



Risk Management Programme (RMP) Template for Farm Dairies - Export Eligible Milk

June 2015

Disclaimer

Considerable effort has been made to ensure that the information provided in the Risk Management Programme (RMP) Template for Farm Dairies – Export Eligible Milk is accurate, up to date, and otherwise adequate in all respects. Nevertheless, this Template is approved STRICTLY on the basis that the Crown, the Ministry for Primary Industries (MPI), its statutory officers, employees, agents, and all other persons involved with the writing, editing, approval or publication of, or any other kind of work in connection with this Template:

- a. disclaim any and all responsibility for any inaccuracy, error, omission, or any other kind of inadequacy, deficiency, or flaw in, or in relation to, the Risk Management Programme (RMP) Template for Farm Dairies – Export Eligible Milk ; and
- b. without limiting (a) above, fully exclude any and all liability of any kind, on the part of any and all of them, to any person or entity that applies the Risk Management Programme (RMP) Template for Farm Dairies – Export Eligible Milk.

Risk Management Programme (RMP) Template for Farm Dairies – Export Eligible Milk

This risk management programme (RMP) template applies to the milk harvesting and storage activities at farm dairies.

The *Guideline for Completing the RMP Template for Farm Dairies – Export Eligible Milk* should be referred to when completing this template.

A RMP based entirely on this template without modification, and for which this template is confirmed as appropriate, does not require independent evaluation and may be submitted directly to MPI with an application for registration.

The RMP template starts on the next page. This page is provided as a cover note and is not part of the RMP

1. RMP	
RMP Title:	RMP ID:
Version:	

2. RMP Operator Name, Address and Contact Details	
Full legal name (Company, sole trader, partnership):	
Physical address of the RMP operator:	Phone No:
	Mobile No:
	Fax No:
Postal address (for communication):	E-mail:
	<input type="checkbox"/> I give consent to being provided electronic information.

3. Multi Operator RMP <i>Only complete this section if this RMP is intended to apply to more than one farm dairy operator</i>
<p>As operator of this RMP which is intended to apply to multiple farm dairy business operators, I have:</p> <p><input type="checkbox"/> obtained the consent of the farm dairy operators covered by this programme,</p> <p><input type="checkbox"/> sufficient control, authority and accountability for all matters required under this programme, and</p> <p><input type="checkbox"/> made each farm dairy operator aware of the implications for their operations in the event of suspension or deregistration of the programme, or the RMP operator ceasing to operate for any other reason.</p>

4. Farm Location & Identification				
<p>List all farm dairies covered by this RMP including the physical location and, if more than one farm dairy, a unique identifier. Farm dairy operator and contact details are only required when the farm dairy operator is not the RMP operator. Details may be appended to the template.</p>				
Farm ID	Farm dairy physical address	Species	Farm Dairy Operator	Contact details

5. Responsible Persons and Agencies		
Role	Name (position or designation where appropriate)	Contact Details
Person with day-to-day responsibility for the RMP #		
Recognised Verification Agency #		
Farm Dairy Assessor or Assessment Organisation under section 24		
Laboratory for monitoring milk under section 20 where this is applicable		

MPI must be advised in writing of any change

6. Scope of the RMP

This RMP covers the farm dairy operations of harvesting and storage of raw milk and colostrum intended for:

- human consumption following further processing that includes heat treatment
- animal consumption or technical (non-edible) use, either with or without further processing
- organic products

This programme covers the harvesting of milk from the following species:

- cows goats sheep
- other (specify): _____

Milk harvested under this programme is intended to be eligible for the manufacture of products for:

- New Zealand and/or Australia
- European Union
- All other export markets **or**
- the following markets:
- _____
- _____

If you have indicated that you intend the milk to be eligible for products exported other than to Australia, please complete the following:

- I have access to, and am aware of, the export requirements that apply to milk production and harvesting for the markets identified above as notified by MPI, refer to
- <http://www.mpi.govt.nz/exporting/food/dairy/>
- I am aware of any general requirements for obtaining Official Assurances or for export of dairy products that apply.
- I have documented any additional procedures that are required and these, along with supporting records, are retained and available.

7. Process Description/Capabilities

The following processing activities are undertaken at the farm dairy specified in this programme:

- (i) Harvesting milk from milking animals
- (ii) Filtering
- (iii) Cooling
- (iv) Storage

8. Product Description & Fitness for Purpose Outcomes			
	Raw Milk - Cows	Raw Milk - Sheep & Goats	Colostrum
Intended consumer	Human, animal or technical application	Human, animal or technical application	Human, animal or technical application
Intended use of product that leaves RMP	Further processing including heat treatment	Further processing including heat treatment	Further processing including heat treatment
Other regulatory requirements specific to raw milk	Animal Products (Dairy) Regulations 2005 Animal Products (Dairy Processing Specifications) Notice 2011 DPC 1: Animal Products (Dairy): Approved Criteria for General Dairy Processing DPC 2: Animal Products (Dairy) Approved Criteria for the Farm Dairies	Animal Products (Dairy) Regulations 2005 Animal Products (Dairy Processing Specifications) Notice 2011 DPC 1: Animal Products (Dairy): Approved Criteria for General Dairy Processing DPC 2: Animal Products (Dairy) Approved Criteria for the Farm Dairies	Animal Products (Dairy) Regulations 2005 Animal Products (Dairy Processing Specifications) Notice 2011 DPC 1: Animal Products (Dairy): Approved Criteria for General Dairy Processing DPC 2: Animal Products (Dairy) Approved Criteria for the Farm Dairies
Other regulatory requirements specific to dairy material intended for dairy products for export	Animal Products (Export Requirements – Dairy Products) Notice 2005 Animal Products Notice: Official Assurances Specifications – Dairy Material and Dairy Products Importing Country Requirements (including EU geometric average for SCC and APC; and Customs Union OMAR)	Animal Products (Export Requirements – Dairy Products) Notice 2005 Animal Products Notice: Official Assurances Specifications – Dairy Material and Dairy Products Importing Country Requirements	Animal Products (Export Requirements – Dairy Products) Notice 2005 Animal Products Notice: Official Assurances Specifications – Dairy Material and Dairy Products Importing Country Requirements
Labelling	Clear identification of the bulk milk tank	Clear identification of the bulk milk tank	Clear identification of the bulk milk tank

9. Location, Design and Construction of Farm Dairies

The requirements for location, siting, design and construction of the farm dairy will comply with NZCP1: Code of Practice for the Design and Operation of Farm Dairies. Any new farm dairy or, for an existing farm dairy, any alteration to the structure, essential services (except water which is covered separately), or milking plant including bulk milk tank will be confirmed by the operator or a suitably qualified farm dairy assessor as conforming to the requirements of this RMP and to NZCP1 before milk supply commences. Provided the work complies with this RMP and NZCP1 this does not constitute a significant amendment as defined by the Animal products Act 1999.

10. Milking Plant, Equipment, Facilities and Services

Equipment (including milking plant), facilities and services for the farm dairy meet the requirements set out in NZCP1: Code of Practice for the Design and Operation of Farm Dairies. Refer to Appendix 5: Farm Dairy & Milking Animal Information, to record farm dairy and milking plant details.

Milking Machine

Milking machines will be tested each season by a competent milking machine tester, and significant faults will be rectified. Milking machine maintenance and test records are held on file.

Rubberware

Rubberware will be replaced in accordance with the manufacturers' recommendation, unless hygiene assessments show a deterioration in condition that warrants replacement earlier. Refer to NZCP1 for information on rubberware standards.

A record of planned and actual rubber ware replacement is maintained (refer to Form B5 for example).

Maintenance

The milking plant and facilities will be maintained in good repair and with faults rectified without delay.

Scheduled Activities

Periodic checks and reviews necessary to confirm on-going control of activities under this risk management programme (such as plant hygiene, rubber ware checks, temperatures, review of procedures and staff training) will be planned in advance and documented by each farm dairy operator – refer to Form B6: Scheduled Activities for an example.

Contacts

A list of important contacts, such as support and emergency service providers will be available to milk harvesters (refer to form C5 for an example), and relief milkers.

11. Farm Dairy Environment

The farm dairy will be sited, constructed and operated so as to minimise exposure to pests or environmental hazards. The surroundings will be kept clean and tidy, and free from harbourage for birds, rodents, insects and other pests. The milking plant and farm dairy will be cleaned after each use, and the surrounds maintained to minimise pests. Feed stored near the farm dairy will be contained to protect from pests, and sited so that any waste or spillage is removed.

All requirements contained in NZCP1 will be observed.

Any use of sprays or effluent irrigation will be managed to avoid the farm dairy or milking animals being affected directly or indirectly. Surface applications of effluent will follow written procedures.

All on farm applications of Agricultural Compounds or other chemicals will be appropriate and recorded (refer to form B3 for an example).

12. Milk Filtering, Cooling and Storage Time

Filtration

Regular replacement of the milk filter is an important control measure. Disposable milk filters will be changed every milking. Any filter intended for reuse must have details recorded of when the filter will be replaced, and how the filter will be cleaned and maintained.

An alternative for low volume supplies milk is to manually pass the milk through a filter at the completion of milking. The filter may be reused provided it is made of suitable material, is maintained and cleaned as part of the milking plant using approved chemicals, and is kept under hygienic conditions.

Cooling

Current Requirements

After filtering, milk will be either:

- (i) used immediately for further processing; or
- (ii) cooled immediately to 18°C or within 3°C of the coolant water used is above 21°C, and then cooled to below 7°C within 3 hours from the completion of milking in accordance with section 7.14 of NZCP1 (or the acceptable alternative); or
- (iii) for small volumes filtered as a batch and not subject to immediate cooling as identified in subclause (ii), cooled to below 6°C within 2 hours.

Periodic checks of the primary and secondary cooling capabilities will be undertaken to confirm the cooling equipment in place is adequate to meet the minimum regulatory requirements. This is particularly important with controlled milk pumping to confirm that the cooler and refrigeration unit are sized appropriately.

Twice per season the temperature will be recorded of the milk entering the bulk milk tank (after primary cooling) and the temperature of the milk in the bulk milk tank 3 hours from the completion of milking. This will be recorded on:

The temperature and time of either collection or use of the milk will be recorded.

Any failure to cool the milk in accordance with this section will result in the milk being withheld from supply unless it can be shown that:

- (i) at no time was the milk more than 10°C above requirement,
- (ii) the time the milk was above the required temperature was less than 4 hours,
- (iii) the milk acidity does not exceeding 0.165%, and
- (iv) the milk shows no signs of deterioration by sensory evaluation.

Whether the milk is withdrawn or supplied for further processing, the details will be recorded.

A new milk cooling standard applies as of 1 August 2016, though farm dairies meeting existing requirements are being granted an exemption through to 1 January 2018.

2016 milk cooling requirements

As of 1 August 2016, the following raw milk cooling requirements will be met:

Raw milk will:

- (i) be cooled to 10°C or below within 4 hours of the commencement of milking; and
- (ii) be cooled to 6°C or below within 6 hours of the commencement of milking and within 2 hours of the completion of milking;
- (iii) be held at or below 6°C until collection or the next milking; and
- (iv) not exceed 10°C during subsequent milkings.

In situations where there is continuous or extended milking, such as automated milking systems, the milk will be snap chilled so that it enters the bulk milk tank at 6°C or below. *“Continuous or extended milking” being defined as milking for 6 hours or longer from commencement of milking until completion of milking.*

To confirm the capability of milk cooling equipment, records will be kept to show that milk cooling requirements are being met. As a minimum, full milk cooling performance will be monitored and recorded on at least three occasions per dairy season, including:

- (i) one performance check within the first two months of lactation, once the full herd has calved
- (ii) one performance check about the time of peak milk production; and
- (iii) one performance check in February each year.

On each occasion, the performance check will cover at least two milkings or all milkings over a 24 hour period, whichever is greater, and the records will include:

- (i) the temperature of milk in each bulk milk tank immediately prior to the start of milking (if any)
- (ii) the time that milking starts
- (iii) the temperature of the milk entering the bulk milk tank during milking
- (iv) the time that milking is completed
- (v) the temperature of the milk in the bulk milk tank at the completion of milking

(vi) the temperature of the milk in the bulk milk tank at 30, 60, 90 and 120 minutes from the completion of milking. Temperature measurements and recording may be accomplished using an electronic monitoring systems, a chart recorder, a "tiny tag", manual measurements using an accurate electronic thermometer (non-glass), or some other equivalent method. The temperature measurement system will be calibrated to confirm accuracy.

Should the information collected show that milk is not being cooled within the required parameters then action will be taken immediately to correct milk cooling performance.

If milk is not being cooled within the required time/temperature parameters it is recommended that the performance of the milk cooler is assessed and the farm dairy assessor and refrigeration supplier consulted before committing to capital expenditure. Consideration should be given to improving the cooling performance of the existing equipment in place, and to technology options that improve existing equipment performance. Independent advice can also be obtained from the EECA and through the MPI website.

Where electronic data capture and recording systems are installed it is recommended that such systems be capable of holding delivery line and bulk milk tank temperature data for a minimum of 30 days for both milk and CIP.

Exemption period

If the farm dairy or dairies under this RMP:

- (i) consistently meet the milk cooling requirements in force prior to 1 August 2016; i.e. milk cooled to 7°C within 3 hours of the completion of milking; and
- (ii) supplied raw milk under this RMP within the period 1st January to 31st July 2016; and
- (iii) are not undergoing any material change to the milk cooling system;

then the date to comply with the new milk cooling requirements will be 1 January 2018.

Storage

Milk will not be stored for more than 3 days prior to collection and/or further processing.

Any specialty milk, including colostrum, will be stored in a clearly labelled bulk milk tank at all times and will not be combined with normal white milk. Milk not intended for supply, including withheld milk, calf milk or colostrum, will be stored away from the farm dairy and be suitably labelled (and, where possible, disabled) to avoid inadvertent use or collection.

13. Farm Dairy Water Quality

DPF201a: *Assessment of Farm Dairy Water Status* (Appendix 1) has been completed by the farm dairy operator(s) or their authorised representative(s) prior to registering this RMP.

An initial *E. coli* and turbidity/clarity sample has been collected and tested, or submitted for testing by the farm dairy assessor prior to registering this RMP, with results recorded (in form DPF201a).

The contracted farm dairy assessor will sample the farm dairy water during routine assessments and test for clarity or Turbidity and/or arrange for testing for *E. coli* and either clarity or turbidity, in accordance with clause 18 of DPC2: Animal Products (Dairy) Approved Criteria for the Farm Dairies.

If any event occurs which impacts on the quality or clarity of the water temporarily, then:

- (i) the event will be recorded (refer to Form A10: *Non-routine Events*),
- (ii) a temporary water management plan will be put in place following Part 8 of *DPF201a: Assessment of Farm Dairy Water Status*, and applying as a minimum the requirements for water found to have unacceptable levels of *E. coli*, turbidity or clarity to ensure there is no contact between raw water and raw milk,
- (iii) the recipient of the milk, the farm dairy assessor and the Recognised Agency will be advised if (i) and (ii) of this section are not met, and
- (iv) management of the water supply will revert to that in place prior to the event only once the temporary condition has been resolved (i.e. the water supply has returned to normal conditions).

If any event occurs which impacts on the quality or clarity of the water permanently (or is likely to recur periodically) then a new DPF201a form will be completed and, if necessary, a water management plan developed and submitted to the farm dairy assessor for agreement.

14. Farm Dairy Use and Milking Procedures

The farm dairy milking areas will be used only for milking, breeding, veterinary treatment, and animal husbandry. The milking plant, including bulk milk tank, in the farm dairies will be used only for handling milk.

The actions of persons in the farm dairy at any time will not compromise the facilities or processing activities. This includes visitors or children.

Procedures for the daily milking activities must be documented and available to those who need to use them. They must be of sufficient detail that a relief milker can follow them and, in doing so, ensure that the milk offered for supply conforms to all requirements.

Procedures include:

- pre-milking start up
- separation of treated and diseased animals from the main milking herd, or animals producing colostrum or other specialty milk
- milking procedures
- milk harvester considerations, including covering cuts or wounds, keeping hands and arms clean during milking, and ensuring protective clothing used is not used for other purposes that may cause contamination during milking
- ensuring that only animals with clean teats are milked, and that animals with wet and dirty udders are cleaned in such a way that the teats are and remain clean during milking
- the steps that are taken to detect inflamed or injured udders and to detect the presence of mastitis in individual animals, and regularly stripping foremilk to confirm the "normal" characteristics of the milk
- maintaining a clean milking area
- post milking activities including cleaning (cleaning programme covered in section 15), and
- storage, use and control of veterinary medicines including teat sprays and teat salves, agricultural compounds and chemicals.

Procedures will ensure that specialty milk is not inadvertently collected or used as white milk. The recipient of specialty milk will be made aware of, and provided details of, the special nature of the milk.

When any person assists with the milking who is not routinely present (including casual or relief milkers), the person will either be supervised or have had their competency previously assessed and recorded on the training records. The presence of non-routine milk harvesters for any particular milking will be recorded (refer to Form A10 for an example).

15. Farm Dairy Hygiene and Cleaning

Cleaning

Only detergents and sanitisers approved by MPI for use in farm dairies will be used for cleaning and sanitising of the milking plant and silo (i.e. Approved & Recognised Maintenance Compounds - dairy as listed on the MPI website www.mpi.govt.nz). As well as being MPI approved, cleaning and sanitising chemicals used must be appropriate for the nature of the farm dairy water, and also any water management plan developed under section 13.

The cleaning programme used is appropriate for the nature of the milking plant as set out in NZCP1, and displayed in the farm dairy and dated to show the period for which it applied. When a new programme is put in place the old procedure is dated and filed.

The milking plant and bulk milk tank will be given a hot alkali wash at least every week or when microbiological results are elevated. Use of cleaning compounds will be in a way that minimises carryover or contact with milk.

Separate, dedicated measuring vessels will be used for dispensing acid and alkali detergents.

Following milking, the water used to flush milk into the bulk milk tank will be diverted away from the bulk milk tank.

After cleaning the plant will be drained to ensure that excess water is not flushed into the bulk milk tank.

Any area's requiring manual cleaning are identified in cleaning or milking procedures.

Hot Water

The hot water volume requirements for the plant and silo are provided in section 15.4 of NZCP1. Where NZCP1 **has not** been used to determine the appropriate hot water volume, the following was used as a basis for determining the size used (specify):

It is important that hot water is available at a temperature that will ensure effective cleaning. A check will be made of the hot water cylinder temperature each season with both the temperature immediately ex-cylinder and the dump temperature measured. When the hot water is outside the nominated operating range the hot water temperature will be adjusted.

The results of the periodic hot water temperature checks and any actions will be recorded (refer to Form B7 for an example).

Routine Plant Hygiene Monitoring

The hygiene of the milking plant will be checked on a monthly basis, or when milk monitoring results indicate that hygienic conditions may be compromised, and a record kept (refer to Forms B4a and B4b: *Plant/Silo Hygiene Checks* for an example). The monitoring will check for confirmation that the cleaning regime is appropriate and enable any equipment or component deterioration to be identified. Routine monitoring will also confirm housekeeping and maintenance is current.

Cleaning of the Farm Dairy

After each milking the farm dairy will be cleaned to ensure the yard, milking area, milk storage area and milk collection apron are clean.

Pest Management

Where pests are observed, appropriate remedial actions will be taken including:

- removal of food sources,
- cleaning and tidying and removal of litter in the farm dairy environment and surrounds, and
- eliminating design faults.

Any use of pesticides will be controlled, ensuring no possible contamination of water supply, milk or milk contact surfaces (directly or indirectly) and in accordance with section 18.

16. Milking Animal Health

Milking animals new to the property will be recorded (Form A5: Animal purchased sets out the details to be recorded). Only animals with a completed Animal Status Declaration (ASD) will be accepted, and the ASD will be held on file. Animals permanently removed from the milking herd should be recorded (i.e. animals sold or fallen), refer to form A6 for an example.

Animal Health

Sick or diseased animals will be:

- (i) identified and milk withheld, and
- (ii) segregated from the main herd unless treated

Milking animals with injured udder/gland will be identified and the milk withheld.

Dairy goats suffering from caprine arthritis encephalitis must be culled and recorded.

A record will be kept, noting the detail identified in Form A1: *Diseased and/or treated animals* or, if during the dry period, Form A2: *Veterinary medicines administered outside the lactation period*.

If an animal is identified and treated at the same time, only the treatment record will be made unless a Veterinarian instructs for the animal to be segregated from the milking herd.

Where possible treated animals should be run in a separate herd and managed in accordance with NZCP1.

Any animal that is either:

- identified as sick or diseased,
- undergoing treatment, or
- is within 4 days or 8 milkings of parturition

will be:

- clearly marked,
- separated from the main milking herd prior to milking (or, preferably, run as a separate herd),
- the number of segregated animals confirmed before milking commences, and
- milked after the main herd and after the milk delivery line has been removed or diverted from the bulk milk tank, even if a test bucket is used

except that when colostrum animals are milked for the supply of colostrum before the main herd, the animals will be:

- segregated prior to milking, and
- if milked before the main herd then at the completion of the milking the colostrum herd the plant will be rinsed and drained before milking the main herd.

After milking animals that are diseased or sick, or have been treated, or are within the colostrum period the milking plant will be given a hot wash. This is not required if the milk is diverted to a test bucket or doesn't go through the milking plant.

Withheld milk will only be fed to animals for which it is appropriate and will not result in disease in the animal or residues in food produced.

Veterinary Observation

There will be an observation of milking animal health by a Veterinarian each season and a record provided held on file.

Form A7 provides an example that may be used to record veterinary visits.

Each farm dairy will complete the relevant details on herd health status and veterinary support set out in Appendix 5 {Farm Dairy & Milking Animal Information}.

17. Milking Animal Identification Systems

Describe the system used to uniquely identify each milking animal (e.g. ear tag) so that all animals can be identified and to ensure that no two animals in the milking or grazing herds will carry the same identification in the same season:

Describe the system for marking animals for each purpose (e.g. treated)

The system used must be suitable for all staff to clearly identify and, where necessary, differentiate the purpose of the marking (e.g. avoid the use of colour codes if any milk harvesters are colour blind).

Purpose	Marking Method

Describe the procedure for making temporary records e.g. white board (note - not required if all records are permanent)

Describe the procedure for transferring temporary records to permanent records (not required if all records are permanent)

For many reasons milk may be required to be withheld from supply (e.g. disease, treatments, cooling failure), and so a suitable disposal option is necessary as a contingency. **Describe the procedure for the safe disposal of withheld milk:**

<p>Procedure for the identification, segregation and milking of animals and, where required, withholding of milk for:</p>	
<p>diseased animals:</p>	<p>Veterinary assistance will be sought where deemed appropriate.</p> <p>Animals will be treated using the medicine recommended by the Veterinarian.</p> <p>The animals will be removed from the herd and run separately if advised to do so by the Veterinarian.</p> <p>The milking plant will be hot washed after milking diseased animals.</p> <p>The following procedures are in place to detect sick or diseased animals, or injured udders (specify):</p> <p> </p> <p> </p> <p> </p> <p> </p>
<p>treated animals:</p>	<p>Either:-</p> <p>[]</p> <p>(i) clearly marked (please record below the marking system to be used)</p> <p>(ii) separated from the main milking herd prior to milking (or, preferably, run as a separate herd),</p> <p>(iii) the number of segregated animals confirmed before milking commences, and</p> <p>(iv) milked after the main herd and after the milk delivery line has been removed or diverted from the bulk milk tank</p> <p>(v) milking plant given a hot wash after milking treated animals.</p> <p>Or (describe alternative here):</p> <p> </p> <p> </p> <p> </p> <p>Marking system (please describe your marking system here):</p> <p> </p> <p> </p>
<p>colostrum animals not for supply:</p>	<p> </p> <p> </p> <p> </p>
<p>colostrum animals for supply:</p>	<p>Parturition (e.g. calving) records will be kept (refer to Form A4 for an example)</p> <p>All veterinary medicine withholding periods will be met (includes Dry Cow Therapy)</p> <p> </p> <p> </p>
<p>milking animals new to the property</p>	<p>Record animal details as shown on Form A5: <i>Animals purchased</i> including old and new animal identifiers and confirmation that the ASD has been received.</p> <p> </p> <p> </p> <p> </p>

other (specify)	

18. Veterinary Medicines, Agricultural Compounds and other Chemicals

All veterinary medicines will be stored securely and only accessible when the milk harvester is present. Veterinary Medicines will be listed on a register that identifies the Veterinary Medicine, expiry date and milk withholding period (refer to Form B1: *Register of Veterinary Medicines Held* for an example).

Details will be recorded for all animals treated with veterinary medicines or otherwise exposed to chemicals (for example as additives in feed or water), providing the minimum detail shown on Form A1: *Diseased and/or treated animals* or A2: *Veterinary medicines administered outside the lactation period*.

Details will be recorded of all chemical applications to pasture, crops or feed. This includes fertiliser and lime applications. Form B3: *Chemical/Agricultural compound use on farm* provides an example of the minimum detail to be recorded.

All chemicals, including veterinary medicines, will be used according to the label instructions and milk withheld as identified on the label. The only exception is where a veterinarian provides written instruction for off-label use. Where the label identifies a nil milk withholding this will be applied only when the medicine is administered immediately after the previous milking.

Pesticides, herbicides and other toxic compounds will not be stored in or near the farm dairy. Any use in or near the farm dairy will be controlled and recorded (refer to Form B3 for an example).

All chemicals allowed to be stored in or near the farm dairy will be stored away from the bulk milk tank.

A record will be kept of all chemicals held or used in the farm dairy (product & purpose e.g. teat spray) refer to Form B2 for an example.

All chemicals including veterinary medicines held will be reviewed each winter and any outside their expiry, with labels unclear or missing, or in containers in poor condition will be disposed of in a safe and secure manner (refer to Form B1 for an example).

Only MPI approved detergents and sanitisers will be used to clean and sanitise the milking plant (ie approved maintenance compounds) and silo.

All used containers and spent tubes will be disposed of in a safe and secure manner. Containers will only be re-used when they are labelled, are made of suitably resilient material, and have been used solely for the storage of the particular chemical.

Alternative Therapies

(i) All therapies including teat salves or other topical ointments will be suitable for their purpose and not result in a residue or contaminant in the milk. Where alternative therapies are used the vendor will be required to provide a statement to this effect.

(ii) Where additional control procedures are applied (e.g. for organic milk production), these will be documented and available.

19. Animal Feed**Land**

Land that has been exposed to higher levels of chemicals (e.g. sheep dip sites, timber treatment, landfill, industrial use or industrial waste disposal site) will not be used for grazing or feed production for milking animals unless tested to confirm the levels do not pose a risk to animals grazing directly or consuming a conserved feed.

All milking animal grazing, wintering and feed production will be away from waste incinerators and other industrial activities such as metal smelters, metal recycling plants and cement kilns.

With the exception of waste from fish or live animals, no waste material will be applied to land used for grazing or the production of feed for the milking animals. For surface applications, there will be written procedures to manage the application and controlling animal access.

Grazing or harvesting of pasture or other feed will be withheld following fertiliser applications or other chemical applications for a suitable period of time, as recommended by the supplier of the product.

DDT/DDE/DDD

DDT/DDE is typically not of concern given the withdrawal of DDT use for pastoral farming many years ago. However an assessment of potential risk is an integral part of this RMP. On that basis the following provision has been included in this RMP.

The DDT, DDE and DDD in a representative sample of the bulk milk will be measured once every 5 years or when land not previously used for milking animal grazing is introduced, with the sample taken within 4 weeks of commencement of supply.

If any milk exceeds 50% of any applicable MRL for DDT, DDE, DDD or the sum of DDT and its metabolites on any bulk milk sample in the previous 3 years then a grazing management plan must be developed that will ensure the milk will comply with applicable limits. The grazing management plan will be developed and agreed to by the Farm dairy Assessor within 60 days of the first notification of any milk exceeding 50% of any applicable MRL for DDT, DDE, DDD or the sum of DDT and its metabolites.

A grazing management plan will utilise available recommendations for pastoral farming, and may determine that some land areas be withdrawn from use for milking animals.

Grazing & Pasture Management

To minimise the opportunity for excessive soil consumption by the milking animals, grazing lower than is normal will be avoided and pugging of pastures minimised as much as possible.

Where milking animals are grazed off the property, records will be kept.

Purchased Feed/Feed Ingredients

For all purchased feed and feed ingredients, the vendor will be required to provide a statement to the effect that the feed is suitable for milking animals and will not result in any residues or contaminants in the milk above limits specified under the APA.

Traceability

Records will be kept for all purchased feed and feed ingredients or additives and its use. Form A3 provides an example of the detail to be recorded.

Feed Storage & handling

Dry feeds are to be stored appropriately so that they remain dry and do not deteriorate.

Feed that has deteriorated or is mouldy or has developed an objectionable odour not usually associated with the feed will not be fed to milking animals.

Waste mineral oil will not be used on tools or equipment in contact with feed for milking animals, and will not be discarded onto land used to produce animal feed.

Water

Milking animals will have access to a sufficient quantity of suitable water.

Specific Risk Feeds

Mouldy feed – no mouldy feed will be fed to milking animals.

Copra – Suppliers of copra for milking animals must confirm that the Aflatoxin B₁ level does not exceed 5 ug/kg.

20. Milk Supply and Monitoring

Record of Supply

A record will be kept of each batch or consignment of milk supplied. The recipient of the milk may make this record provided the details are made available to the farm dairy operator in a timely manner. Note that within this RMP the term supply refers to making milk (including colostrum) available for collection or further processing.

The record is to include: date, time, estimated quantity and temperature at the time of collection/supply, along with any eligibility limitation that might apply (e.g. for animal consumption only). Refer to Form A9 for an example.

Monitoring

Monitoring may be undertaken by the risk management programme operator, or the purchaser or recipient of the milk provided that the frequencies and action limits meet the requirements of the manufacturers programme(s), and the farm dairy operator is advised of any non-conformances.

Sampling:

The milk harvested under this programme will be sampled either when collected or when supplied for further processing.

Frequency:

The frequency of monitoring and the parameters to monitor will depend on intended eligibility of the milk (i.e. New Zealand, general export or specific market). If the dairy processor receiving the raw milk is operating under a registered risk management programme or an approved food safety programme that allows for an alternative frequency or maximum limit, the raw milk may be monitored according to the criteria specified in that programme.

The tables on the following pages set out the default conformance limits and frequencies that apply to raw milk supplied under this programme.

Testing:

For raw milk (including colostrum) intended for the manufacture of dairy products for export, analysis of APC (or Bactoscan), Inhibitory Substances, Somatic Cells and Freezing Point, where required, will be undertaken by a MPI recognised laboratory using MPI approved test methods.

For raw milk (including colostrum) intended for the manufacture of dairy products for the domestic market testing will be undertaken in accordance with the requirements that apply to the approved programme of the dairy processor receiving the milk.

Monitoring of Raw Milk intended for the manufacture of dairy products for domestic consumption only

Parameter	
Temperature	The temperature is to be recorded at the time of supply or use. The temperature must meet the requirements as specified in section 12.
Wholesomeness - Sensory Evaluation, Sediment and Foreign Matter	Each supply is examined to confirm freedom from unusual or unexpected taint, odour, discolouration, adulteration, unusual consistency or objectionable matter. Any major defects will be recorded and the milk withheld.
Somatic Cells/Mastitis	Milk must come from animals with no evidence of mastitis, and foremilk is to be checked regularly.
Inhibitory Substances	The milk offered for supply must conform to the NZ requirements for residues and contaminants. Testing is only required for consignments suspected to be non-conforming.
Freezing Point Depression	Milk from farm dairies operating under water management plans must not exceed -0.513°C . Sufficient testing will be done to show this requirement is met.

Bovine – Monitoring of raw milk intended to be eligible for the manufacture of dairy products for export

Parameter	Frequency	Maximum Limit	Action if Exceeded *
-----------	-----------	---------------	----------------------

APC (measured by APC or Bactoscan)	1/10 days [#]	100,000 cfu/ml	Plant inspection, review of wash procedures, milk cooling & NZCP1
Somatic Cells	1/10 days [#]	400,000 cells/ml	Follow SmartSAMM , withhold if milk or udder affected. Remove any cows with individual SCC above 1,000,000.
Inhibitory Substances	1/10 days [#]	0.003 iu/ml 0.006 iu/ml	Investigate to determine cause, review of procedures according to NZCP1 Above plus notify Recognised Agency, farm dairy assessor and recipients of the milk that the milk is non-conforming.
Freezing Point Depression	The frequency of monitoring is determined by the likelihood of a supply being non-conforming, and a record is kept that explains how the frequency was determined [#]	-0.513°C	Check cooler, milk flush procedures and plant draining.
Sensory Evaluation		No spoilage, objectionable matter, discolouration, odours and/or taints	Milk that is tainted, contains objectionable matter, or is otherwise unfit for the intended purpose will be withheld. Review milking practices, plant hygiene, NZCP1 and animal feed.
Sediment/Foreign matter		No major defects present (ie spoilage, foreign matter, discolouration, odours and/or taints)	Identify and rectify the cause. Consider feed, udder/teat preparation, milk filtration, cooling, dairy environment & chemical use.
Temperature	Per collection or dispatch	The temperature must meet the following cooling parameters unless manufacture commences within 2 hours of the completion of milking: 14°C after 1 hour 10.5°C after 2 hours 7°C after 3 hours	Check primary and secondary cooling, and coolant water quantity and temperature.

Bovine – Monitoring of colostrum intended to be eligible for the manufacture of dairy products for export

Parameter	Frequency	Maximum Limit	Action if Exceeded *
APC	1/10 days [#]	100,000 cfu/ml	Plant inspection and review of wash procedures.
Inhibitory Substances	Every consignment	0.003 iu/ml 0.006 iu/ml	Investigate to determine cause, review of procedures according to NZCP1 Above plus notify Recognised Agency, farm dairy assessor and recipients of the colostrum that the colostrum is non-conforming.
Sensory Evaluation	The frequency of monitoring is determined by the likelihood of a supply being non-conforming, and a record is kept that explains how the frequency was determined [#]	No spoilage, objectionable matter, unusual discolouration, odours and/or taints	Review milking practices, plant hygiene, NZCP1 and animal feed.
Sediment/Foreign matter		No major defects present (ie spoilage, foreign matter, discolouration, odours and/or taints)	Identify and rectify the cause. Consider feed, udder/teat preparation, milk filtration, cooling, dairy environment & chemical use.

Temperature	Per collection or dispatch	The temperature must meet the following cooling parameters unless manufacture commences within 2 hours of the completion of milking: 14°C after 1 hour 10.5°C after 2 hours 7°C after 3 hours	Check primary and secondary cooling, and coolant water quantity and temperature.
-------------	----------------------------	--	--

Other Species – Monitoring of raw milk intended to be eligible for the manufacture of dairy products for export

Parameter	Frequency	Maximum Limit	Action if Exceeded *
APC	1/10 days [#]	100,000 cfu/ml	Plant inspection and review of wash procedures
Inhibitory Substances	1/10 days [#]	0.003 iu/ml 0.006 iu/ml	Investigate to determine cause, review of procedures according to NZCP1 Above plus notify Recognised Agency, farm dairy assessor and recipients of the milk that the milk is non-conforming.
Freezing Point Depression	The frequency of monitoring is determined by the likelihood of a supply being non-conforming, and a record is kept that explains how the frequency was determined	-0.513°C	Check cooler, milk flush procedures and plant draining.
Sensory		No spoilage, objectionable matter, discolouration, odours and/or taints	Review milking practices, plant hygiene, NZCP1 and animal feed.
Wholesomeness		No major defects present (ie spoilage, foreign matter, discolouration, odours and/or taints)	Identify and rectify the cause. Consider feed, udder/teat preparation, milk filtration, cooling, dairy environment & chemical use.
Temperature	Per collection or dispatch	The temperature must meet the following cooling parameters unless manufacture commences within 2 hours of the completion of milking: 14°C after 1 hour 10.5°C after 2 hours 7°C after 3 hours	Check primary and secondary cooling, and coolant water quantity and temperature.

* if exceeded 3 times in 10 days following the action identified then professional assistance will be sought.

[#] in addition, the first 3 consignments following any dry period are to be monitored. In case of failure, follow-up until 3 consecutive consignments conform.

21. Staff**Freedom from communicable disease**

Any person with a communicable disease will be kept from any direct contact with milk, milk contact surfaces, or milking animals. The detail (date and name only) will be recorded (refer to Form C3 for an example).

Competency

All persons assisting with milking or other activities associated with this RMP will be supervised by a suitably competent milk harvester unless confirmed as competent for the particular activity. Where a person other than the RMP operator is responsible for components of this RMP, the name or title of the individual and the area of responsibility are recorded.

Where relief milkers or other casual or non-routine milk harvesters are used, all relevant procedures will be made known to the milk harvester(s) and competency records will be kept. A record will also be made noting the person and the milkings (form A10 can be used).

Records of staff competency will be maintained (refer to Form C4 for an example).

22. Export Requirements

Raw milk harvested with the intention of being eligible for the manufacture of dairy products for export must meet any export requirements that apply. If export eligibility is required, the RMP operator will ensure that they have access to requirements that any applicable export requirements will be met, and that records are held to demonstrate eligibility.

Every farm dairy harvesting milk ultimately intended for export as dairy product will have the farm dairy operations assessed by a competent farm dairy assessor each season. The assessment will be in accordance with the farm dairy assessment system stated or referenced by the RMP and include compliance to the risk management programme covering the operation and any export requirements that may be applicable.

23. Non-Conforming Dairy Material

Any failure to comply with requirements under this RMP or the Animal Products Act 1999 identified by the farm dairy operator will be advised to the RMP operator immediately, if that is a different person. The RMP operator will advise the Recognised Agency for RMP verification of the non-compliance within 1 day and immediately take appropriate corrective actions.

Non-conforming milk will not be supplied for processing into products for human consumption. Should any milk, including colostrum, be identified as not conforming with acceptance requirements, not having been processed in accordance with this RMP, or otherwise not fit for purpose:

- (i) the farm dairy operator will immediately withdraw the milk from supply and arrange disposal in an acceptable manner,
- (ii) farm dairy operator will ensure that any recipients of non-conforming dairy material are notified without delay,
- (iii) a record will be made (refer to Form A8 for an example), and
- (iv) the Recognised Agency will be advised as part of the next routine report (in the case of (i) above), or within 1 day (in the case of (ii) above).

Milk that is non-conforming or otherwise not suitable for supply or use for the manufacture of dairy products (e.g. withheld from treated animals) will be withheld from supply, disposed of in accordance with NZCP1 and a record made.

Non-conforming milk supplied for animal consumption or non-edible use will be accompanied by written advice stating the nature of the non-conformance and that the milk is not for human consumption. A record of each supply will be kept.

In each case where the milk fails to meet either the acceptance limit or the action limit the farm dairy operator will endeavour to determine the cause and take appropriate action to avoid any recurrence. Findings and actions will be recorded (refer to Forms A8, A10 and C2 as examples)

24. Operator Verification – Farm Dairy Assessment

The farm dairy assessor (or assessment organisation) identified under section 5: *Responsible persons* has been contracted to provide an assessment each dairy season of the farm dairy operations under this RMP in accordance with the assessment procedures detailed in NZCP2: Assessment of farm dairies. Unless otherwise stated in the conditions of RMP registration, a full dairy assessment must be completed within 4 months of registration. The farm dairy assessor will meet the level of competence required under MPI DPC2: Animal Products (Dairy) Approved Criteria for the Farm Dairies and NZCP2.

The farm dairy assessor will make repeat visits, either notified or unnotified, when non-compliances are identified during the annual farm dairy assessment or when requested to do so by the Recognised Agency.

A copy of all farm dairy assessment reports will be provided to the farm dairy operator and the RMP operator where that is a different person, and to the Recognised Agency and/or MPI when requested.

Non-compliance with this RMP or requirements under the Animal Products Act 1999, and dairy material non-conformance identified by the farm dairy assessor must be advised to the Recognised Agency for verification and to the farm dairy operator. Appropriate records will be held by the RMP operator.

The recognised RMP verifier may be used to fulfil the farm dairy assessment requirements in this section.

25. Reporting**To RMP Verification Agency**

Where an exception report is required to be raised (due to a failure as set out under section 23 or identified elsewhere in this RMP), the exception will be reported to the RMP Recognised Verification Agency within one working day (Form C2 provides a template that can be used for this purpose).

The Farm Dairy RMP Operator Routine Report will be sent to the RMP Recognised Verification Agency at least every 3 months, or more frequently if requested to do so by the Agency (Form C1 provides a template that can be used for this purpose).

Copies of the farm dairy assessment report will be sent directly to RMP Verification Agency by the assessor.

To MPI

An updated list of all farm dairies covered by this RMP will be provided to MPI when requested.

26. Records

All records required to be made under this RMP may be hard copy or electronic, and will be:

- (i) clear and legible,
- (ii) stored in a manner that protects from deterioration, and
- (iii) retrievable when required.

Records will be retained for 4 years. Records associated with the herd may move with the herd provided they remain accessible to the farm dairy operator.

27. Programme Amendments and Documentation Control

Any minor changes to this programme must:

- (i) be clear
- (ii) identify the date and amendment number on each page amended and the amendment register (Appendix 4)
- (iii) be signed by the day to day manager.

Minor changes include amendments to referenced or subordinate documents and procedures that form part of the programme (for example the cleaning programme).

All others who use or rely on the information to which the amendment relates will be advised of the amendment.

Significant Amendment

Any significant change will require either:

- (i) the amendment to be submitted to a MPI recognised evaluator and then submitted along with the evaluators report (if applicable) to MPI for registration using form AP6 available from <http://www.foodsafety.govt.nz/elibrary/industry/registration-amendment-application-ap6/> or
- (ii) an amended RMP template completed and submitted to MPI with the AP6 form above, for registration.

Obsolete documents, procedures and records will be immediately removed from use to avoid any confusion and retained on file for 4 years.

Records that relate to the milking animals should remain in the control of the person with responsibility for the animals except where the animals are sold, provided the person retaining the records agrees to make them available when required. All other records should remain with the control of this programme.

28. References & Supporting Documentation

The following supporting codes, procedures and documents form part of this RMP:

NZCP1: Code of Practice for Design and Operation of Farm Dairies

NZCP2: Code of Practice for the Assessment of Farm Dairies

Appendix 1: Farm Dairy Water Quality Checklist

Appendix 2: HACCP Plan

Appendix 3: Identification of risk factors related to wholesomeness and labelling

Appendix 4: Records and Returns Templates

Appendix 5: Farm Dairy and Milking Animal Information

29. External Verification

The MPI Recognised RMP verification agency identified in section 5 has been contracted to provide verification of this RMP and a letter has been received (and copy attached) from the verification agency confirming they will verify operations.

Freedom and access to carry out farm dairy assessment and verification of this risk management programme

Under this RMP the contracted Farm Dairy Assessor and RMP Verifier are granted the freedom and access necessary to allow them to carry out assessment and verification of the farm dairy activities covered by this programme including:

- access to premises and facilities covered by the programme,
- access to observe the milking animals,
- access to all documentation, records and information relating to the RMP and the farm dairy processing activities covered by the programme (including those held electronically),
- freedom to examine and open all things necessary and sample and/or test,
- freedom to identify or mark milk, equipment, containers, packages or associated things.

Where there may be significant risk to the fitness for the intended purpose or suitability for further processing, authority is given to the RMP Verifier to :

- detain dairy material or other relevant things in the event of non-compliance with this programme,
- order the retention of materials including milk, equipment, chemicals and related products pending testing, or decisions on conformance, compliance and/or disposal,
- intervene and direct a temporary interruption of processing until the cause of the risk has been remedied.

Each document or procedure that forms part of the RMP must be made available to any person with responsibilities under the programme.

30. RMP Operator Declarations

I confirm that:

- all of the documents listed in Section 28 are appropriate for my operation.
- the statements made in section 29 have been read and are agreed to.
- all facilities and equipment necessary to implement the RMP are available and ready to operate.
- the RMP, including all supporting systems, has been authorised by me.
- the RMP will be implemented as written, including all relevant parts of the code of practice.
- the risk factors identified in Appendix 2 adequately covers all risks associated with the activities at the farm dairy covered by this RMP.
- Appendix 1: {DPF 201 – Assessment of Farm Dairy Water Status} and Appendix 5: {Farm Dairy & Milking Animal Information} to record farm dairy and milking plant details.
- no milk from another farm dairy is to be introduced, added to the farm bulk milk tank or otherwise supplied as if it were harvested from the farm dairy covered by this programme.
- if or when another herd is milked at the farm dairy, all controls relating to the animals must be met in accordance with the requirements of the programme, including animal health, treatments and milk withholding.
- each page of this programme has been signed and dated, and a dated and signed copy retained for my use.

I confirm that:

- a) I am authorised to make this application as the Operator of the RMP or person with legal authority to act on behalf of the Operator, and
- b) the information supplied in this application is truthful and accurate to the best of my knowledge, and
- c) neither I nor any directors, partners or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Animal Products Act 1999, and
- d) the operator is a resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.

To be signed by RMP Operator or person with legal authority to act on behalf of the RMP Operator.

Signature: _____

Date: / /

Name: _____

Designation: _____

Appendix 1: DPF 201a - Assessment of Farm Dairy Water Status

Instructions for using this checklist

- This checklist must be completed by the farm dairy operator or nominated representative.
- The completed checklist must be signed, dated and held by the farm dairy operator and a copy made available to the operator of the farm dairy risk management programme where that is another person.
- Everyone must complete parts 1, 2 and all other relevant parts.
- The farm dairy assessor is required to review this assessment of farm dairy water status and assess the farm dairy water quality during the next farm dairy assessment.

Part 1: Farm Supply Details *(complete in all cases)*

Name of farm dairy operator:	_____
Unique Farm Identifier (if assigned):	_____
RMP Name/No	_____

Part 2: Farm Dairy Water Sources *(complete in all cases)*

Indicate (✓) all water sources used in farm dairy.

If you use more than one water source, complete the relevant parts of the questionnaire.

If you use more than three water sources, complete additional checklist(s) as necessary.

	Water Source			
	1	2	3	
Rural/town supply (Supply under the control of local government authority)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Go to Part 3
Deep groundwater (i.e. bore casing >10m depth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Go to Part 4
Surface water (e.g., spring, well, bore < 10m depth, river, lake, reservoir, roof)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Go to Part 5

Part 3: Rural / Town Supply *(complete for community water supply sources only)*

All community water supplies have a Ministry of Health grading which provides an assessment of the public health safety of the water to the population served by that supply. The grading has two letters, e.g. 'Cd'. The first letter (upper case) represents the quality of the water at its source after treatment, while the second letter (lower case) grades the water quality as it arrives at your gate. Gradings containing 'D' or 'd' indicate marginal quality, while lower gradings ('E' or 'e') show that the quality or risk management is unsatisfactory. Some community water supplies are not graded; these water supplies are listed as 'ungraded'. This grading information can be obtained from your local government authority or the Register of Community Drinking Water Supplies in New Zealand 2005 which is available at following website address: <http://www.moh.govt.nz/water>

Name the water supply and the grading e.g. 'Cd', or 'ungraded':

Source 1: Name	_____	Grading	_____
Source 2: Name	_____	Grading	_____
Source 3: Name	_____	Grading	_____

If the grading of any of these water supplies contains 'E', 'e' or 'ungraded' then you must either:

- Develop a Water Management Plan detailing how the hazards will be eliminated or managed. The Plan must be agreed to by the farm dairy assessor, or operator of the farm dairy RMP where that is another person. Attach the Plan to this checklist (**Go to Part 6**); or
- Reassess that water supply as deep ground water (**Go to Part 4**) or surface water (**Go to Part 5**).

Part 4: Deep Groundwater (complete for deep groundwater sources only)

Deep groundwater from depths of ten metres or more can generally be considered to be isolated from the influence of land-based activities. As such, a less rigorous hazard identification process is required for this type of water source.

Case depth (meters): Source 1: _____ Source 2: _____ Source 3: _____

If the depth of casing of any bore is less than 10 metres it must be assessed as surface water (Go to Part 5)

	Source 1		Source 2		Source 3	
	Yes	No	Yes	No	Yes	No
(a) Is the bore-head securely sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is the bore-head protected from animal access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Is the bore area safe from ponding and flooding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Please describe any other potential hazards to your water supply that you are aware of:	_____ _____ _____					

If the answer to question (a), (b) or (c) is No for any of your water supplies, or you have identified any additional hazards, then you must either:

- (i) Develop a Water Management Plan detailing how the hazards will be eliminated or managed. The Plan must be agreed to by the farm dairy assessor, or operator of the farm dairy RMP where that is another person. Attach the Plan to this checklist (Go to Part 6); or
- (ii) Reassess that water supply as surface water (Go to Part 5).

Part 5: Surface Water (complete for surface water sources only)

A wide range of land and water based activities can result in contamination of surface and shallow ground waters. Special care is therefore required to ensure that water taken from such sources is of suitable quality for use in farm dairies.

Describe each water source:

(e.g. spring, well, bore cased <10m, stream, river, dam, reservoir, lake, roof etc.):

Source 1: _____

Source 2: _____

Source 3: _____

	Source 1		Source 2		Source 3	
	Yes	No	Yes	No	Yes	No
(a) Are any of the following hazard sources within 45 metres of the farm dairy water supply?						
Offal pit/soak hole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank/long-drop toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal effluent to pasture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silage stack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land disposal site/refuse pit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical preparation/storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sumps, stock yards or feed pads not connected to an approved effluent system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Source 1		Source 2		Source 3	
	Yes	No	Yes	No	Yes	No
(b) Do any of the following hazards, either inside or outside your farm, pose a threat to the quality of your farm dairy water supply?						
Runoff/flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial or urban storm water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial wastewater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effluent discharges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray drift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, describe the activity and how it may affect your water quality:						
If the answer to any of the questions in (a), or (b) is 'Yes' for any of your water supplies, then you must develop a Water Management Plan under Part 8 detailing how the hazards will be eliminated or managed. The Plan must be agreed to by the farm dairy assessor. Attach the Plan to this checklist.						

Part 6: Reticulation System *(complete in all cases)*

The farm's water reticulation systems (pumps, tanks, pipes, valves etc) can result in contamination of the water supply if they are incorrectly designed or installed, poorly maintained or damaged.

	Yes	No
(a) Is there a veterinary dispensing system linked to the reticulation system for your farm dairy water supply?	<input type="checkbox"/>	<input type="checkbox"/>
(b) If the answer to (a) is yes, do you have systems in place for ensuring that chemicals do not get into the water and milk supply?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are the water holding tanks covered, the walls and roof watertight and protected from contamination by rain, snow-melt and pests?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Where drains or overflow pipes from the tank empty into sewers or storm-water drains, are the outlets situated above the water level in the sewer/storm-water drains so that suck-back cannot occur?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are reticulation pipes protected from damage by machinery or stock?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Are water tanks and the reticulation system inspected and maintained at least annually, and cleaned when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Does water in the farm dairy remain clean and clear for the duration of the dairy season?	<input type="checkbox"/>	<input type="checkbox"/>
(h) Where the water is treated prior to use, has the treatment system remained unchanged since the last E. coli test?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the questions (b) to (h) is No then you must: develop a Water Management Plan under Part 8 detailing how the hazards will be eliminated or managed. The Plan must be agreed to by the farm dairy assessor. Attach the Plan to this checklist.

STOP HERE – WAIT FOR WATER QUALITY TO BE ASSESSED

Part 7: Water Quality Assessment

Summary of water status and action arising from assessment since the last Assessment of Farm Dairy Water Status was completed :					
Date	Clarity	E. coli	Date	Clarity	E. coli

	Yes	No
(a) Does the water meet the turbidity/clarity standard (5 NTU or below)?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does the water meet the E. coli standard (absent in 100 mls)?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Have any risks to the water supply been identified in Parts 3 to 7 of this assessment?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to either (a) or (b) is 'No', or 'Yes' for (c) then a Water Management Plan is required.

Part 8: Water Management Plan *(to be completed where required)*

If:

- the farm dairy water fails to meet the turbidity/clarity or E. coli standard; or
- specific risks to the water supply have been identified:

then the farm dairy operator must develop a Water Management Plan detailing how the identified defects will be corrected or managed. In cases where E. coli, turbidity or clarity are found to be unacceptable, the Plan must, as a minimum, include a requirement that such water is not used:

- to flush the milking plant at the start of milking;
- to flush the milk into the farm vat/bulk milk silo at the end of milking;
- to rinse the milking plant after CIP; or
- for any other purpose where it may come into contact with raw milk intended for the manufacture of dairy products for human consumption.

In addition, for farm dairies harvesting milk intended for manufacture into dairy products for export:

- Monitoring of the total coliform level in milk will be undertaken at the minimum rate of 2 per month.
- Monitoring of the freezing point depression in milk will be undertaken for each consignment supplied or used.

Enter the details of your Water Management Plan below.

Attach any additional Water Management Plan details to this checklist.
This Plan must be agreed to by the farm dairy assessor.

Part 9: Declaration *(complete in all cases)*

Farm Dairy Operator Declaration

I hereby declare that:
To the best of my knowledge, this information is true and correct; and
I agree to abide by all requirements specified in any Water Management Plan covering my water supply.

Signed (farm dairy operator): _____ Date: _____

Farm Dairy Assessor

Reviewed by (Assessor's name): _____

Signed (Assessor): _____ Date: _____

Remember to attach water test results and any water management plan.

Appendix 2: Hazard Analysis and Critical Control Point (HACCP)

1. Purpose / Scope
To identify the hazards that are reasonably likely to occur in the harvesting and storage of milk at farm dairies, and to ensure that appropriate controls are included in the RMP so that the resultant products are fit for intended purpose. This analysis satisfies section 17(3) of the Act and clause 7(a) of the Animal Products (Risk Management Programme Specifications) Notice 2008.

2. Introduction
Hazard Analysis and Critical Control Point (HACCP) is a systematic approach to ensuring risks to food safety are managed appropriately. The criteria for undertaking the hazard analysis and identification are set out in DPC1: Animal Products (Dairy) Approved Criteria for General Dairy Processing. This section follows the required process to determine whether any control points are critical for ensuring food safety.

3. Process Flow		
Inputs	Process steps	Outputs
nil	Extraction of milk from the animal ↓ Filtering ↓ Primary Cooling ↓ Consolidation in bulk milk tank ↓ Cool and hold in bulk milk tank ↓ Dispatch	→ liquid raw milk withheld from supply and intended for animal consumption → liquid raw milk (including colostrum)

4. Identification of hazards from inputs				
Inputs	Description/specification	Biological (B)	Chemical (C)	Physical (P)
n.a. ¹	n.a.	n.a.	n.a.	n.a.

¹ an input is any material, additive, processing aid, ingredient or packaging that is added or used for the production or processing of a food product. As such there are no inputs into the milk harvesting process. Hazards associated with milking animals are managed as part of the milk extraction processing step.

5. Identification of critical control points						
Process step	Inputs	Hazard reasonably likely to occur or be in the product	Justification	Q1 Is there a control measure(s) for the hazard at this step?	Q2 Is the control measure at this step essential to food safety as defined by a regulatory limit?	CCP No.
1. Milk extraction	none	B – Non-spore pathogens from milking animals or milking plant, e.g. <i>Salmonella</i> , <i>Listeria</i> , <i>E. coli</i> , <i>Mycobacterium bovis</i> (TB)	Some pathogens expected in raw milk	<ul style="list-style-type: none"> washing teats/udder withholding animals clinically diseased or with injured udders milking technique, harvester hygiene, plant hygiene, cleaning programme Tb eradication programme as supporting system processing in suitable premises, using equipment fit for the purpose water quality pre-requisites dairy environment, no nesting/pests around dairy and vacuum air intake 	No, control is with respect to the practice	
		B – Spore forming pathogens from milking animals, e.g. <i>Clostridium perfringens</i> , <i>Clostridium botulinum</i>	Some spores expected in raw milk	<ul style="list-style-type: none"> teat washing aerobic storage/temperature control withholding animals fed or exposed to mouldy silage/feed location of effluent ponds 	No, control is with respect to the practice	
		B – Mycotoxins from animal	Potential in high risk imported feeds e.g. Copra	<ul style="list-style-type: none"> imported feed free of mould vendor declaration 	No, control is with respect to the practice	

5. Identification of critical control points						
Process step	Inputs	Hazard reasonably likely to occur or be in the product	Justification	Q1 Is there a control measure(s) for the hazard at this step?	Q2 Is the control measure at this step essential to food safety as defined by a regulatory limit?	CCP No.
		C – Chemical residues from milking animals, e.g. antibiotics, pesticides, heavy metals	Periodic use of veterinary meds Carryover from feed/water & environmental exposure (e.g. residual soil DDT/DDE, chemical or fertiliser applications)	<ul style="list-style-type: none"> • animal health programme • system for treated animal id and milk withholding • testing programme for chemical residues • strength of chemicals used • resilient, non-leaching plant contact surfaces • control of chemical storage 	No, control is with respect to the practice	
		C – Chemical residues from cleaning: milk handler or equipment, environment, or pest control	Chemical use and storage in and around dairy plant	<ul style="list-style-type: none"> • supporting systems • MPI approved dairy maintenance compounds for cleaning and sanitising plant • NZCP1 • usage of farm dairy • water pre-requisites 	No, control is with respect to the practice	
2. Chilled storage of milk	Harvested raw milk	B – Increase in pathogens in raw milk due to temperature abuse	Higher temps facilitate accelerated growth	<ul style="list-style-type: none"> • time/temp. requirements • supporting systems 	No, control is with respect to the practice. Failure may not mean a breach of food safety and milk may be acceptable for further processing.	
		B – Contamination by pathogens due to cracks, leakages, dead ends, sight glasses, rubber donuts, pest entry	Opportunity for growth demonstrated	<ul style="list-style-type: none"> • supporting systems (cleaning and inspection programmes) 	No, control is with respect to the practice	

6. Outcome of Critical Control Point (CCP) Determination

No CCP was identified for the milk harvesting and processing operations at farm dairies. The control of hazards at key steps is expected to be adequately addressed by Good Agricultural Practice (GAP), Good Veterinary Practice (GVP), Good Hygienic Practice (GHP) and supporting systems such as those set out in NZCP1: Code of Practice for the Design and Operation of Farm Dairies.

As no CCP has been identified during the hazard identification and analysis phase the principles that apply to a CCP are not required to be considered.

Appendix 3: Summary of identified risk factors and controls related to wholesomeness or false labelling of raw milk

(addresses the requirements of clauses 7(b) and (c) of the Animal Products (Risk Management Programme Specifications) Notice 2008)

Risk factor	Source or cause of risk factor	Control measures for preventing/minimising the risk factor
Acid Development	High bacterial level	Plant hygiene, hot wash temperature, duration and frequency.
	High temperature	Primary and secondary cooling.
	Time	Supply material within 60 hours of harvest.
Sediment from Mastitis	Clinical udder infection	Identification prior to milking Withholding milk from affected glands.
Blood	Teat/udder injury or disease	Identification prior to milking Withhold milk from damaged glands.
Colostrum in White milk	Milk from milking animals into the bulk milk tank (BMT) within 4 days/8 milkings of giving birth	Marking Colostrum animals Segregation of colostrum herd prior to milking, with head count to confirm When practical, running separate colostrum herd. Milking Colostrum herd after supply herd and after delivery line removed or diverted from the bulk milk tank, and giving plant a hot wash after each milking. For colostrum supply herd milked before main herd, ensuring plant is rinsed and drained before commencing the milking of the supply herd.
White milk in Colostrum	Milk from milking animals into the BMT within 4 days/8 milkings of giving birth	Segregation of colostrum herd prior to milking, with head count to confirm When practical, running separate colostrum herd
Foreign or Objectionable Matter (insects, faeces, dirt or dust)	Dirty teats, wet and dirty udders, cluster dropped during milking	Ensure teats clean. Clean udders if wet and dirty. Filter milk. Change disposable filters per milking. No nesting of birds around milking plant or milking machine vacuum inlet. Bulk milk tank secure from environmental contamination, lidded vats closed at all times except from emptying milk until cleaning complete.
Pests, vermin and parts of same	Birds and rodents	Design of dairy. Cleaning and maintenance of dairy yard and surrounds. No effluent or other waste within 10m. No exposed feed within 10 m except when feeding No dead animals within 10 m

Risk factor	Source or cause of risk factor	Control measures for preventing/minimising the risk factor
Water in milk	Intrusion	Monitor Freezing Point Depression results Check milk cooler
	Rinse water	Drain plant prior to milking Procedures to ensure rinse water does not enter the BMT containing milk
Taints	Feed/water	Maintaining and managing pastures and animal access to weeds or other sources of taints.
	Agricultural Compounds or other chemicals	Use all chemicals as per label No pesticides, herbicides or odorous compounds to be stored in the farm dairy or near the BMT Only MPI/MAF/NZFSA approved dairy maintenance compounds to be used to clean or sanitise the milking plant. No containers from Agricultural Compounds to be used for other chemicals at the farm dairy
Labelling	Incorrect BMT Identification	Label BMT when more than white milk is offered for supply or use. Removing or locking outlet when storing milk not for supply.
	Milk or Colostrum mis-directed	Ensuring delivery line is directed to the intended BMT prior to the commencement of milking

Appendix 5: Farm Dairy & Milking Animal Information

Farm ID:

1. Milking Animals

Est # Milking Animals by Species: _____

Herd Health

Tb Status: _____ EBL Status: _____

Animal Health Support

Primary veterinary support is provided by: _____

Veterinary medicines also purchased from: _____

2. Farm Dairy

Number of clusters: _____

Bulk Milk Tank Volume - Tank 1: _____ Tank 2: _____ Tank 3: _____

Refrigeration unit size - Tank 1: _____ Tank 2: _____ Tank 3: _____

Hot Water Cylinder Size - Cylinder 1: _____ Cylinder 2: _____

Cleaning

Only detergents and sanitisers approved by MPI for use in farm dairies are to be used for cleaning and sanitising the milking plant and silo. The cleaning programme must be available at the farm dairy.

Detergents & Sanitisers used:

Type	Trade Name of Chemical	Frequency
(i) Acid	_____	_____
(ii) Alkali	_____	_____
(iii)	_____	_____
(iv)	_____	_____

Recirculating wash? **[yes] / [no]**

Hot Water

A check is to be made of the hot water cylinder temperature each season with both the temperature immediately ex-cylinder and the dump temperature measured. The acceptable temperature range is:

ex- hot water cylinder – from _____ to _____ °C

Wash water dump temp – from _____ to _____ °C