

STANDARD OPERATING PROCEDURE

Raw Milk Receipt

FILE NAME: Location on your computer/company network

AUTHORED BY: Your Name Here

LAST MODIFIED ON: 07/21/2014

EFFECTIVE DATE: Date of Approval

APPROVED BY: _____

The following individual is responsible for implementation of this SSOP and has overall authority on-site:

Name: _____ Title: _____

Date: _____

SECTION 1: OVERVIEW

1.1 Purpose

Properly receive and document receipt of raw milk into the plant for processing

1.2 Scope

This SOP applies to anyone who is using the plant for processing milk products.

1.3 Other Applicable References

Good Manufacturing Practices

General Cleaning and Sanitation Standard Operating Procedures

SECTION 2: MATERIALS

2.1 Supplies

Supplies from the plant will include any piping/milk hoses, clamps and gaskets, and any transfer pumps used to unload raw milk from the tanker or tote into the plant. Ensure all equipment is cleaned and sanitized prior to use.

SECTION 3: SAFETY/ENVIRONMENTAL CONCERNS

3.1 Safety Considerations

Raw product entering the plant is an important control point to ensure contaminants do not come in with the product. Proper documentation of receipt of raw products is important for traceability.

SECTION 4: FREQUENCY

4.1 Frequency

Whenever milk is brought to the plant to be processed

SECTION 5: RESPONSIBILITY

5.1 Task

Documentation of milk receiving, as well as taking raw product samples for testing, are the responsibility of the business/individual receiving milk for processing at the plant.

5.2 Verification

The Processor using the facility will record all necessary information on a receiving sheet. Information will include: Milk source, destination (product to be created from raw milk), amount of milk received, how many raw milk samples were taken and what they will be inspected for (ie coliform).

5.3 Paperwork Review

The Plant Manager/PPS will ensure that raw milk receipt is properly recorded, that milk is being received and handled properly, and that traceability exists between the milk and products created from it.

SECTION 6: PROCEDURE

6.1 Procedure for raw milk receipt

Care must be taken not to track soil into the plant via milk cans, totes, or hoses. If the processor is delivering their own milk, they need to wash hands, change shoes, and put on plant overclothes & hairnet/beard covers before entering plant.

Milk will be unloaded either into the raw product tank and then run through the HTST, or directly pumped into the HTST system ***reconfigure this section to your own specific plant setup.***

If any milk spilled in the loading dock or parking lot, the area must be rinsed well with water, to ensure it goes down the drain.

Before the milk is pasteurized, the processor will take 2, two ounce vials of raw milk samples. These samples are to be dropped off at the Dairy Lab along with the accompanying information sheet.

Processor will record the date, amount and source of milk, butterfat content, and intended use for the milk (what product is being made), on the information sheet posted list location. Once the lab results are completed, the Lab Manager will record those details on the same sheet.