**Ruminant Protein Control Programme**

**RPCP # ??** [number provided by MPI]

**Version # 1**

**Date: 1 July 2013**

**Acme Stockfeed Ltd**

**66 Mill Road**

**UTOPIA**

**SECTION: 1**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **SECTION** | **TITLE** | **PAGE** |
|  | Table of Contents | 2 |
|  | Notice to Staff | 3 |
|  | Contact Details | 4 |
|  | Introduction | 5 |
|  | Mill Information | 5 |
|  | Product List & Feed Formulas | 6 |
|  | Ingredient Sourcing | 6 |
|  | Ingredient Transport | 7 |
|  | Ingredient Receipt & Storage | 7 |
|  | Pest Control | 7 |
|  | Ingredient Transfer | 7 |
|  | Repairs & Maintenance | 8 |
|  | Labelling | 8 |
|  | Finished Product Storage & Distribution | 8 |
|  | Downgraded Products | 9 |
|  | Waste | 9 |
|  | Recalled Goods | 9 |
|  | Internal Audits | 9 |
|  | External Audits | 9 |
|  | Records | 10 |
|  | Staff Training | 10 |
|  | Mill Hygiene | 10 |
|  | Undertaking | 10 |
|  | Site Map | 11 |
| Appendix-A | Feed Formulas |  |
| Appendix-B | Supplier Guarantee Statements |  |
| Appendix-C | Record Sheets |  |
| Appendix-D | RPCP Amendment Record |  |

**SECTION: 2**

**NOTICE TO STAFF**

The Ruminant Protein Control Programme (RPCP) of Acme Stockfeed Ltd.,  
66 Mill Road, Utopia, is a statutory requirement under the Biosecurity (Ruminant Protein) Regulations 1999.

I, **John Doe**, as Operator of this control programme, undertake to ensure that you are fully informed about the requirements of the programme and the requirements of the Ruminant Protein Regulations.

If in doubt, ask!

----------------------

(Signature)

John Doe

Owner & Manager

Acme Stockfeed Ltd.

**SECTION 3**

**CONTACT DETAILS**

**BUSINESS**

|  |  |
| --- | --- |
| **Business Name** | Acme Stockfeed Ltd. |
| **Physical Address** | 66 Mill Road  Utopia |
| **Postal Address** | PO Box 123  Utopia |
| **Operator** | John Doe |
| **Position** | Owner & Manager |
| **Phone** |  |
| **Mobile** |  |
|  |  |
| **Email** |  |

**AUDITOR**

|  |  |
| --- | --- |
| **Auditor** | Biosecurity Inspector  Ministry for Primary Industries |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**MINISTRY FOR PRIMARY INDUSTRIES (MPI)**

|  |  |
| --- | --- |
| **Contact** | Manager (Ruminant Protein Regulations) |
| **Physical Address** | Animal Imports Team  Ministry for Primary Industries  Pastoral House  25 The Terrace  Wellington |
| **Postal Address** | PO Box 2526  Wellington, 6140 |
| **Phone** | 04-894 0550 |
| **Email** | info@mpi.govt.nz |

**SECTION: 4**

**INTRODUCTION**

The Biosecurity (Ruminant Protein) Regulations 1999 prohibit the feeding of ruminant protein (except dairy produce) in any form to ruminant animals. The purpose of this feed ban is to manage the risk to New Zealand of an outbreak of a transmissible spongiform encephalopathy disease.

Ruminant protein in the form of meat and bone meal is currently the single largest source of added protein in non-ruminant animal (pig and poultry) feeds. Almost all meat and bone meal available to the New Zealand feed industry contains ruminant protein and most commercial feed mills, including home mills, use some meat and bone meal in some non-ruminant feeds.

The Biosecurity (Ruminant Protein) Regulations 1999 manage and minimise the risk of **contamination** by ruminant protein of feed intended for ruminants in feed mills that also produce feed for non-ruminant animals. Operators of “multi-species” mills are required to prepare a **Ruminant Protein Control Programme** (RPCP). The RPCP must demonstrate how the Biosecurity (Ruminant Protein) Regulations 1999 are being met, including how the risk of contamination of feed intended for ruminants, by ruminant protein, will be managed and minimised. Other administrative requirements are that the RPCP must be submitted to MPI for registration and audited annually by an independent named auditor.

Meeting the statutory requirements under the Biosecurity (Ruminant Protein) Regulations 1999 requires careful attention to all aspects of operation, including that all staff and service providers are fully informed of the statutory responsibilities, and the required procedures to fulfil these. Consequently, the RPCP includes procedures for staff and guidelines for all service providers and/or customers to ensure that the Biosecurity (Ruminant Protein) Regulations 1999 are met.

The regulations require the RPCP to be readily available to staff at all times.

**SECTION: 5**

**MILL INFORMATION**

John Doe, owner & manager of Acme Stockfeed Ltd., and four employees have manufactured stock feed for ruminant and non-ruminant animals at 66 Mill Road, Utopia, since 2001. Feed is sold in bulk and bagged form. The majority of the bagged feed is sold through the Feed Shop located within the perimeter of the feed mill and the remainder through local retailers.

Ruminant protein is purchased in the form of Meat-and-Bone Meal (MBM) and Blood Meal from Excel By Products Ltd. The mill has two separate feed processing and transfer lines. The design and layout of the processing and transfer lines do not allow products to become cross-mixed. One of the feed processing and transfer lines is dedicated for producing feed labelled as suitable for feeding to ruminants. Our mill therefore conforms to MPI’s Dedicated Ruminant Feed Processing Line requirement for registration of Ruminant Protein Control Programme.

For reference, the Dedicated Ruminant Feed Processing Line Requirements are included below:

1. Having complete physical separation of feed transfer lines and feed processing equipment used for producing feed for ruminants from those used for producing feeds containing ruminant protein.
2. The physical separation shall occur from arrival on the premises of risk ingredients (meaning ingredients that are ruminant protein or may possibly contain ruminant protein) to bulk out-load.
3. The feed processing equipment referred to above includes, but not limited to, load-in bins, weigh batch mixers, press bins, press, augers, chain drags, elevators, buckets, paddles, mixers, blenders, pelleting machines, dump hopper, bagging machines and storage silos.
4. If not adequately physically separated, the intake pit(s) for risk materials should have barrier(s) of appropriate design and dimensions between it/them and the intake lines for ingredients for ruminant animals. This is to prevent wind-borne contamination.
5. Apply due diligence to prevent contamination of feed for ruminant animals during their transport at both pre-mill as well as post-mill stages.
6. Production of feed for both ruminant and non-ruminant animals on the same premises, within the same building, is acceptable so long as physical separation of feed transfer lines and feed processing equipment is achieved to the extent required to prevent contamination of feed for ruminant animals by ruminant protein.

Below is the list of feed manufacturing equipment installed at the mill:

All bagging is done at the feed mill.

Separation of feed categories is maintained at the Feed Shop as well as at the mill.

Our business activities include farming livestock. Any product fed to these animals is fully compliant with the programme. No animals are grazed within the perimeter of the feed mill.

Acme Stockfeed Ltd has two trucks, one of which is used exclusively for transporting whole grains and processed feeds that do not contain ruminant protein.

**SECTION: 6**

**PRODUCT LIST & FEED FORMULAS**

* 1. Acme Stockfeed Ltd produces the following types of processed animal feed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Meant for** | **Contains RP?** | **Type** | **Sales Form** |
|  | Acme Dairy | Dairy Cow | No | Nuts | Bulk & Bagged |
|  | Acme Calf | Calves | No | Muesli | Bagged |
|  | Acme Gallop | Horses | No | Muesli | Bagged |
|  | Acme Pac-al | Alpacas & Llamas | No | Pellets | Bagged |
|  | Acme Golden Glo | Layer | Yes | Pellets | Bulk & Bagged |
|  | Acme Fast Gro | Broiler | Yes | Pellets | Bulk & Bagged |
|  | Acme Porky | Pig | Yes | Pellets | Bulk & Bagged |
|  | Acme Salmon | Salmon | Yes | Pellets | Bagged |
|  | Acme Ostrich | Ostrich | Yes | Pellets | Bagged |

* 1. The formulas of all of the feeds are given in Appendix-A.
  2. The formulas clearly state the quantity of each ingredient.
  3. The formula sheets include the following cautionary statement if ruminant protein is to be included in the formula:

**THIS FORMULA CONTAINS RUMINANT PROTEIN**

* 1. Ruminant protein meals, which are purchased in bagged form, are added to the mixer manually.
  2. The mixing schedule is recorded, and initialled by the operator.
  3. Authorised staffs monitor the product at batching, mixing, pelleting, and bagging and storage. Mistakes are recorded in the diary, along with remedial action, including telling the operator and/or nutritionist and their follow-on actions.

**SECTION: 7**

**INGREDIENT SOURCING**

* 1. All ingredients purchased by Acme Stockfeed Ltd are fit for the purpose of feeding to the species, type and class of animals intended.
  2. Ruminant protein meals are purchased in bagged form.
  3. Ingredients intended for inclusion in feeds labelled as suitable for feeding to ruminant animals are purchased from suppliers known not to produce, use or store ruminant protein or who operate a Ruminant Protein Control Programme.
  4. Statements from suppliers guaranteeing freedom from ruminant protein contamination in ingredients meant for feed labelled as suitable for feeding to ruminants are enclosed.
  5. All bulk inward materials are visually checked at load-ins.
  6. Records of load-ins are kept in Reception Cheek Sheets.

**SECTION: 8**

**INGREDIENT TRANSPORT**

* 1. We have two trucks, one of which is dedicated for transporting ruminant protein free raw materials.
  2. The operator ensures that vehicles delivering materials containing or likely to contain ruminant protein are cleaned after unloading and any visible contaminant removed.
  3. Both of the company trucks have log books where load-in records are kept.
  4. The company also keeps a Reception Check Sheet for recording all load-ins.

**SECTION: 9**

**INGREDIENT RECEIPT & STORAGE**

* 1. All load-ins are recorded in the Reception Check Sheet.
  2. All ingredients are stored in a clean area.
  3. Ruminant protein meal is stored in areas that are physically separate from other materials. These areas are clearly labelled as follows:

**RUMINANT PROTEIN MEALS**

**NOT TO BE INCLUDED IN FEEDS FOR RUMINANTS**

**SECTION: 10**

**PEST CONTROL**

* 1. Control of pests and vermin within the premises has been contracted out to “**Bugs-off Ltd**” who carry out monthly inspections and fumigation activities.
  2. Pest control records are kept by Acme.

**SECTION: 11**

**INGREDIENT TRANSFER**

* 1. Two physically separate transfer lines are installed in the mill and are designed so that cross-contamination does not occur.
  2. One of the transfer lines is dedicated to the production of feeds that can be fed to ruminants.

**SECTION: 12**

**REPAIRS & MAINTENANCE**

* 1. Maintenance of machineries is carried out as per equipment manufacturer’s schedule, and recorded in the equipment log book.
  2. Instructions for stripping down the machinery for maintenance work are available on the premises.
  3. All permanent employees are trained to do such activities.
  4. When defects are identified, records of repair are entered in the equipment log book.
  5. **If breakdown occurs in the dedicated ruminant feed line, feed that are labelled as suitable for feeding to ruminants will not be manufactured through the non-ruminant feed processing line. The reverse is also true, that is, if the non-ruminant feed line breaks down, ruminant protein containing feed will not be manufactured through the dedicated ruminant feed processing line.**

**SECTION: 13**

**LABELLING**

* 1. Our policy is to use only new bags for feeds labelled as suitable for feeding to ruminants.
  2. All bags come pre-printed with the appropriate notice.
  3. Feed intended for non-ruminants and feed that contains ruminant protein is labelled as:

***NOTICE: DO NOT FEED TO SHEEP, CATTLE, DEER, GOATS, BUFFALOES OR OTHER RUMINANT ANIMALS. THIS PRODUCT CONTAINS OR MAY CONTAIN RUMINANT PROTEIN.***

* 1. When feed is supplied in bulk, the appropriate notice is affixed to the delivery docket that accompanies the consignment.
  2. The labels on the feed bags and packages are:

“(a) Conspicuous and easily legible; and

“(b) Comply with either subparagraph (i) or (ii) as the case may be,

“(i)must occupy a minimum of 2.5% of the total area of—

“(A) the outside of the flattened package relating to the feed or fertiliser as circumscribed by the stitch lines or folds of the package:

“(B) the printed side of the invoice, waybill, or similar document for feed or fertiliser supplied in bulk quantity:

“(C) the container (excluding the top and bottom of the container) that contains the feed or fertiliser; or

“(ii) the text on the label must be printed in letters that are at least 20 mm high; and

1. Permanently stamped, affixed, or marked on:

“(i) the front of the package for the feed or fertiliser immediately below the top stitch line or fold of the package; or

“(ii) the front of the invoice, waybill, or similar document for feed or fertiliser supplied in bulk quantity; or

“(iii) the container (excluding the top and bottom of the container) that contains the feed or fertiliser; and

(d) of such a nature and material that it will not fade or become detached under normal conditions.

**SECTION: 14**

**FINISHED GOODS STORAGE & DISTRIBUTION**

* 1. Finished feed is segregated into designated and clearly labelled areas.
  2. Most of our production is held and sold in bagged form through the Feed Shop located within the mill perimeter.
  3. Bulk feed is made to order and not stored. Deliveries are made immediately after manufacture in our truck, as per the Feed Transport Standard.
  4. Detailed sales records are kept in a secure manner.

**SECTION: 15**

**DOWNGRADED PRODUCT**

* 1. Where a decision has been taken and recorded to rework downgraded product into future formulations the product is stored in appropriately labelled bags and in the appropriate area. Such product is only stored with, and incorporated in feed for ruminants if it is known to be derived from the manufacture of ruminant feed.

**SECTION: 16**

**WASTE**

* 1. Regular floor sweepings are disposed of in dump bins and not incorporated in any of the animal feed.
  2. Major spills are re-worked as feed for pigs or chicken.
  3. Major spills are recorded in the Mill Diary.

**SECTION: 17**

**RECALLED GOODS**

* 1. The following procedure is implemented to help ensure product can be traced and recalled if necessary:
     1. The batch number is entered on the job card and the invoice.
     2. The destination of batches is recorded in the feed mill diary.
     3. The manufacturing date is recorded in Julian Code format on batch sheets and invoices.

**SECTION: 18**

**INTERNAL AUDITS**

* 1. The programme procedures, records and this document will be reviewed every six months by the operator in consultation with staff.
  2. Proceedings of internal audit meetings and adjustments made to the control programme will be recorded in the Mill Diary.
  3. All amendments will be communicated to MPI.

**SECTION: 19**

**EXTERNAL AUDITS**

* 1. Biosecurity Inspectors of the Ministry for Primary Industries audit the mill’s Ruminant Protein Control Programme.
  2. All non-compliances and recommendations the auditor makes will be implemented.

**SECTION: 20**

**RECORDS**

* 1. Records that demonstrate the integrity of the RPCP will be maintained in a manner and format that can be readily retrieved and made available for inspections within five days of a request being made by the Director General of MPI, or by an Inspector or by an Authorised Person.
  2. Samples of the record sheets that Acme Stockfeed Ltd maintains are included in Appendix-C.
  3. Records will be kept for at least two years.

**SECTION: 21**

**STAFF TRAINING**

* 1. All four employees have been with the mill since its inception. They are knowledgeable about the Ruminant Protein Regulations and aware of their obligations.
  2. The operator will ensure that casual employees undergo induction training on Ruminant Protein Regulations. All temporary employees will work under the supervision of experienced permanent employees.
  3. Casual workers will be made aware of their obligations under the Ruminant Protein Regulations, and sign a written declaration..

**SECTION: 22**

**MILL HYGIENE**

* 1. No ruminant animals will be allowed to graze within the perimeter of the mill.
  2. The building has adequate barriers to prevent wind-borne contamination of ruminant feed by ruminant protein.
  3. Both the inside of the mill building and the outside will be kept clean so as not to attract birds and other pests as these might be agents for ruminant feed contamination.

**SECTION: 23**

**UNDERTAKING**

* 1. Acme Stockfeed Ltd will co-operate with Auditors, Inspectors and Authorised Persons exercising their duties and powers under the Biosecurity Act 1993. They will have access to the premises, the programme records and the feed for the purpose of inspecting and verifying that the programme procedures are being followed.
  2. I, as the operator, undertake to notify MPI of any change in circumstance that would prevent or substantially hinder me from satisfying a requirement of this Ruminant Protein Control Programme.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Doe, Owner & Manager

Acme Stockfeed Ltd

66 Mill Road, Utopia

**SECTION: 24**

**SITE MAP**

(*Please provide an accurate site plan clearly showing areas with a legend)*

**APPENDIX-A**

**FEED FORMULAS**

**APPENDIX-B**

**SUPPLIER GUARANTEE STATEMENTS**

**APPENDIX-C**

**RECORD SHEETS**

**Daily Feed Production Record**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | | Product | Quantity Mixed  (Tonne) | Contains RP?  (Yes/No) | Process Line  (Ruminant /Non-ruminant) | Batch No. | Signature |
| From | To |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Monthly Feed Production Record (Tonne) Year: \_\_\_\_\_\_\_\_\_\_\_**

| Product | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | **Product Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Acme Dairy |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Calf |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Gallop |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Pac-al |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Golden Glo |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Fast Gro |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Porky |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Salmon |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acme Ostrich |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Month Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **YEAR TOTAL** | | | | | | | | | | | | |  |

**Inward Goods Receipt Record**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | Material | Quantity | Supplier | Bagged/Bulk | Carrier | Driver | Waybill | Observation | Signature |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Outward Goods Despatch Record**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time | Material | Quantity | Customer | Carrier | Driver | Invoice No. | Comment | Signature |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Staff Training Record**

By putting my signature in this record, I confirm that I have read and fully understand the Ruminant Protein Control Programme of Acme Stockfeed Ltd. Additionally, I have read the Biosecurity (Ruminant Protein) Regulations 2010 and I am aware of my obligations the Regulations impose upon me as well as the penalties for any breaches that I may commit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s Name | Position | Employee’s Signature | Date | Operator’s Counter Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**REPAIR & EQUIPMENT MAINTENANCE RECORD**

Operator to enter details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Breakdown / Maintenance | Equipment Involved | Breakdown / Maintenance Details | Service Provider | Observation | Signature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**MONTHLY INTERNAL REVIEW & AUDIT RECORD**

|  |  |  |
| --- | --- | --- |
| Date | Issues Discussed | Actions Taken |
|  |  |  |
|  |  |  |
|  |  |  |

**APPENDIX-D**

**RPCP AMENDMENT RECORD**

|  |  |  |
| --- | --- | --- |
| Version Number | Version Date | Changes Made |
|  |  |  |
|  |  |  |