

# BC Egg Small Lot Producer SOP and Log Samples



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*\*Standard Operating Procedure*

### Disclaimer

Please keep in mind the following SOPs and Logs are just examples that may be useful in designing your own SOPs. While some specific details are given in these examples, they are farm generalizations only and, depending on the set-up of your operation, do not necessarily need to be followed. For SOPs and Logs to be useful, the details in each must reflect the procedures on your farm.

## Self-Quarantine SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To provide the steps required in imposing a self-quarantine if an infectious disease is suspected.

### Responsibility

<farmer to add>

### Introduction

On the suspicion of an infectious disease, characterized by a rise in the number of sick or dead birds, it is important to take all possible measures to limit the spread of infection. These measures will help to protect other birds on your farm that are not yet affected and other poultry operations in your area.

Farm's Veterinarian \_\_\_\_\_ Phone Number \_\_\_\_\_

### Procedures

1. Lock the gate or barrier to the poultry raising area, everything beyond entrance, leading to your birds and used for accessing the barn/range area.
2. Begin enhanced biosecurity procedures:
  - a. Restrict access to the affected barn. If possible assign one person to that barn only.
  - b. If you have more than one group of chickens, service the unaffected flock first.
  - c. Change your clothing completely after servicing affected barn(s).
  - d. Restrict any movement by non-essential persons between residential area and poultry raising zone.
3. Notify essential farm visitors (e.g. feed delivery) of the situation and request they make your farm the last of the day.
4. Postpone any bird movement on or off of the farm (e.g. bird shows, flock additions).
5. Postpone any vaccinations planned.
6. Dispose of all carcasses on-farm (should be protected compost or incineration).
7. Clean and disinfect any vehicle leaving the farm (including personal vehicle).
8. Change into non-farm clothing when leaving the farm.
9. Postpone any non-essential visits to or from other farms.

# Egg Gathering SOP

**Farm Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Objective**

To provide the steps required in gathering eggs safely and effectively.

## **Responsibility**

<farmer to add>

## **Introduction**

Eggs are fragile and begin to lose quality soon after being laid. The best way to maintain freshness, and prevent bacterial growth, is to collect them as soon as possible and to place the gathered eggs into cool-storage. Collecting the eggs at least twice daily will also protect them from being cracked by other birds and organic contamination.

## **Procedures**

1. Gather the eggs often - at least twice a day.
2. Before gathering starts, check that cooling room is in receiving condition (cool, clean, sufficient space).
3. Entering the layer barn, walk slowly and talk calmly to avoid unnecessary stress for the birds.
4. Gather the eggs in baskets or containers with good airflow that will allow rapid cooling.
5. Do not handle eggs or their containers in a rough manner. Eggs are fragile and rough handling can break shells or internal membranes, resulting in potential downgrading of an otherwise top quality egg.
6. At all times, utilize the egg storage room to cool and store all eggs collected.
7. After cooling, pack the eggs with the small end down into cartons or flats and, if used, place cartons into shipping boxes.

## Egg Cool-Storage Provisions SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To describe the procedures for maintaining an on-farm cool-storage for daily eggs gathered.

### Responsibility

<farmer to add>

### Introduction

Every producer must maintain a clean, well ventilated egg storage room that maintains a controlled temperature of 4°C to 10°C (39-50 degrees F.), at all times of the year. The cooler must be in close proximity to the hen raising area and large enough to accommodate all egg production until such time that egg production can be marketed. A refrigerator is acceptable.

### Procedures

1. Before egg gathering begins each day, ensure that the cooler is at the required working temperature.
2. Check periodically during the day that required temperature is maintained. (Consider investing in a temperature regulating thermostat with automatic alarm if temperature approaches the prescribed limits.)
3. Check for organic contamination and debris, clean cooler as needed.
4. At least once a week the cooler must be cleaned thoroughly and disinfected.
5. Keep records of the eggs collected and appropriate cleaning.

## Recall Procedures SOP

**Farm Name** \_\_\_\_\_

**Date** \_\_\_\_\_

### **Objective**

To describe the procedures for recalling farm product, be it eggs, meat, or live birds.

### **Responsibility**

<farmer to add>

### **Introduction**

Traceability is a key element in a functioning food safety program, albeit as a last resource and back-up when all else has failed. When a potential contamination is recognized, detailed records of the product or shipment leaving the farm is the first line of defence in minimizing the impact of pathogens in food products, or infectious diseases in birds, coming from that farm. A written recall program must be maintained by keeping a log of all products leaving the farm, as they leave. Retrievable information, is not limited to, but must include:

### **Procedures**

1. Write down as the product is leaving:
  - a) "Shipped to:" Customer name and phone number at a minimum, address if possible
  - b) Date of egg collection / date leaving
  - c) Numbers of eggs in shipment/sale (could be recorded as # of cartons or boxes)
  - d) Packaging date
  - e) Individual container identification, if available
  - f) Barn #: originating flock, if there is more than one
2. Traceability data must be made available to BC Egg or CFIA if required.

## Farm Access Policies SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To describe the procedures for entering the farm.

### Responsibility

<farmer to add>

### Introduction

A secure barrier (gate/fence) that restricts vehicle entry must be present at all access points to the poultry raising area. Secure barriers are the first line of defence in minimizing the transmission of infectious diseases both to and from the farm.

### Procedures

1. Keep a log of all traffic and visitors to the poultry raising area.
2. Consider posting *Biosecurity in effect - do not enter* signs at property access point(s).
3. All vehicles are to stop at the gate.
4. Examine vehicles for debris (especially wheel wells, on tires or on undercarriage).
5. If debris is visible, use hose or pressure washer to remove debris.
6. If needed, spray vehicle with disinfectant.
7. Open gate, have vehicle enter the poultry raising area and then close the gate.
8. Have vehicle proceed to the appropriate area.
9. Close the gate after the vehicle leaves the poultry raising area.

## Access Cleaning and Maintenance SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To describe the steps in cleaning and maintaining the poultry raising area and the entrance(s) to the farm.

### Responsibility

<farmer to add>

### Introduction

Visible accumulation of organic matter can transport infectious disease onto or off the farm. This debris can serve as a reservoir that may re-infect the farm. In the event of an infectious disease outbreak, disinfection may be required to reduce the spread of disease to or from the farm. Therefore, in order to keep the driveway and access areas clean, it is important to maintain a hose of sufficient length with enough water pressure to reach the entrance area, a handheld or back pack sprayer to apply disinfectant if needed, and any other tool that will help us to accomplish this task.

### Procedures

1. Check for and repair driveway potholes that allow persistent accumulation of water.
2. Hose down any areas that have accumulation of debris or organic matter.
3. Hose debris away from roadway into a catchments area.
4. Keep disinfectant spray container accessible to the main access point for the poultry raising area.
5. Ensure pressurized water or directions to access it are available at the main access.
6. Ensure signs at all access points are visible and in good repair.
7. Keep grass and vegetation in the area as short possible.
8. Remove any non-essential equipment from the immediate area around the poultry raising area.
9. Check to ensure all signs, which remind visitors of biosecurity measures are in place, are intact and legible.



# Poultry Raising Area Entry / Exit Procedures SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Objective

To describe the steps in cleaning hands and changing outerwear and footwear when making the transition into the poultry raising area.

## Responsibility

<farmer to add>

## Introduction

In order to ensure that we don't cross contaminate our respective areas a demarcation line (be it a line or an actual barrier – door, gate) must be observed. When crossing the demarcation line, make sure clothing, footwear and hands are clean.

## Procedures

### 1. Poultry Raising Area Entry

- Check outside footwear. Rinse or brush to remove soil and other organic material as needed.
- Enter the anteroom. (This is the area just before entry into the Poultry Raising Area where you would keep your poultry boots and coveralls)
- Remove outside outerwear (coats, sweaters, hats) and hang in “outward” side of the anteroom barrier.
- Wash or sanitize hands.
- Remove outside footwear while stepping over demarcation to “inward” side, putting on inside boots (or while putting on plastic boot covers).
- Put on poultry raising area outerwear (i.e. coveralls, head-cover).
- Enter poultry raising area.

### 2. Poultry Raising Area Exit

- Brush or scrape all manure off boots before leaving the poultry raising area.
- Remove outerwear.
- Remove boots and step over demarcation, putting on outside footwear.
- If plastic boot covers used, remove while stepping out of the “inward” side of the anteroom and dispose into proper container.
- Wash and/or sanitize hands.
- Take outside outerwear and depart.

## Barn Cleaning / Disinfecting Procedures SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To describe the procedures for cleaning and disinfecting a barn.

### Responsibility

<farmer to add>

### Introduction

Thorough cleaning and disinfection of the barn is a critically important for the reduction of disease. Following proper procedures is essential for ensuring that any challenge is reduced to a minimum. Check labels to make sure that cleaning agents and disinfectants are compatible and mix according to label directions.

### Procedures

1. Clean all moveable equipment and, if necessary, remove it from the barn.
2. Remove manure and litter. Make sure trailings left behind when the manure was moved are also cleaned up.
3. Blow down the barn, beginning with the highest surfaces and working the debris down to the floor.
4. Sweep out dislodged debris.
5. Thoroughly soak all surfaces with water plus \_\_\_\_\_ (detergent or cleaner) and leave overnight.
6. With a high-pressure sprayer using \_\_\_\_\_ (detergent or cleaner), wash down ceiling, walls, fixed equipment, and then floors.
7. Wash all debris out of the barn.
8. Rinse all surfaces with water.
9. Empty all residual water from feeder trays.
10. Allow all surfaces to dry thoroughly.
11. Spray all surfaces with \_\_\_\_\_ (disinfectant), beginning at the ceiling and spraying down. Make sure the surfaces are thoroughly covered just to the point of run-off.
12. Empty residual disinfectant from feeder trays or any other equipment in which liquid may accumulate.
13. Allow \_\_\_ minutes contact time (refer to disinfectant instructions) or allow all surfaces to dry thoroughly.
14. If required, rinse disinfected surfaces.
15. Repeat the disinfectant treatment.
16. Allow all surfaces to dry thoroughly.
17. Disinfect equipment belonging in the barn before returning it.
18. Treat the barn as biosecure from this point forward.

Follow steps 5, 6, 8, 10, 11, 14, 16 for equipment that has been removed from the barn.

## Pest Control Provisions SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To document the procedures, including trapping, baiting and insecticide use, for maintaining an effective pest control program.

### Responsibility

<farmer to add>

### Introduction

Pest control is an essential element of biosecurity. A specific control program will help to reduce or eliminate pests.

### Procedures

1. General Control
  - a) Daily: Clean up any spilled feed.
  - b) Biweekly: Clean up any material that could attract flies (eggs and garbage).
  - c) Weekly: Remove any clutter or debris inside or outside the barn that may provide cover for rodents.
  - d) Weekly: Cut grass and vegetation around each barn for a distance of 4.5 metres (15 feet).
  - e) At cleanout: Inspect inside and outside perimeter for openings and defects, repair immediately.
  
2. Baiting Procedures - should the numbers warrant intervention
  - a) Place bait stations at \_\_\_\_\_ metre intervals around each barn.
  - b) Monthly: Check all bait stations and remove and dispose of all dead rodents.
  - c) Monthly: Replace any consumed/expired bait at each station.
  - d) Monthly: Replace fly strips in anteroom area and or spray insecticide for flies in barn and anteroom.
  - e) Quarterly: Review bait usage and replace all bait at all stations with a different class of rodenticide.
  
3. Keep Records
  - a) It is essential to keep an effective documented pest control program.

If you feel the above outlined measures do not provide satisfactory results, a pest control company can be employed. It is essential to document the pest control program.

## Bird Replacement Policies SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To document the procedures, including sourcing, shipping, and preparation of barns, for an effective bird replacement program, assuring the healthiest animals possible.

### Responsibility

<farmer to add>

### Introduction

A big difference in the potential of pathogens entering the farm can be made by assuring livestock added from outside are healthy. Replacement birds brought in, no matter if they come as one flock or bird-by-bird, must have a clean bill of health. Dealing with a reputable source is of utmost importance to assure your farm stays disease free.

### Procedures

- Do your homework on the supplier before purchasing or accepting new birds.
- Ask for the health records and make sure a copy of that paperwork accompanies the birds.
- Try to commit to the all-in/all-out system, so you won't have to worry about a differing health history of the birds and their stress of adapting to new flock mates.
- When adding new birds to the present flock make sure they are quarantined for 3 weeks (kept in a separate pen, out of reach of your current flock) before introducing them to your current flock.
- Take your time to introduce the newcomers slowly and in sensible stages of proximity. Older birds can be aggressive and territorial towards younger ones, especially if the older birds were on the farm first. This means that, short of being chased, the new ones might also have less access to feed and water for some time.
- If the new flock arrives all at once, ensure the barn is properly prepared for the birds and you observe all birds accessing water and feed. Consider dimming the lights for the first few days, if getting mature birds. Chicks on the other hand, need a well-lit place to find the water and feed supplies.
- If you show your birds at fairs or similar events, do not place the show birds immediately back into the flock after showing. Treat them like newcomers to ensure they weren't exposed to infectious pathogens while showing.

# Mortality Disposal SOP

**Farm Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Objective**

To describe the procedures for disposing of mortalities and cull eggs.

## **Responsibility**

<farmer to add>

## **Introduction**

Dead birds and cull eggs may be a high risk source of infectious disease organisms and must therefore be handled and disposed of in an approved manner. Daily records of mortality and production parameters, such as egg quantity and quality (percentage culls versus good eggs) are important as this data will prove invaluable in diagnosing and preventing disease.

## **Procedures**

1. Mortalities should be collected at minimum once per day during a flock walk through.
2. Collected mortalities should be removed from the poultry raising area with great care to reduce potential contamination of the surrounding area.
3. If mortalities are stored in a freezer, movement from the freezer to the disposal location (if off farm) must be in sealed totes that are capable of being washed and disinfected.

## Manure Management SOP

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Objective

To describe the procedures for managing manure.

### Responsibility

<farmer to add>

### Introduction

Manure can be a high risk source of disease transmission. Handling of manure in a way that minimizes this risk is highly recommended, i.e. through proper storage and composting. In case of an infectious disease outbreak it is crucial for the industry to be aware of the locations where the manure has been spread.

### Procedures

1. Manure should be handled according to provincial regulations.
2. Manure is removed from the barn and stored at/on \_\_\_\_\_ for \_\_\_\_\_ days/weeks.
3. Manure is removed from the farm by \_\_\_\_\_ (company) and it is disposed of at \_\_\_\_\_.
4. Keep records of volume of manure leaving the premises and the name of the trucking firm with your flock records.

## Visitor Log

Farm Name \_\_\_\_\_

Note Visitors include anyone that enters the CAZ but is not on the farm daily

Date	Name/Company	Phone	Comments

### Egg Collection Log

Farm Name \_\_\_\_\_

Note If you have more than one barn or flock, separate by flock or barn

Date	Time	Total # of Eggs Collected	Total # of Eggs Discarded	Comments



### Temperature Record of Cool-Storage Log

**Farm Name** \_\_\_\_\_

**Note** To prove diligence and minimize liability record temperature when eggs are added, write down daily temperature checks, - frequency depends on the system used.

Date	Time	Temperature	Signature of Recorder	Comment

## Daily Feed and Water Log

**Farm Name** \_\_\_\_\_

**Note** Check-off feed and water, especially useful when more than one person is responsible for care of birds.

Date	Feed	Water	Comment



### Bird Movement Log

**Farm Name** \_\_\_\_\_

**Note** Fill as needed when live birds are entering or leaving the farm.

Date	# of Birds	Location (either to or from)	Health Record Y/N	Transported By	Comments

## Flock Health Log

**Farm Name** \_\_\_\_\_

**Note** Unusual circumstances requiring treatment and/or medication, lab tests, need for follow up.

<b>Date</b>	<b># of Birds or Barn ID</b>	<b>Symptom/Problem</b>	<b>Treatment/Adjustment</b>

# Mortality Log

Farm Name \_\_\_\_\_

Note If you have more than one flock or barn, each flock or barn needs a separate record

Date	# of Dead Birds	Suspected Reason	Comments

## Mortality and Manure Disposal Log

**Farm Name** \_\_\_\_\_

**Note** Keep pertinent manure management and mortality disposal records

Date	Transported By	Location To	Comments or Load #s

# Barn Cleaning Log

Farm Name \_\_\_\_\_

Note Record cleaning for barn and entrance room, partial or complete, annual, disinfectant, etc.

Date	Barn #	Disinfect Y/N	Task	Comment



## Annual Events Records Log

**Farm Name** \_\_\_\_\_

**Note** Water test, salmonella test, biosecurity training, follow-up on tests, access maintenance (like hose, sprayer, signs in good order) etc, - as needed.

Date	Action	Result	Comments/Signature