



**FEED PRODUCTS**  
& Service Company

# Feed Safety Plan

*The intent of this plan is to document the measures necessary to maintain feed safety. All activities will be conducted in accordance with FSC 36 Safe Feed/Safe Food certification guidelines. Equipment will be maintained in accordance with existing rules and protocols so as to assure Feed safety and integrity. Documentation will be maintained with regard to Traceability and Accountability. Requirements of a (HACCP) Hazards Analysis and Critical Control Points plan will be documented and verified according to FSC 36 Safe Feed/Safe Food Certification.*

## **Feed Products & Service Company**

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*Feed Products & Service Company's Madison, Illinois, facility is certified in the American Feed Industry Association's Safe Feed/Safe Food Certification Program; for details go to: [www.safefeedsafefood.org](http://www.safefeedsafefood.org).*

## A. BSE and RUPP Rules

1. A form, ***FPSF 001 Receiving Truck Inspection Certification Form***, will be used and maintained for documentation to monitor the previous hauling of potentially harmful products of protein origin. The form contains a statement of what is considered to be harmful. Before “Feed Products” will load a truck which has been hauling any of these products, the driver must produce a washout BOL. Feed Products will not knowingly load any truck which has been proved to have hauled a restricted use protein product, unless there is clear documentation of an acceptable washout. All trucks must be inspected before loading and equipment properly cleaned and maintained.

## B. Feed Integrity

1. A documented Pest Control program will be in place to prevent animals with potentially dangerous diseases from gaining access to Feed products.
2. Workers will wear masks and gloves, steel-toed boots, eye protection, and High-visibility clothing.
  - a. Masks and gloves will help prevent human contact with animal feed. This will help to prevent any transmission of disease from humans to animals.
  - b. Steel-toed boots, eye protection, and High-visibility clothing will help to prevent the worker from potentially dangerous operations.
3. Cleaning of equipment will be accomplished under accepted protocols of equipment maintenance, as directed by service manuals, and/ or documents from the equipment service technician.
4. Purging of conveyor belts and elevator screws will be accomplished in accordance with ***FPSsop010A Receiving Bulk Railcars Flush Procedure and FPS-sop010B Receiving Bulk Truckloads Flush Procedure***.
5. Packaging, storage, and Handling of product.
  - a. All containers, Totes, Bags, pallets of Bags, bulk storage areas, and railcars will be kept clean and free of potentially harmful debris and/or materials which might compromise the integrity of the Feed product.

## C. Visitor Control

1. A visitor log will be maintained in the main office.
  - a. All visitors to the facility, truck drivers, maintenance crews, visiting dignitaries, Certifying Bodies, Local, State, or Federal governmental officials, or anyone with permission of the Owner, Chief Operations

Officer, Plant Manager, Assistant Plant Manager, or authorized personnel must sign-in to the **FPSFV01a Daily Visitor Log** upon arrival and sign-out when leaving. All visitors will be either escorted or at least monitored during their visit to the facility.

#### D. Personnel Training

1. Personnel must be informed of the hazards of Blood-Borne pathogens when working around animal feed products.
2. Personnel must be informed of the hazards of Air-Borne pathogens when working around animal feed products.
3. All cleaning of buckets will be documented using the **FPSF002 Load Ticket**, and the purging of conveyor belts or screw elevators will comply with **FPS-sop008 Distribution Line Flush Procedure**, **FPSsop010 Receiving System Line Flush Procedure**, **FPSsop010A Receiving Bulk Railcars Flush Procedure**, and **FPSsop011 Cross-Contamination Procedure**.
4. Cleaning of office, lunch room facilities, and the laboratory must be performed on a regular basis so as to deter the attraction of pests, and to control potential contamination of feed products. Garbage and refuse containers will be emptied on a regular basis and maintained at a safe distance from any feed product.
5. Appropriate personnel must be properly trained in the use of the **FPSF001 Receiving Truck Inspection Certification Form**.
6. Personnel training must include personal protection gear, feed safety, and safe operating practices. All training must be carried out with the permission of and monitored by the Plant Manager or authorized personnel.

#### E. Personal Protection Equipment

1. Personnel must be aware of the need to wear gloves and facemasks at all times when working around feed products.
2. Fall Protection training will be provided by the Plant Manager or an authorized training officer.
3. Eye safety and steel-toed boots are necessary and mandatory when working around heavy equipment and feed products.
4. Equipment safety will be reviewed regularly with personnel involved in using that equipment.
5. High-visibility clothing is mandatory for personnel safety.
6. All training must be carried out with the permission of and monitored by the Plant Manager or authorized personnel.

## F. Feed Protection Measures

1. When goods are returned a procedure, FPSsopQA1.0 Return/Rejection of Product will be followed. An RGA (Returned Goods Authorization) number will be assigned the returned goods and a form, **FPSRPF1.1 Return Product Form**, will be filled out and maintained.
2. Reconditioned product must be kept separate from non-reconditioned and the equipment used to recondition the product must be cleaned and maintained properly. A possibility exists of bringing pathogens back into the otherwise safe feeds that were stored in that area
3. When a product is considered contaminated, it will be isolated and placed into quarantine, by the Quality Control Coordinator, Plant Manager, Chief Operations Officer, or the Assistant Plant Manager. Once quarantined the product will be sampled under **FPSsop009 Product Sampling Procedure**, and decisions will be made by authorized personnel as to the relabeling, repackaging, or reselling of the product.

## G. Hazardous chemicals – a threat to feed safety

1. Any chemicals used for vehicle maintenance, weed control, laboratory analysis, or equipment maintenance must be properly stored, appropriately and clearly marked, and kept at a safe distance from feed products.
2. Feed grade oils and lubricants must be used on vehicles and equipment that comes into contact with feed products.

## H. Hazardous Objects – a threat to feed safety

1. Building maintenance and equipment maintenance which must be carried out near feed products, must be monitored closely so as not to allow nuts, bolts, shards of metal, shards of glass, cowlings, tools, or any other foreign debris to become accidentally lost in open bulk feed product.

## I. Use of Seals

1. The applying of seals to doors, hoppers, access panels, inspection doors, etc. will ensure that tampering did not occur during transportation.
2. The numbers on the seals are recorded and applied to the BOL in accordance with **FPSsop006 Procedure for Paperwork – Outbound Loads**.

## J. Lot numbers – Traceability/Accountability

1. Those products with Lot numbers assigned by the manufacturer will have their lot numbers recorded upon arrival and maintained by the office of the Quality Control Coordinator. Those products that aren't assigned lot numbers by the manufacturer will be assigned a lot number by the Quality Control Coordinator, and that number maintained in a log and communicated to appropriate personnel. Cross-referencing will also be recorded and maintained by the office of the Quality Control Coordinator.
2. The paperwork should be maintained in such a way as to make any product traceable forward to the customer or backward to the supplier.

## K. Labeling

1. A system of labeling of product in storage must be implemented.
2. Bulk storage products must be clearly marked and labeled with the appropriate designation.
3. Bags and pallets of bags must be clearly marked and labeled with appropriate designations, Lot no.'s, and dates of processing when possible in the warehouse.
4. Totes must be clearly marked and labeled with appropriate designations and Lot no.'s where practical.
5. Records must be maintained of the lot no. when product is received.
  - a. A form, **FPSFQC101 Receiving Product via Barge**, must be filled out when receiving product by barge.
  - b. A form, **FPSFQC101A Receiving Product via Container**, must be filled out when receiving product by container.

## L. Loading and Shipping product

1. 1.) When loading bulk product for shipping , a procedure, **FPSsop006 Procedure for Paperwork – Outbound Loads**, must be followed and a sample taken in accordance with **FPSsop009 Product Sampling Procedure**. The form, **FPSF002 Load Ticket**, will serve as the label for the sample taken. The sample will be maintained in an archive by the Quality Control Coordinator for a period not to exceed 6 months.

## M. Use of the Laboratory

1. The laboratory is for use in quality issues, informational concerns, and to confirm, or discredit, a claim of guarantee.
2. The appropriate use of the laboratory is to perform tests and produce values which will keep the appropriate personnel informed as to the physical and chemical properties of the product in question.
3. The Laboratory shall show proficiency by participating in a proficiency program and remaining in good standing with that program.
4. The Laboratory is also a common source of "Certificates of Analysis" for customers who require these services.

## N. Emergency Planning

1. An emergency plan will be written and maintained in the office of the Quality Control Coordinator. This plan must include provisions for natural disasters like tornadoes, storms, or earthquakes and have emergency evacuation information.
2. The emergency plan must be posted and communicated to personnel at least once every six (6) months each year.
3. Fire emergency or other internal emergencies must also be included in the written plan and communicated biannually as well.

## Bulk Product Process

1. A Sales Order is generated and sent to the facility.
2. The truck is scheduled.
3. On the day scheduled the truck arrives.
4. The driver stops at the main gate to sign the ***FPSFV01a Daily Visitor Log***, ***FPSFTDA01 Truck Driver Safety Agreement***, and ***FPSF001 Receiving Truck Inspection Certification Form***.
5. The driver produces a previous BOL at this point, if necessary.
6. The driver is issued a ***FPSF002 Load Ticket***, a communication device, and directed to proceed to the inspection area.
7. Critical Control Point 1(One), requires documentation that the driver obtain a washout if the trailer had hauled any restricted use protein product. See ***FPSF001 Receiving Truck Inspection Certification Form***.
8. After inspection, the driver is directed to proceed to the scale.

9. The Loader/Operator takes the ticket and documents the cleaning of the bucket and takes a sample.
10. Once the empty weight has been obtained, the driver will be directed to proceed to the loading area.
11. The truck is loaded and returns to the scale.
  - a. If Urea is the product, it must be screened and conditioned before being loaded onto the trailer. The screen and conditioner are dedicated to the Urea and only the Urea. The Lot no. is recorded on the BOL.
  - b. In the case of bulk HR95 (Highly-Reactive Magnesium Oxide), the "air" truck is loaded by conveyor (RBT) from 1 MT Tote bags of product.
    1. The product is very fine and is prone to being dusty. The workers must wear facemasks, gloves, and eye protection.
    2. A record is kept of the Lot numbers, and coordinated with the Sales Order and BOL.
12. The driver is directed to return to the main office in order to obtain seals and the BOL with the Lot numbers and appropriate weights applied and the seal numbers recorded. The top copy is retained and the rest is given to the driver.
13. The driver then surrenders the communication device and affixes the seals to the doors or hopper doors.
14. The driver must sign out.
15. The driver may now proceed to his destination.

## Bagged Product Process

1. A Sales Order is generated for a load.
2. The pick-up is scheduled.
3. The driver arrives to pick-up the load.
4. The driver will be directed to sign the ***FPSFV01a Daily Visitor Log***, and the ***FPSFTDA01 Truck Driver Safety Agreement***.
5. The Warehouse Manager or designated personnel will be contacted and informed that the van is here for a load identified by the Sales Order no.
6. The Warehouse Manager or designated personnel will direct the clerk where to send the van.
7. Once the van is in the proper place, loading will begin.
8. Since vans are loaded with palletized product, either bags or Totes, the previous BOL and washout are not necessary.
9. The Warehouse Manager or designated personnel will send the van back to the main office to have the BOL printed and the Seals assigned.



10. The BOL will reflect the Lot no.(s) and the Seal no.(s). The top copy is retained and the rest is handed to the driver of the van.
11. The driver signs out.
12. The driver will be allowed to continue on to his destination.

## Railcar Product Process

Shipping product by Railcar at Feed Products & Service Company includes: Magnesium Oxide, Sodium Bicarbonate, Urea, KMS, and Dicalcium Phosphate (Simplot & Ameropa). Products such as KMS or Dicalcium Phosphate (Simplot) arrive by rail. All of the other products arrive by barge.

1. Railcar sales are generated by a Sales Order.
2. A railcar is chosen that will contain the product requested by the customer.
3. The railcar is inspected and then loaded from the Bin Pack.
4. The car is closed and seals applied to the Top hatches and the access doors on the bottom.
  - a. In some cases the load must be sampled and the analysis forwarded to the customer ahead of the arrival of the load.
  - a. In all cases the load must be sampled and sent to the archive.
5. The car is formally released and sent to be intercepted and hauled to the customer.
6. A form, ***FPSORSR01 Outbound Railcar Shipping Report (ORSR)***, is generated. This form contains information such as: car no., Product ID, weights, Seal no., and Lot no.