for selected feed retail facilities selling animal feeds
 Date Task Revised: 2009-12-21

Health of Animals Regulations Sections 168, 170(1), 170(2), 170(3) and 171

Feed retail outlet meets the regulatory requirements related to preventing cross-contamination of ruminant feeds with prohibited material during receiving, storage and handling of feeds.

File Review - Obtain written procedures intended to prevent the contamination of ruminant feeds with prohibited material where equipment is cross-utilized and verify that:

Written procedures indicate that:

- Prohibited material is identified during receiving, storage and handling
- Precautions are taken to prevent cross-contamination of ruminant feeds with prohibited material during receiving, storage and handling including controls on the reuse of packaging for storage of ingredients and finished feed (including written procedures related to returned feeds for facilities not handling prohibited material)
- Controls are in place that prevent contamination of ruminant feed with prohibited material for any cross-utilized equipment used for receiving, storage and handling including:
 - Equipment to prevent the unintended introduction of prohibited material is maintained
- For all facilities identified as high risk for TSEs (e.g., receive, store, handle ruminant feeds and feeds containing prohibited material using the same equipment), written procedures that confirm that the flushing or physical cleanout procedures used to prevent cross-contamination were validated for effectiveness. Validation procedures must meet the following standards:
 - **Be conducted for every piece of cross-utilized equipment used in the manufacture of feed where these additional cleanout procedures are used to prevent cross-contamination of ruminant feeds with prohibited material.**
 - Be conducted once initially and repeated when there are changes in equipment, manufacturing procedures or equipment clean out procedures.
 - Verify that there are no detectable levels of the selected tracer in the first 50 to 100 kg of the batch immediately following the feed for which the cleanout is being validated.

Note that use of soft packaging materials such as totes and bags are assessed and subject to the standards prescribed under Task 1208

Production records selected in Task 1201 must be reviewed.

In addition, select additional production records to verify that ruminant feeds have not been cross-contaminated with prohibited material as follows:

- **Production records for each piece of cross-utilized equipment since the date of the previous inspection based on the tonnage of feeds sold by the feed retail facility annually as follows:**

0-10,000 tonnes = 1 production record/piece of cross-utilized equipment
10,001 – 70,000 tonnes = 2 production records/piece of cross-utilized equipment
>70,000 tonnes = 3 production records/piece of cross-utilized equipment

Review production records to verify that:

- written procedures are being followed (*product control actions required*)
- records are complete and contain the following information:
 - name or other information used to identify each batch of feed in the order which they pass through the equipment (*product control actions required*)
 - amount of each feed
 - whether feed is or contains prohibited material
 - details of feed safety precautions taken between batches of feed (e.g., flushing, physical clean out) (*product control actions required*)
 - name of the piece of equipment
 - production date

If any non-compliance is identified on a production record for any piece of cross-utilized equipment, two additional records for that piece of equipment must be selected and reviewed.



Feed Retail Outlet Verification Task Procedures

File Review:
Review production records and interview as necessary to verify that:
Production records have been maintained for the minimum time required by the <i>Health of Animals Regulations</i> (ten years or at least since February 1, 2005).
Go on-site:
Observe and interview as necessary to verify:
<ul style="list-style-type: none"> • Written procedures are being followed for all equipment (receiving, storage and handling. (<i>product control required</i>))

Inspection comments to include:
<p>Activities Used to Assess Compliance</p> <ul style="list-style-type: none"> • information which clearly identifies the specific written procedures reviewed and the specific types of cross-utilized equipment to which they apply (e.g., receiving, storage and handling equipment) <ul style="list-style-type: none"> ○ name/reference code of the relevant procedure(s) ○ effective date • information which clearly identifies the specific production records reviewed and the specific types of cross-utilized equipment to which they apply <ul style="list-style-type: none"> ○ dates for which production records were reviewed • information from staff interviews (include names and titles of staff interviewed) • on-site observations
<p>Non-compliant Objective Evidence</p> <ul style="list-style-type: none"> • any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility • identification of copies of documents obtained as evidence of a deviation • select the specific category of deviation observed from the list below (select all that apply): <p style="margin-left: 20px;">1206.1. Evidence of cross-contamination of ruminant feeds with prohibited material</p> <p style="margin-left: 20px;">1206.2. Evidence of cross-contamination of non-ruminant feeds not identified as containing prohibited material with prohibited material</p> <p style="margin-left: 20px;">1206.3. Required written procedures related to <i>Health of Animals Regulations</i> not available</p> <p style="margin-left: 20px;">1206.4. Required written procedures related to <i>Health of Animals Regulations</i> inadequate</p> <p style="margin-left: 20px;">1206.5. Required records related to <i>Health of Animals Regulations</i> not available</p> <p style="margin-left: 20px;">1206.6. Required records related to <i>Health of Animals Regulations</i> inadequate</p> <p style="margin-left: 20px;">1206.7. Required records related to <i>Health of Animals Regulations</i> are not maintained for the required time period</p> <p style="margin-left: 20px;">1206.8. Evidence that required written procedures related to <i>Health of Animals Regulations</i> are not being followed</p> <p style="margin-left: 20px;">1206.9. Evidence that equipment cleanout procedures other than sequencing have not been validated for each cross-utilized piece of equipment using appropriate sampling methodology in a facility identified as high risk for TSEs</p>



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1207 Cross contamination of receiving, storage and handling equipment within the feed retail facility with Medications
 Task Frequency: Per inspection for selected feed retail facilities selling livestock feeds
 Date Task Revised: 2009-12-21

Feeds Regulations Sections 14(b), 19(1)(j) and (k)

Feed retail outlet meets the regulatory requirements related to preventing cross-contamination of livestock feeds with medications that could negatively impact on animal or human health during the receiving, storage and handling of feeds.

Production records selected in Task 1202 must be reviewed.

In addition, select additional production records to verify that livestock feeds have not been cross-contaminated with medications (such that animal or human health will be negatively impacted) as follows:

- **Production records for each piece of cross-utilized equipment since the date of the previous inspection based on the tonnage of feeds sold by the feed retail facility annually as follows:**

0-10,000 tonnes = 1 production record/piece of cross-utilized equipment
10,001 – 70,000 tonnes = 2 production records/piece of cross-utilized equipment
>70,000 tonnes = 3 production records/piece of cross-utilized equipment

If any deviations are identified on a production record for any piece of cross-utilized equipment, two additional records for that piece of equipment must be selected and reviewed.

Go on-site:
Review written procedures and records (if available). Interview and observe as necessary to verify that:

- Controls are in place that prevent the carryover of drugs that may negatively impact on animal or human health required for all cross-utilized equipment used for receiving, storage and handling including:
 - drugs that have a withdrawal requirement at any use level in feeds for market-ready animals or the presence of residues of drugs not approved for a particular species or class of animals in feeds intended for their consumption
 - prevention of the carryover of drugs from returned feeds for facilities not selling medicated feeds

Verify using the current version of the Medication Sequencing Guide published by the CFIA. Companies wishing to use other sequences should consult the policy entitled “Validation Studies for Modification of Sequencing Guidelines Verification Task 1114” for details of the scientific support required in their validation studies.

Note: *If the above requirements are not being met, product control actions are required.*

- The feed retail facility’s sequencing and flushing procedures for medicating ingredients include:
 - A written or verbal indication that when they cannot sequence after medicated feed, the feed retail facility flushes or physically cleans out equipment prior to processing the next feed. This flush may follow the feed as it is received, stored or distributed and be included as part of the batch it was used to flush or be disposed of in an appropriate manner.
 - A written or verbal indication that the medication level and dilution rates of feeds are taken into consideration when developing sequencing, cleanout and validation procedures (e.g., facility appropriately addresses the risks related to receiving, storage and handling different types of feeds (micro-premixes, macro-premixes, supplements and complete feeds) using the same equipment.
 - A written or verbal indication that the flushing or physical cleanout procedure was validated for effectiveness at the exit of each processing stream (e.g., processing stream 1 = storage → bagger, processing stream 2 = storage → loadout).
 - Validation to be conducted once initially and repeated when there are changes in equipment, manufacturing procedures or equipment clean out procedures by verifying that there are no detectable levels of medication carryover in the batch immediately following the feed for which the cleanout is being validated. Note: Validation of the equipment cleanout procedures does not have to be completed for each medication used in a facility. Where possible, a “higher risk” scenario typical for the facility should be evaluated to ensure that drug carryover is adequately controlled. Additionally, consideration needs to be given to the detection level of medications used in the facility or the use of tracers.
 - Facilities identified as low risk for TSEs may choose to use the validation procedures identified in Task 1206 in lieu of the validation procedure identified above.
- Equipment is maintained such that the unintended introduction of medicated feed is prevented.

Note that use of soft packaging materials such as totes and bags are assessed and subject to the standards prescribed under Task 1209.



Feed Retail Outlet Verification Task Procedures

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific written procedures reviewed and the specific types of cross-utilized equipment to which they apply (e.g., receiving, storage and handling equipment)
 - name/reference code of the relevant procedure(s)
 - effective date
- information which clearly identifies the specific production records reviewed and the specific types of cross-utilized equipment to which they apply
 - dates for which production records were reviewed
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- identification of copies of documents obtained as evidence of a deviation
- select the specific category of deviation observed from the list below (select all that apply):

1207.1. Evidence of cross-contamination with medicating ingredients

1207.2. Suspicion of cross-contamination with medicating ingredients



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1208 Reuse of Packaging – Prohibited Material
 Task Frequency: Per inspection for selected feed retail facilities selling animal feeds
 Date Task Revised: 2009-04-07

Health of Animals Regulations Sections 168, 170(1), 170(2), 170(3) and 171(2)

Feed retail outlet meets the regulatory requirements to prevent the contamination of ruminant feeds with prohibited material when reusing packaging for feeds sold by the feed retail facility.
File Review: Obtain written procedures that prevent the contamination of packaging for ruminant feeds with prohibited material. Review written procedures to verify that:
<ul style="list-style-type: none"> • a program is described which prevents the reuse of packaging of unknown origin (e.g., no label available for the feed) • a program is described which permits reuse of packaging that contained prohibited material only for packing non-ruminant feeds that contain prohibited material
Select the required number of production records based on the tonnage of packaged feeds sold by the feed retail facility as follows:
<p>0-10,000 tonnes = 1 production record 10,001 – 70,000 tonnes = 2 production records >70,000 tonnes = 3 production records</p>
Review production records to verify that they include:
<ul style="list-style-type: none"> • the origin of the used packaging (<i>product control actions required</i>) • where the packaging had previously contained prohibited material, it has only been used for packing non-ruminant feeds that contain prohibited material (<i>product control actions required</i>) • the name or other information used to identify each batch of feed packed in used packaging (<i>product control actions required</i>) • the amount of each feed packed in used packaging
File Review: Review records and interview as necessary to verify that:
Records have been maintained for the minimum time required by the <i>Health of Animals Regulations</i> (ten years or at least since February 1, 2005).
Go on-site: Observe and interview as necessary to verify:
<ul style="list-style-type: none"> • written procedures are being followed (<i>product control actions required</i>) • records are complete and contain the following information: <ul style="list-style-type: none"> ○ verification of the origin of the used packaging (<i>product control actions required</i>) ○ verification of whether the previous feed contained prohibited material (<i>product control actions required</i>) ○ name or other information used to identify each batch of feed packed in used packaging (<i>product control actions required</i>) ○ amount of each feed packed in used packaging ○ packaging date



Feed Retail Outlet Verification Task Procedures

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific written procedures reviewed
 - name/reference code of the relevant procedure(s)
 - effective date
- information which clearly identifies the specific production records reviewed
 - dates for which production records were reviewed
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- identification of copies of documents obtained as evidence of a deviation
- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- select the specific category of deviation observed from the list below (select all that apply):
 - 1208.1. Reuse of packaging materials of unknown origin
 - 1208.2. Evidence of cross-contamination with prohibited material
 - 1208.3. Required written procedures related to *Health of Animals Regulations* not available
 - 1208.4. Required written procedures related to *Health of Animals Regulations* inadequate
 - 1208.5. Required records related to *Health of Animals Regulations* not available
 - 1208.6. Required records related to *Health of Animals Regulations* inadequate
 - 1208.7. Required records related to *Health of Animals Regulations* are not maintained for the required time period



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1209 Reuse of Packaging – Medications/Chemical Contaminants
 Task Frequency: Per inspection for selected feed retail facilities selling livestock feeds
 Date Task Revised: 2009-04-07

Feeds Regulations Sections 14(b), 19 (1)(j) and (k)

Feed retail outlet meets the regulatory requirements to prevent the contamination of livestock feeds with medications or other chemical contaminants that could negatively impact animal or human health when reusing packaging for feeds sold by the feed retail facility.

**Go on-site:
 Review written procedures and records (if available). Interview and observe as necessary to verify that:**

- the feed retail facility provides a verbal or written indication that they have appropriate controls in place to ensure that cross-contamination of feed with medications that could negatively impact on animal or human health include:
 - procedures that prevent the reuse of packaging of unknown origin (e.g., no label available for the feed) (*product control actions required*)
 - packaging that previously contained a medicated feed is used only for feeds containing the same medication (*product control actions required*)
 - if packaging that previously contained a medicated feed is used to package feeds not containing the same medication, an effective cleanout procedure was used (*product control actions required*)
 - packaging that previously contained pesticides, fertilizers or other chemical hazards are not used to package feeds (*product control actions required*)

Inspection comments to include:

- Activities Used to Assess Compliance**
- information which clearly identifies the specific written procedures reviewed, if available
 - name/reference code of the relevant procedure(s)
 - effective date
 - information which clearly identifies the specific production records reviewed, if applicable
 - dates for which production records were reviewed
 - information from staff interviews (include names and titles of staff interviewed)
 - on-site observations

- Non-compliant Objective Evidence**
- identification of copies of documents obtained as evidence of a deviation
 - any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
 - select the specific category of deviation observed from the list below (select all that apply):
- 1209.1. Evidence of cross-contamination of feed by a medication or other chemical hazard from used packaging
- 1209.2. Suspect cross-contamination with medicating ingredients (e.g., reuse of packaging materials of unknown origin)



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1210 Conveyances Distributing Feed for the Feed Retail Facility – Prohibited Material
 Task Frequency: Per inspection for selected feed retail facilities selling animal feeds and using company-owned conveyances to distribute feed
 Date Task Revised: 2009-04-07

Health of Animals Regulations Sections 170(1), 170(2) and 171

Feed retail outlet meets the regulatory requirements related to preventing cross-contamination of ruminant feeds with prohibited material during the distribution of feed.

File Review - Obtain written procedures for conveyances distributing feed containing prohibited material and verify that:

- a program is described for prohibited material and feeds containing prohibited material during transportation which fully describes the precautions taken to prevent cross-contamination of ruminant feeds with prohibited material. (product control action required)
- a program describes the controls in place that prevent contamination of ruminant feed with prohibited material in any cross-utilized equipment (including compartment and on-board transfer equipment) used during transportation and loading/unloading of feed (product control action required).
- Controls must include procedures to ensure that:
 - the material previously transported by the conveyance has not resulted in contamination of feed
 - the correct feed is loaded on truck (product control actions required)
 - product overflow is prevented in multi-compartment trucks when a truck is loaded (product control actions required)
- a regular maintenance program is described for equipment which prevents the unintended introduction of prohibited material.
- A program describes how prohibited material and feeds containing prohibited material will not be transported on the same conveyances as ruminant feeds. (product control action required)

For facilities distributing feeds containing returns, spillage, flush or dust collection material etc, that may contain prohibited material, the production records selected in Task 1201 must be reviewed.

In addition, select additional production records to verify that ruminant have not been cross-contaminated with prohibited material as follows:

- **Production records for cross-utilized and dedicated conveyances since the date of the previous inspection based on the number of conveyances used by the feed retail facility to deliver feed as follows:**

1-5 conveyances = 2 production records
6-10 conveyances = 4 production records
>10 conveyances = 6 production records

Note:

Where the company operates different types of conveyances (e.g., trucks with delivery auger, trucks with pneumatic unloading (blower truck)), the records selected should reflect the range of company-owned conveyances used.

Review records to verify that:

- written procedures are being followed (*product control actions required*)
- records are complete and contain the following information:
 - name or other information used to identify each batch of feed in the order which they pass through the conveyance (truck/compartment & or loading/unloading equipment) (*product control actions required*)
 - amount of each feed
 - whether feed is or contains prohibited material
 - details of feed safety precautions taken between batches of feed (e.g., flushing, physical clean out) (*product control actions required*)
 - name of the piece of equipment
 - transportation date

File Review:

Review records and interview as necessary to verify that:

Records have been maintained for the minimum time required by the *Health of Animals Regulations* (ten years or at least since February 1, 2005).



Feed Retail Outlet Verification Task Procedures

Go on-site:

Observe and interview as necessary to verify:

- Written procedures are being followed for all conveyances. (product control required)

Inspection comments to include:

Activities Used to Assess Compliance

- information which clearly identifies the specific written procedures reviewed and the specific types of cross-utilized conveyances to which they apply
 - name/reference code of the relevant procedure(s)
 - effective date
- information which clearly identifies the specific production records reviewed and the specific types of cross-utilized conveyances to which they apply
 - dates for which production records were reviewed
- information from staff interviews (include names and titles of staff interviewed)
- on-site observations

Non-compliant Objective Evidence

- any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility
- identification of copies of documents obtained as evidence of a deviation
- select the specific category of deviation observed from the list below (select all that apply):
 - 1210.1. Evidence of cross-contamination of ruminant feeds with prohibited material
 - 1210.2. Required written procedures *related to Health of Animals Regulations* not available
 - 1210.3. Required written procedures *related to Health of Animals Regulations* inadequate
 - 1210.4. Required records related to *Health of Animals Regulations* not available
 - 1210.5. Required records related to *Health of Animals Regulations* inadequate
 - 1210.6. Required records related to *Health of Animals Regulations* are not maintained for the required time period
 - 1210.7. Evidence that required written procedures related to *Health of Animals Regulations* are not being followed



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1211 Pest Control Products
 Task Frequency: Per inspection for selected feed retail facilities selling livestock feeds
 Date Task Revised: 2009-04-07

Feeds Regulations Sections 19(1) (j) and (k)

Feeds distributed by the feed retail outlet meet the regulatory requirements for freedom from chemical contaminants that can negatively impact on animal or human health.

**Go on-site:
 Review written procedures and records (if available). Interview and observe as necessary to verify that:**

- pesticides are stored and used in a manner which prevents the cross-contamination of feed and feed ingredients

Inspection comments to include:

<p>Activities Used to Assess Compliance</p> <ul style="list-style-type: none"> • information which clearly identifies the specific written procedures reviewed, if available <ul style="list-style-type: none"> ○ name/reference code of the relevant procedure(s) ○ effective date • information which clearly identifies the specific records reviewed, if available <ul style="list-style-type: none"> ○ dates for which records were reviewed • information from staff interviews (include names and titles of staff interviewed) • on-site observations
<p>Non-compliant Objective Evidence</p> <ul style="list-style-type: none"> • identification of copies of documents obtained as evidence of a deviation • any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility • select the specific category of deviation observed from the list below (select all that apply): <p style="margin-left: 40px;">1211.1. Suspect contamination of feeds with pesticides due to improper storage</p> <p style="margin-left: 40px;">1211.2. Suspect contamination of feeds with pesticides due to misuse</p>



Feed Retail Outlet Verification Task Procedures

Section: 1 Feed Facility Inspection
 Subsection: 2 Feed Retail Outlet
 Task: 1212 Recall Procedures – *Health of Animals Regulations*
 Task Frequency: Per inspection for selected feed retail facilities selling feed intended for feeding to ruminants, equines, porcines, chickens, turkeys, ducks, geese, ratites or game birds
 Date Task Revised: 2009-04-07

Health of Animals Regulations Sections 170.1 and 171(2)

Feed retail outlet meets the regulatory requirements related to recall procedures.

File Review:

Obtain written feed recall procedures. Review written procedures to verify that they include:

- identification of the error and corrective action including implementation of preventative measure to reduce likelihood of future occurrences
- food safety/animal health assessment process to be used to identify whether a recall is required
 - the establishment and maintenance of a complaint file related to contamination of ruminant feeds
 - the criteria for a recall to be implemented
- method to identify, locate and control recalled product
 - a system of records and procedures that ensure that lots of feed ingredients can be linked to their supplier
 - details of the amount of feed produced, in inventory and distributed; name and lot identification of recalled feed; reason for the recall; area of distribution of the affected feed – local, national, international
 - handling procedures for affected feed
 - a requirement to investigate other products that may be affected and that should be included in the recall
- records to be maintained in the event that a feed is recalled
- procedures to verify and document the effectiveness of recalls conducted, e.g., capability to rapidly identify and control a lot of potentially affected product and reconcile the amount of product produced, in inventory and in distribution, e.g.:
 - Notification efficiency % of customers notified
 - Traceability efficiency % of product traced
 - Recovery efficiency % of product recovered, time based

File Review:

Review records and interview as necessary to verify that:

- If a recall was conducted, the following actions should have been taken:
 - errors were assessed to determine whether the recall was required
 - complaints were assessed to determine whether the recall was required
 - written recall procedures were followed and were effective
- If a mock recall was performed, records indicate that written procedures were followed and any deficiencies in the recall procedures identified were corrected
- Records have been maintained for the minimum time required by the *Health of Animals Regulations* (two years or at least since July 12, 2007).



Feed Retail Outlet Verification Task Procedures

Inspection comments to include:
<p>Activities Used to Assess Compliance</p> <ul style="list-style-type: none">• information which clearly identifies the specific written procedures reviewed<ul style="list-style-type: none">○ name/reference code of the relevant procedure(s)○ effective date• information which clearly identifies the specific recall or mock recall records reviewed<ul style="list-style-type: none">○ dates for which recall or mock recall records were reviewed• information from staff interviews (include names and titles of staff interviewed)
<p>Non-compliant Objective Evidence</p> <ul style="list-style-type: none">• any deviations identified (e.g., from record reviews, staff interviews or on-site observations)/product control measures taken by inspector or feed retail facility• identification of copies of documents obtained as evidence of a deviation• select the specific category of deviation observed from the list below (select all that apply):<ul style="list-style-type: none">1212.1. Written procedures for recall not available1212.2. Written procedures for recall inadequate1212.3. Recall records not available1212.4. Recall records inadequate1212.5. Required records related to <i>Health of Animals Regulations</i> are not maintained for the required time period1212.6. Evidence that recall procedures were not followed (if a recall was conducted)1212.7. Recall procedures were not effective (if a recall was conducted)1212.8. Deficiencies identified in mock recall not corrected (if a mock recall was conducted)

