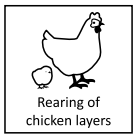
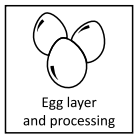
New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua





Risk Management Programme (RMP) Template for Egg Production (Layer Farming, Egg Harvesting, Candling, Packing) and Rearing of Layer Chickens

You can use this RMP template if your operation includes:

- Rearing of layer chickens
- Farming of layer hens
- Harvesting, candling and packing of eggs
- Storage of eggs
- Transport of eggs

This template does not apply to secondary processing of eggs.

Te Kāwanatanga o Aotearoa
New Zealand Government

1 August 2023 – Version 1

This RMP template is issued by the Ministry for Primary Industries in accordance with section 12 (3A) of the Animal Products Act 1999 for the purpose of making the determination that the Risk Management Programme (RMP) Template for Egg production (Layer Farming, Egg Harvesting, Packing, Storage and Transport) and Rearer of Layer Chickens is valid and appropriate for the business of this kind described in the Statement of Application.

Pages i to xxii are not part of the RMP.

Statement of Application
The application of the Risk Management Programme (RMP) Template for Egg production (Layer Farming, Egg Harvesting, Packing, Storage and Transport) and Rearer of Layer Chickens, is limited to poultry businesses that are involved in:

- Rearing of layer chickens
- Farming of layer hens
- Harvesting, candling and packing of eggs
- Storage of eggs
- Transport of eggs

Dated at Wellington 1st day of August 2023.

Susanna Barris
Manager Regulatory Development
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

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Contents

What this Risk Management Programme (RMP) template covers

1. This RMP template applies to the **rearing of layer hens, farming of layer hens, and the harvesting, candling, packing and transport of eggs** by the RMP operator.
2. This RMP template applies to operators that produce, process, transport, and store:
   a. Eggs for human and/or animal consumption; and
   b. Layer hens for egg production; and
   c. Rearer layer chickens[1].
3. This RMP template does not apply to operators covered under a different RMP, Regulated Control Scheme, or a risk-based measure under the Food Act 2014 (e.g., Food Control Plan or National Programme), or operators that process, transport and store:
   a. other animal products; and
   b. other food products; and
   c. other non-food products.
4. This RMP template has been developed based on New Zealand requirements only and does not cover export requirements such as the: Animal Products Notice: Singapore OMAR – Amendment 16 (www.foodsafety.govt.nz/password-protected/omars/sgp/animal-products/other/amdt-16.pdf).

   Note: Exporters must ensure that they meet all export requirements (e.g. overseas market access requirements (OMARs) relevant to their product and intended market, official devices such as container seals, etc.).
5. If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you will need to modify this template with additional information or write your own RMP. In most cases, these will need to be evaluated by an MPI-recognised RMP evaluator (mpi.my.site.com/PublicRegisterRecognitions/s/) at your own cost. If you decide to modify the template after you have registered it, you will need to talk to your verifier first.

[1] Under the Animal Product Regulations 2021, Chicken Producers who rear layer chickens are required to operate under an RMP. Egg production and processing (including the layer farms) are required to be under an RMP, no matter the species of birds (see Schedule 2 of the Animal Product Regulations for further details).

How to Complete the Template

General

1. You need to provide complete and accurate information as the registered RMP is a legally binding document that must be complied with. Everything written down needs to accurately reflect or apply to your operation.
2. You can complete this RMP template electronically as it is an editable PDF document, or you can print it off and manually complete it. If you are manually completing your RMP template, you must ensure that all information is clear and easy to read.
3. The template should be completed by a person or group of people who have full knowledge of the whole operation covered by the RMP.
4. You need to read each section of this guideline while completing the template.
5. You must provide the required information by entering information into the empty boxes or blank lines; or ticking the appropriate answer or information.
6. **Your final RMP will include the completed RMP template (Part 1: Required Information, Part 2: Supporting Systems and your selected modules e.g., module 1, module 2, module 3), and all the additional documents you have written yourself and listed in the document list.**
7. You must comply with all the relevant requirements and procedures in the final RMP, including those in the supporting systems, selected modules, and all the additional documents you have written yourself and listed in the document list.
8. If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you will need to modify this template with additional information (for example, adding your own module) or write your own RMP. In most cases, these will need to be evaluated by Recognised Evaluator (mpi.my.site.com/PublicRegisterRecognitions/s/) at your expense.
9. By complying with the requirements and procedures given in this template, you will meet the requirements for layer hen farming, production and primary processing of eggs, and layer chicken rearing, that are specified in the current versions of:

   Animal Products Act 1999
   www.legislation.govt.nz/act/public/1999/0093/latest/DLM33502.html

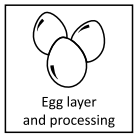
   Animal Products Regulations 2021
   www.legislation.govt.nz/regulation/public/2021/0400/latest/LMS520972.html

Animal Products Notice: Production, Supply and Processing
www.mpi.govt.nz/dmsdocument/50182

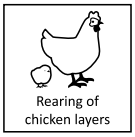
Food Standards Code
www.foodstandards.govt.nz/code/Pages/default.aspx

10. A complete list of legal requirements, guidance documents and forms that are relevant to you are listed in the Eggs Roadmap (www.mpi.govt.nz/dmsdocument/21898).
11. Where you need to develop additional procedures and forms, you can use and adapt the examples of forms and procedures from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566).

What the icons mean



The egg layer icon indicates that a section applies to egg layer operations and egg processing.



The rearing of chicken layers icon indicates that a section applies to chicken rearer-layer operations.

Scan these QR icons with your phone's camera or QR code scanner app for more information.

The document icon indicates that you need to keep a record of something.

The pencil icon indicates that you need to:

- enter further details or tick boxes as appropriate (e.g., monitoring frequency for compliance with procedures, etc.) directly in the supporting system; or
- write a procedure, programme or other document that covers the points listed in the supporting system.

Part 1: Required Information

1.1 Identifying Information

RMP ID – if you do not already have an RMP ID, you can write in your own identifier when you complete and submit the AP4 Application form (www.mpi.govt.nz/dmsdocument/71) to approvals@mpi.govt.nz. Your identifier must be a number or a number/letter combination of at least 3 and no more than 10 characters, with at least one character and number and no leading zeros.

If you have more than one RMP, assign a consecutive two-digit number (01-99) to each new RMP you have. Enter 01 if this is your first RMP.

For example: 100% ABC NZ Ltd may nominate an identifier of 100ABC/01 for their first RMP.

If you don't already have, or don't write in an identifier, MPI will assign one for you. If the identifier you nominate is not in the appropriate format, or is already in use, MPI will suggest an alternative.

1.2 Day-to-day Manager

Day-to-day manager of the RMP – also referred to as the RMP Manager. You must nominate a Day-to-day manager to be responsible for implementing the RMP and ensuring that it is kept up to date. They will be the contact person for MPI and the verification agency when dealing with matters relating to the RMP.

It is recommended that the position designation be given instead of the name of the Day-to-day manager, to avoid the need for amending the template and notifying MPI when this person is replaced. You may also wish to identify a deputy to the Day-to-day manager.

Email – you must enter the email address that can be used to contact the Day-to-day manager of the RMP.

Mobile phone number – you must enter a mobile phone number that can be used to contact the Day-to-day manager of the RMP. If there is no mobile number, a landline number may be entered.

1.3 Operator Name, Business Address and Contact Details

NZBN – you must provide your NZBN here if you have one. If you want more information about NZBNs, see www.nzbn.govt.nz.

Full Legal Name – if the business is a registered company, then you must provide the full legal name that matches the details given at the Companies Office exactly. If the business is a partnership or a sole trader operation, then you must provide the name(s) of the business owner(s)/partners.

Trading Name – you must fill this in if the name that the business trades under (i.e., the name used on a shop sign or letterhead) is different to the full legal name. If you don't have a trading name, you can leave this blank.

Physical Address of Premises – you must give the street address of the premises that the RMP applies to. If this RMP is for one business with multiple sites, include the addresses for the additional sites as a separate, clearly named, attachment.

Postal Address – if the postal address is different to the physical address, you must give the address any correspondence should be sent to, including the postcode. If this RMP is for one business with multiple sites, include the addresses for the additional sites as a separate, clearly named, attachment.

Phone number – you must enter a phone number that can be used to contact the RMP operator. Enter a phone number even if this is the same as the phone number under *1.2 Day-to-day Manager.*

Mobile phone number – you must enter a mobile phone number that can be used to contact the RMP operator. Enter a mobile phone number even if this is the same as the mobile phone number under 1.2 Day-to-day Manager.

Email – you must enter the email address that can be used to contact the RMP operator. Enter an email address even if this is the same as the email address under *1.2 Day-to-day Manager.*

1.4 Multi-Site RMP

If there are additional sites for this business (additional to that business listed under *1.3 Operator Name, Business Address and Contact Details*) that will be covered by this RMP, then you must complete this section. If you have additional sites operating under this RMP, complete this section for each additional site and attach as additional pages to the RMP if needed.

Export requirements may limit the ability to use multi-site options, e.g., EU-listed premises (apart from dairy) must have a separate RMP for each physical location.

1.5 Multi Business RMP

If any other businesses (additional to that business listed under *1.3 Operator Name, Business Address and Contact Details*) will be covered by this RMP, then you must complete this section. If there is more than one other business operating under this RMP, complete for each additional business, and attach as additional pages to the RMP.

Unique Chicken Farm Identifier
To easily identify any rearer, layer business, or site operating under this RMP, as part of a multi-site or multi-business RMP, please assign each business or site a unique chicken farm identifier. The identifier can be any number and/or letter combinations that suit the RMP and may be the same as the business identifier. The location (electronic or otherwise) where this list may be found, must be described in the RMP.

1.6 Scope of the RMP

Physical Boundaries – you must include a site plan as part of the RMP. The site plan should be labelled to make it clear it is part of the RMP. If this RMP covers more than one site, you must attach a site plan for each site. Tick the box to indicate that you have a site plan and be sure to attach it when submitting the RMP for registration.

Your site plan must show the buildings, facilities and external surroundings included under your RMP. The different rooms or areas within a building and the location of key pieces of processing and hygiene equipment must also be shown in the diagram(s). The physical boundary of the RMP will need to be clearly indicated on the site plan. Generally, the physical boundary of a fixed premises is the legal boundary or the fence line of the property. Areas and facilities within the boundary that are excluded from the RMP must also be clearly indicated on the site plan. The site plan can be hand-drawn or digital. See the RMP Manual (www.mpi.govt.nz/dmsdocument/183) for an example.

For a mobile premises: you must show the layout of the vehicle, including storage facilities, and the location of key pieces of processing and hygiene equipment on the site plan. The physical boundaries of the RMP for a mobile premises are formed by the outer extremities of the mobile facility. Note: for a mobile premises, employee amenities do not need to be located within the RMP premises.

Processing – tick the box(es) to indicate what processing your RMP covers. At the time of registration, your operation must be capable of carrying out the processes that you indicate. For each process that your RMP will cover that has a module, you must complete the relevant module. (The modules are at the end of this template.)

If you modify the template with additional processes (such as writing your own module), these may need to be evaluated by an MPI-recognised RMP Evaluator (mpi.my.site.com/PublicRegisterRecognitions/s/), at your own cost before your RMP can be registered with MPI.

1.7 Other Activities, Risk-based Measures or Operators

You must fill out this table if there are any products or activities that occur on the same premises or within the physical boundaries of the RMP, but are not covered by this RMP template because:

- they are covered under a different risk-based measure (e.g., an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Examples of activities that you may wish to keep under the Food Act regime are: retail shop, canteen.

Note: you must have procedures that make sure that these excluded activities are not a source of contamination to any animal products processed or stored within the physical boundaries of the RMP.

Fill out the table as appropriate, listing:

- each activity (including processing of other products) occurring within the RMP physical boundary that is not covered by this RMP; and
- if the activity is covered under a different RMP, Regulated Control Scheme or risk-based measure (if yes, say which one it is covered under and include the programme ID if there is one); and
- how the activity is controlled, so operations are not adversely affected; and
- who is responsible for ensuring that the control measures are implemented and effective; and
- who is responsible for resolving any issues that occur between this RMP, and the other activity (use name or job title, include name of different operator, if applicable)?

For example:

Activity	**Covered under a Risk Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)
Storing drums of raw honey	RMP ID BUS111/01	Kept separate from other product and activities	Store Manager
Processing animal feed for sale	No	Kept separate from other product and activities	Feed Mill Supervisor
Subcontract space to store packed paper boxes	No	Boxes are only allowed to be stored in an ambient storage facility that is not used by this RMP. Storage facility has a separate entrance.	Lead Supervisor of the Pretty Paper Company

If necessary, use extra pages and also attach these to the RMP.

1.8 External Verification

This section states that you authorise the MPI-recognised verifier (mpi.my.site.com/PublicRegisterRecognitions/s/) you have contracted with, to have freedom and access to carry out verification activities (see how to search for a verifier here: www.mpi.govt.nz/food-business/running-a-food-business/risk-management-programmes-rmps/develop-a-risk-management-programme/). You must record the name and contact details of the verification agency and ensure that you have recieved a letter from the verification agency confirming that they will verify your RMP. This letter must be provided to MPI when applying for registration of your RMP. The verifier must have access to any and all places, things and information that may reasonably be needed to complete the verification (e.g., lab test results, non-conformances and the corrective actions taken, etc.). You must tick the boxes to indicate that you have contracted a verifier and have received and attached the letter from the verification agency confirming that they will verify the RMP.

Finding a Recognised Laboratory for testing of *Salmonella* Enteritidis
Get confirmation from your chosen laboratory that they can undertake the testing of your samples for *Salmonella* Enteritidis as required.

Register of MPI-recognised laboratories (www.mpi.govt.nz/dmsdocument/48325-Recognised-laboratories-SE-Testing)

Arrange with the lab to get any sampling supplies needed e.g., swabs, courier address labels, sample submission forms.

Finding a Recognised Agency, Person or Laboratory
To find an MPI-recognised agency (for example for verification or evaluation) or an MPI-recognised Laboratory, start start at the MPI public register (mpi.my.site.com/PublicRegisterRecognitions/s/). You can search by recognition ID (if you know it), or the name of the recognised agency, person or laboratory. These options are in the row at the top of the page. You can narrow down your search by using the options in the pull-down list for 'Act' (e.g., Animal Products Act 1999), 'Recognition Function' (e.g., RMP verification or RMP evaluation) and 'Activity' (e.g., chicken producer RMP or egg RMP). There is also a search box for 'location' that can be used.

You can search for 'Agency', 'Person' or 'Laboratory' using the search buttons below this section.

1.9 RMP Document List

Table 1: Documents from the RMP template. This gives the list of all the documents from the RMP template that form part of your RMP. You must complete this table with the date authorised for each document. This will be the date that the RMP is authorised (section 1.9). For modules that will not be part of your RMP, fill the date space with 'n/a'.

Table 2: Procedures, programmes, water-use criteria and additional modules written by the operator. This table is for all the additional documents that make up the rest of the RMP – these documents have been written by you.
You must fill in this section with the **name of the document** and include the name of the **person authorising the document and the date of authorisation** for each of the procedures and programmes you have written yourself or used from the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566).
If you have written your own module(s), list them in this table.

Supporting systems of the RMP, and some modules, may require you to write procedures and programmes covering good operating practice (GOP) and process control that are specific to your operation and premises. Examples of the type of documents are: a cleaning programme, cleaning schedules, calibration programme, inventory control procedures, etc. The verifier will confirm the effectiveness of the RMP against these procedures and programmes. You must ensure that all the written procedures and programmes apply to your operation and that you comply with them.

These documents **must be authorised by the Day-to-day manager or a nominated person** and may be authorised individually and separately to the documents from the RMP template (Table 1).

Each document must be re-authorised each time it is updated.

1.10 Authorisation of the RMP

The RMP must be authorised by either the Day-to-day manager or a nominated person. Tick the boxes to indicate which person is authorising. This person must sign, date, and give their job title.

If the person signing is a person who is nominated, check that their name is on the list of nominated persons referred to in the 'Show' section of Supporting System A. Document Control and Record Keeping.

You must tick the boxes to confirm that you agree to the statements confirming that the RMP is valid and appropriate for the activities it is intended to cover.

Each time you make a minor or significant amendment to the RMP, the RMP needs to be reauthorised (signed and dated).

If you are electronically completing the RMP template and are unable to electronically sign, then print this page, physically sign, and include a scan of the signed page when sending to MPI.

Note: The Day-to-day Manager will send an email to info@mpi.govt.nz or call 0800 80 99 66 (for biological hazards only) notifying of any emerging, new, or exotic biological hazards or new chemical hazards that have been discovered.

Definitions

breeder chicken means a sexually mature chicken that is produced for breeding

broiler (meat) chicken means a chicken that is:

a. produced for its meat; and
b. farmed from when it is a day-old chick until it is supplied for primary processing

chicken producer means

1. a person who produces 1 or more of the following:
   a. breeder chickens
   b. broiler (meat) chickens
   c. day-old chicks
   d. fertile eggs
   e. layer chickens
   f. rearer laying chickens.
2. However, (1) does not include a person who:
   a. farms 100 chickens or fewer; and
   b. sells chickens or fertile eggs direct to the consumer or end user

day-old chick means a chicken that is less than 72 hours old and not yet fed

negative *Salmonella* Enteritidis result means a test result for *Salmonella* Enteritidis reported by a recognised laboratory as either "Not detected" or "Not detected for *Salmonella* Enteritidis" (see clause FA4.4 in the Animal Products Notice: Production, Supply and Processing, www.mpi.govt.nz/dmsdocument/50182-Animal-Products-Notice-Production-Supply-and-Processing)

layer chicken means a chicken that produces non-fertile eggs for primary processing

positive *Salmonella* Enteritidis result means a test result report by a recognised laboratory as "Confirmed *Salmonella* Enteritidis" (see clause FA4.4 in the Animal Products Notice: Production, Supply and Processing, www.mpi.govt.nz/dmsdocument/50182-Animal-Products-Notice-Production-Supply-and-Processing)

production area means a place in which discrete populations of chickens or fertile eggs are produced

rearer laying chicken means a chicken that is—

a. produced to become a layer chicken or a breeder chicken; and
b. farmed from when it is a day-old chick until it reaches sexual maturity

***Salmonella* Enteritidis negative chickens or eggs** means chickens or eggs that are not Salmonella Enteritidis positive chickens or eggs or suspect chickens or eggs or transitional chickens or eggs

***Salmonella* Enteritidis negative production area** means a production area that is not an Salmonella Enteritidis positive production area, a suspect production area, or a transitional production area

***Salmonella* Enteritidis positive chickens or eggs** means:

a. chickens or eggs that are in an Salmonella Enteritidis positive production area; or

b. chickens or eggs that have been taken from, or put into, an Salmonella Enteritidis positive production area

Salmonella Enteritidis positive production area means a production area:

a. from which a positive Salmonella Enteritidis result from environmental testing has been obtained; or

b. that contains chickens from which a positive Salmonella Enteritidis result from intensive testing has been obtained

suspect chickens or eggs means chickens or eggs that are linked though the supply chain to Salmonella Enteritidis positive chickens or eggs

suspect production area means a production area that contains suspect chickens or eggs

transitional chickens or eggs means Salmonella Enteritidis negative chickens or eggs placed into a transitional production area

transitional production area means a production area that has been an Salmonella Enteritidis positive production area but which has been depopulated, cleaned, and sanitised and is now subject to post-sanitising sampling requirements in clause FA3.5 of the Animal Product Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182-Animal-Products-Notice-Production-Supply-and-Processing)

Part 2: Supporting Systems

The supporting systems in Part 2 describe the practices and procedures that you must comply with. They are part of your RMP and you will need to include them when submitting your application for registration to MPI.

You will need to:

a. read each supporting system thoroughly; and
b. ensure that everything in each supporting system applies to your operation and that you are able to comply with them. Delete or cross out anything that does not apply to your operation[2]; and
c. provide information suggested in some supporting systems that's specific to your operation by:
    i. entering information into the empty boxes or blank lines; or
    ii. ticking the appropriate answer or information.
d. ensure that you have written any additional procedures and programmes that might be required and that these additional documents are listed in the 1.9 RMP Document List in Part 1: Required Information.

Your contracted verifier will verify the effectiveness of the RMP against the supporting systems and the additional procedures and programmes you have written. It is a good idea to store a copy of your procedures and programmes with your copy of the RMP.

Each supporting system is written in the Know/Do/Show format.

Know

Know has helpful information about why this topic is important to food safety and gives ideas for how you can comply with the rules in the Do section.

Do

Do outlines what you must do to comply with the food safety rules.

Show

Show outlines documents associated with your supporting system and what your verifier **may** ask you to demonstrate or the records they **may** expect to see.

[2] Cross out anything that does not apply to your operation, e.g., Supporting System O. Egg Process Control only applies to egg production and processing operations, so if you only do rearing of layer birds within the scope of your businesses, you do not need to incorporate this supporting system. If a heading within a supporting system references chicken farming, and you only farm ducks under this RMP, you can cross out this.

Additional guidance for egg processing farms and packhouses completing the Water supporting system G2 and G3

Town supply water

Generally, you can assume that town supply water will meet the standard water requirements (e.g., for *E. coli* and turbidity). This means you may not need to create water-use criteria, carry out initial testing or routine monitoring, yourself. In this case, the completed Water supporting system is your water use plan.

If you have a reason to believe that the town supply water will NOT meet the standard requirements, you will need to document your reasoning, develop water-use criteria, and carry out initial water testing. Depending on the results of the initial testing, you may need to do routine monitoring as well.

Own-source water

If you are using own-source water, you will need to develop water-use criteria and do initial water testing. Depending on the results of the initial testing, you may need to do routine monitoring as well.

You can complete the Own-source water checklist and template water-use plan (www.mpi.govt.nz/dmsdocument/56140). When this is completed, this, combined with the Water supporting system, will be your water use plan and will include the water-use criteria.

The Own-source water checklist and template water-use plan doesn't cover all possible sources of water. If your source is not covered (e.g., sourced from another RMP operator or water where additional treatment is applied by you), you will have to write your own water-use plan and water-use criteria. You can use the checklist and the Water supporting system to help you do this. You will need to meet the water requirements in Chapter C of the Animal Products Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182).

Modules

Any hazard identification and controls that are documented in each module describe the practices and procedures that you will comply with where appropriate. Each module that you select is part of your RMP and you will need to include them when submitting your application.

Hazard Identification and Control

This part of the RMP covers hazard identification and control, including:

- intended consumer
- intended use of product that leaves the RMP
- relevant regulatory limits
- the processes and activities that are covered by the module
- a generic process flow diagram
- risk factor identification and controls for hazards relating to human and animal health, wholesomeness, and false and misleading labelling, including hazard analysis and critical control point (CCP) determination

The risk factor identification and controls are designed to ensure the consistent manufacture of product that is safe and suitable for the intended purpose, and that relevant regulatory requirements are met. The contracted verifier will verify the effectiveness of the RMP against these procedures and requirements.

You will need to:

- read this part thoroughly; and
- ensure that all written procedures apply to your operation and that you are able to comply with them.

Cross out anything that does not apply to your operation (i.e., if you are a rearing operation only, reference to the egg layer and egg processing process flow can be crossed out).

For each process that your RMP will cover, you must select the relevant module. To select a module, tick the box 'This module is included in the RMP'. Make sure that the modules selected are the same as the modules you ticked in *1.6 Scope of the RMP.*

The modules are:

- Module 1: Rearing of Layer Chickens
- Module 2: Harvesting, candling and packing of eggs
- Module 3: Transport of eggs

You can modify the generic process flow diagram to better reflect your operation, or you can replace it with your own version (e.g., cross out the generic diagram and attach your own version instead.)

There are specific actions to be taken if Salmonella Enteritidis is detected, detailed in legislation. However, if other pathogens are detected, it is recommended that a risk assessment be done, and any necessary actions taken to manage the pathogen.

Writing your own module

If you want to add a process to this RMP that is not covered by the existing module (e.g., Transport), or if an existing module doesn't fully cover the processing you will be doing (e.g., your intended use or intended customer is different) you will need to write your own module. This will need to be evaluated by an MPI-recognised RMP evaluator (mpi.my.site.com/PublicRegisterRecognitions/s/) at your own cost.

Check that you have listed the name of the module(s) you have written in *1.6 Scope of the RMP* and *1.9 RMP Document List*.

Additional guidance for the Transport of eggs Module

Having transport in your RMP allows for eggs to be transferred using your own listed vehicles. However, this module only covers transport:

- of packaged product that is owned by you; and
- that is transported using your own vehicle.

How to Register the RMP template

1.1 Complete the RMP template

You must complete all relevant parts of the RMP template and write in any additional procedures or other documents that you need, to complete the RMP.

If changes have been made to the template

If your operations are not fully covered by this template, or you decide to deviate from the requirements and procedures given in this template, you will need to modify this template with additional information (such as writing your own module) or write your own RMP. In most cases, these will need to be evaluated by an MPI-recognised RMP evaluator (mpi.my.site.com/PublicRegisterRecognitions/s/) at your own cost.

If you decide to modify the template after you have registered it, talk to your verifier first.

1.2 Complete the Application forms

Fill in both of these application forms:

- Application Form AP4: Registration of Risk Management Programme (www.mpi.govt.nz/dmsdocument/71)

- Application Form AP49: Processing Categories Tables (www.mpi.govt.nz/dmsdocument/4562)

1.3 Apply for Registration

To apply for registration of your RMP, send the following information to MPI Approvals (approvals@mpi.govt.nz):

- completed RMP template, which is **Part 1: Required Information, Part 2: Supporting Systems, Part 3: Hazard Identification and Control, and selected Modules**
  - for multi-site RMPs, include any additional copies of *1.4 Multi-Site RMP* that are needed
  - for multi business RMPs, include any additional copies of *1.5 Multi Business RMP* that were needed
  - include any modules you have created yourself
  - check you have added the name and date of issue for each document you have created yourself to *1.9 RMP Document List*
- completed Application Form AP4: Registration of Risk Management Programme (www.mpi.govt.nz/dmsdocument/71)
  - check you have included all additional documents required by the AP4 form
- completed Application Form AP49: Processing Categories Tables (www.mpi.govt.nz/dmsdocument/4562)

MPI may ask for clarification or further information on any part of the RMP. There may be an additional assessment fee charged for the time of the MPI assessor so it is advisable to complete the RMP template and application forms as best as you can. The RMP will be registered once MPI is satisfied with the RMP, and all fees are paid.

1.4 Keeping the Registered RMP up-to-date

You can make updates to information held in the template (i.e. contact details such as phone numbers, email or postal addresses) by emailing the updated information to approvals@mpi.govt.nz.

Amendments to other details such as the trading name or the name of the Day-to-day manager are considered 'minor amendments'. In order to make these types of changes, you will need to fill out an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form and email this to approvals@mpi.govt.nz.

When making any amendment to an RMP, you need to determine whether the amendment is considered significant or minor. Detailed guidance on RMP amendments is given in the RMP Manual (www.mpi.govt.nz/dmsdocument/183). Appendix G of the manual provides examples of significant and minor amendments. You can also consult your RMP verifier when deciding whether an amendment is significant or minor.

Other minor amendments may require notification to MPI (you will need to submit an AP50: Registration of a Minor Amendment (www.mpi.govt.nz/document-vault/4567) form).

Adding a module to your RMP (either a module from the template, or a module you have written yourself) is a significant amendment.

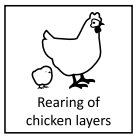
Significant amendments are to be submitted using the AP6: Risk Management Programme Amendment Registration (www.mpi.govt.nz/dmsdocument/4572/direct). If the amendment relates to an activity outside the scope of the RMP template, the amended RMP will require evaluation at your own cost.

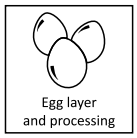
All amendments made to the RMP should be recorded in an Amendment Register (www.mpi.govt.nz/dmsdocument/26566). A sample register is included at this link to the RMP Operator Resource Toolkit.

Pages i to xxii are not part of the RMP and DO NOT need to be submitted to MPI.

The RMP starts on the next page, page 1.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua





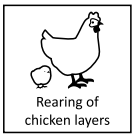
Risk Management Programme (RMP) Template for Egg Production (Layer Farming, Egg Harvesting, Candling, Packing) and Rearing of Layer Chickens

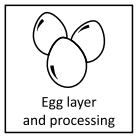
RMP ID	
Business name (either legal name or trading name)	

Te Kāwanatanga o Aotearoa
New Zealand Government

1 August 2023 – Version 1

Part 1: Required Information





Please complete the tables as required.

1.1 Identifying Information

RMP ID	

1.2 Day-to-day Manager

Name, position or designation of the Day-to-day Manager of the RMP	
Email	
In entering this email, I consent to being sent information and notifications electronically.	
Mobile phone number	

1.3 Operator Name, Business Address and Contact Details

NZBN	
Full Legal Name	
Trading Name, if any (if different from legal name)	
Physical address of premises	
Postal address including postcode (if different from the physical address)	
Phone number	
Mobile phone number	
Email	

1.4 Multi-site RMP

Are other sites covered by this RMP?	☐ No	Do not complete this section. Go to section 1.5. Multi Business RMP
	☐ Yes	Complete a copy of this section for each other site operating under this RMP. If needed, attach as additional pages to the RMP.

Full Legal Name			
Trading Name (if different from legal name)			
Physical address of premises			
Unique Chicken Farm Identifier			
Operations	☐ Rearing layer Chickens	☐ Farming of layers, Egg harvesting, candling, packing	☐ Transport

Full Legal Name			
Trading Name (if different from legal name)			
Physical address of premises			
Unique Chicken Farm Identifier			
Operations	☐ Rearing layer Chickens	☐ Farming of layers, Egg harvesting, candling, packing	☐ Transport

Full Legal Name			
Trading Name (if different from legal name)			
Physical address of premises			
Unique Chicken Farm Identifier			
Operations	☐ Rearing layer Chickens	☐ Farming of layers, Egg harvesting, candling, packing	☐ Transport

1.5 Multi Business RMP

Are other businesses covered by this RMP?	☐ No	Do not complete this section. Go to section 1.6. Scope of the RMP
	☐ Yes	Complete a copy of this section for each other business operating under this RMP. If needed, attach as additional pages to the RMP.

Business RMP or ID			
Full Legal Name			
Trading Name (if different from legal name)			
Unique Chicken Farm Identifier			
Physical address of premises			
Postal address including postcode (if different from the physical address)			
Phone number			
Mobile phone number			
Email			
Operations	☐ Rearing layer Chickens	☐ Farming of layers, Egg harvesting, candling, packing	☐ Transport
Evidence of sufficient control of RMP operator over this business (to be filled in by RMP operator)	☐ Yes, I have sufficient control, authority and accountability for all matters required under this programme.		
	☐ Yes, I have made the business 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.		
	☐ Yes, I have obtained the consent of the business operator covered by this programme. Contract or written correspondence between the two parties is attached, or indicated in the table directly below.		
Consent of the business operator to being part of the Multi Business RMP (to be filled in by the business not the RMP operator)	☐ Yes, I consent to being part of this Multi Business RMP and understand my responsibilities		

Multi Business RMP *cont.*

Business Operator Name			
Signature		**Date**	

1.6 Scope of the RMP

Physical Boundaries

Physical boundaries of the RMP:
☐ The physical boundaries of the RMP are shown on the attached site plan(s)

Processing

The RMP covers the following bird types (tick all applicable)		
☐ Chickens	☐ Ducks	☐ Quail
☐ Other[3] (specify)		
The RMP covers the following bird types		
☐ **Rearing of layer chickens[4] – Complete Module 1**		
☐ Barn birds	☐ Free range birds	☐ Colony birds
☐ Other (specify)		
☐ **Farming of layer hens – Complete Module 2**		
☐ Barn birds	☐ Free range birds	☐ Colony birds
☐ Other (specify)		
☐ **Egg Processing (Packhouse) – Complete Module 2**		
☐ Barn eggs	☐ Free range eggs	☐ Surplus eggs from breeder farm
☐ Eggs from other RMPs	☐ Colony eggs	☐ Retail of eggs on RMP site
☐ Other (specify)[5]		

[3] Refer to clause 5 of the Animal Products (Definition of Primary Processor) 2000 to see which bird species are included.
[4] Under the Animal Product Regulations 2021, only rearing farms that raise chickens are required to be under a Risk Management Programme.
[5] Any additional products or processes added to the template will need to be evaluated by an MPI-recognised RMP evaluator, at the operator's cost.

Processing *cont.*

If the RMP does not cover both a layer farm and a packhouse, or the RMP buys in or sells eggs to other RMP businesses.	
☐ Receive eggs from another RMP layer farm	RMP ID
☐ Send eggs to another RMP (e.g. for candling, packing and/or repacking)	RMP ID
Intended Market	
☐ Domestic (New Zealand)	
☐ Export to countries that do not require official assurances	
☐ Export to countries that require official assurances Countries may have additional overseas market access requirements (OMARs). These are not covered in the RMP template for Egg Production (rearing of layer chickens, layer hen farming, egg harvesting, packaging, storage, and transport).	
Additional modules	
☐ Additional Module Name:	
☐ Additional Module Name:	
☐ Additional Module Name:	
☐ Additional Module Name:	

Complete the appropriate module for each item you have selected. These modules will be part of your RMP. If you have written your own module, it must be evaluated evaluated at your cost. List its name in the table above.

1.7 Other Activities, Risk-based Measures or Operators

Complete the table below if there are activities that occur within the physical boundaries of the RMP, but are excluded from the RMP and:

- they are covered under a different risk-based measure (e.g., an RMP, a Regulated Control Scheme, a Food Control Plan, a National Programme or under the Wine Act 2003); or
- they are not covered under a different risk-based measure; or
- they are carried out by a different operator.

Procedures must be in place for ensuring that these products are not a source of contamination to any products that are stored in the premises.

Activity	**Covered under a Risk Based Measure** (if Yes, include which one and ID)	**Control Measures**	**Responsibility** (Name or job title, include name of different operator if applicable)

1.8 External Verification

1. I give my contracted risk management programme verifier access to any and all places, things and information that may reasonably be needed to complete the verification, including:
   a. freedom to access premises, places, or facilities covered by a risk management programme; and
   b. access to documents, records, and information that relate to a risk management programme; and
   c. access to things (including containers and packages) that are used in connection with processing animal material, animal products, non-animal product foods and non-food animal products under a risk management programme; and
   d. access to animal material, animal product, equipment, packages, containers, and other associated things used in processing animal material, animal product, non-animal product foods, and non-food animal products under a risk management programme (noting that the verifier may identify and mark any of those things); and
   e. such freedom to examine and take samples (for the purpose of analysis or retention) of animal material, animal product, non-animal product foods, non-food animal products, or any other outputs, substance, or associated thing which has been, is, or may be used in contact with, or in the vicinity of animal material, animal product, non-animal product foods, or non-food animal products being produced or processed under a risk management programme.
2. I will provide my contracted risk management programme verifier with any reasonable assistance requested.
3. By way of explanation, in the case of a significant risk to the fitness for intended purpose of animal product or suitability of animal material for processing, a recognised risk management programme verifier may:
   a. recommend to the operator that processing under the risk management programme be temporarily interrupted; and
   b. recommend to the operator that any affected animal product that may not, or no longer, be fit for its intended purpose be detained; and
   c. recommend to an Animal Product Officer that the officer exercises their powers of interruption of operations under section 89 of the Animal Products Act 1999 which (in the case only of the powers under section 89(b) and (c)) may be exercised by the Animal Product Officer over the phone if he or she considers that appropriate.

☐	A letter (e.g., hardcopy or electronic confirmation such as an email) has been received from the verification agency confirming they will verify the risk management programme at all sites covered by this risk management programme.

1.9 RMP Document List

Table 1: Documents from the RMP

The date that these documents are first authorised will be the same as the date Section 1.10 is signed.

If any parts of the Supporting Systems are not applicable to you, write n/a in the table below.

Title		**Date authorised**
Part 1	Required Information	
Part 2: Supporting Systems		
A	Document Control and Record Keeping	
B1	Personnel Health and Hygiene at Layer Rearing Chicken Farms	
B2	Personnel Health and Hygiene at Layer Farms and Egg Processing Plants	
C	Personnel Responsibilities, Competencies and Training	
D	Operator Verification (Internal Verification by the Operator)	
E	Corrective Action	
F	Design, Construction and Maintenance of Buildings, Facilities and Equipment	
G1	Water Used at Layer Rearer chicken Farms	
G2	Water Used at Egg Layer Farms and Egg Processing – Town Supply	
G3	Water Used at Egg Layer Farms and Egg Processing – Own-source Water or Town-supply Water with Additional Treatment	
H	Cleaning and Sanitation	
I	Receipt of Incoming Materials	
J	Traceability, Inventory and Labelling	
K	Packaging, Packing and Re-packing	
L	Calibration	
M	Chemical Control	
N	Pest Control	
O	Egg Process Control	

Part 2: Supporting Systems		**Date authorised**
P	Non-conforming Product and Recall	
Q	Storage	
R	Transport of chickens	
S	Feed Management	
T	Whole Flock Health Scheme	
U	Routine Environmental Monitoring for *Salmonella* Enteritidis at Chicken Farms	
V	Actions when *Salmonella* Enteritidis is Detected at chicken Farms	
W	Receiving or Supplying Suspect Chickens or Eggs	
Module 1: Rearing of Layer Chickens		
Module 2: Harvesting, candling and packing of eggs		
Module 3: Transport of eggs		

Table 2: Additional documents written by the Operator

Site plan, list of persons nominated, procedures, programmes, water checklist, additional modules, amendment record etc.

These documents must be authorised by the Day-to-day manager or a person nominated, and may be authorised individually and separately to the documents from the RMP template.

Each document must be re-authorised each time it is updated. Updating a document that you have written yourself might be a minor or significant amendment.

Title	**Authorisation**
	Name:
	Date:
	Name:
	Date:
	Name:
	Date:
	Name:
	Date:

Title	Authorisation
	Name:
	Date:
	Name:
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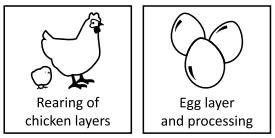
1.10 Authorisation of the RMP

I confirm that:

☐	All the documents listed in Section 1.9 are appropriate for my operation.
☐	All building, facilities and equipment necessary to implement the RMP are available and ready to operate.
☐	Where applicable, multi-business or multi-site operations are ready to operate. Note: this must be ticked if 'Yes' was selected to *Are other businesses covered by this RMP?* This applies to 1.4 Multi-Site RMP and/or 1.5 Multi-business RMP.
☐	The RMP, including all relevant legislation incorporated into the RMP, will be implemented as written.
☐ ☐	The documents from the RMP template, including all Supporting Systems and the selected modules, have been authorised by: The Day-to-day manager of the programme or A nominated person
Signature	Title:
Date	

Part 2: Supporting Systems

A. Document Control and Record Keeping



K

Know

Useful things to know

- To ensure all RMP documents are authorised, controlled, kept up-to-date, and stored properly.
- To ensure records are generated and stored properly. See RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566) for examples of how this can be done.

D

Do

Rules you must follow

Document control

- Every document that forms part of this RMP must be dated and authorised (see 1.9 RMP Document List) by:
  - the Day-to-day manager; or
  - a nominated person.

Record

- All current RMP documents and their date of authorisation must be listed in the 1.9 RMP Document List.
- All RMP documents must be:
  - able to be clearly read; and
  - indicate their version or date of authorisation.

Record

- Details of all amendments to the RMP, including minor and significant amendments, must be recorded in an Amendment Register. (The RMP Manual (www.mpi.govt.nz/dmsdocument/183) has guidance on determining if an amendment is minor or significant.).
- The most recent amendments made in a document must be identified by highlighting or marking the amended part(s).
- Current versions of RMP documents must be readily available, in hard copy or electronic form, to persons with key responsibilities in implementing the RMP.

Record keeping

- A list of the nominated people (who can authorise documents, as per above supporting system) must be kept.

Record

- All records identified in the RMP must be clear and readable.
- All paper and electronic RMP records (e.g., monitoring, corrective action, verification, and validation records) must include:
  - the date and, where appropriate, the time of the activity or observation;
  - an accurate description of the results of the activity or observation; and
  - the identity of the person(s) who performed the activity (i.e., initials or signature of the person completing the record).

D

Do

- Any alteration made to a record must be made in a way that allows the original entry to remain readable (i.e., erasures or the use of Twink™ or other material to cover the original entry is not allowed) and must be initialled by the person making the alteration.

Accessibility and retention of all RMP documents and records, including archived documents

- One copy of all RMP documents and all records, including those that are obsolete/out-dated/previous versions, must be:
  - retained for 4 years, or for the duration of the shelf-life of the product (whichever is longest); and
  - stored in a location where they are protected from damage, deterioration, or loss.
- All electronic RMP documents and records must be backed up regularly.
- All RMP documents and records, including archived documents, must be made available to the RMP verifier or any person authorised by MPI, within 2 working days of a request being made.

Amendments

Record

- All amended parts of the RMP must be replaced with the current versions without unnecessary delay after authorisation.
- An amendment register that includes the following information, must be maintained by the RMP operator:
  - document and specific part being amended;
  - details of amendment;
  - reason for amendment;
  - date of change; and
  - person approving the amendment.
- Any alterations on records must be made alongside the original entry and initialled by the person altering the record.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

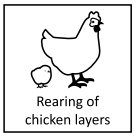
Show

Record

Documents associated with this supporting system

- Document list.
- List of nominated persons (if any).
- Obsolete documents and documents filed.
- Records complete and available upon request (e.g., the Amendment Register in the RMP Operator Resource Toolkit, www.mpi.govt.nz/dmsdocument/26566-rmp-operator-resource-toolkit).
- Supporting System and process control records (including monitoring, corrective action and verification records).
- Record forms.
- All records generated while implementing the RMP.

B1. Personnel Health and Hygiene at Layer Rearing Chicken Farms – (delete if not applicable)



K

Know

Useful things to know

- Personnel who are unwell may contaminate product, packaging, equipment, and the processing environment. It is important to have systems in place to ensure the management of sick or unwell staff and to ensure that daily hygienic practices are maintained.
- Personnel include all workers, staff, contractors providing services and visitors.

D

Do

Rules you must follow

Induction and ongoing supervision of personnel

- You must inform new personnel of their job description, health requirements, and hygienic practices and procedures before they start work.

Record

- You must provide supervision and/or training on the specific tasks that relate to hygienic practices, as they are written in the RMP.
- Instructions on hand washing, use of protective clothing, and other hygienic practices must be clear and displayed in appropriate areas in the premises.

Health and sickness requirements

- The Day-to-day Manager must ensure that all personnel understand and comply with the health and sickness requirements discussed in this supporting system.
- All personnel must inform the Day-to-day Manager or another responsible person if they are suffering from any health conditions that may affect the safety and fitness for purpose of the birds.
- Personnel suffering from diarrhoea or vomiting, respiratory illness or sores, boils or infected wounds must report to the Day-to-day Manager or another responsible person before entering any production area. This person will assess the risk and decide whether entry should be permitted. The decision may include exclusion from some production areas and restriction of the type of work done.
- Where the illness can adversely affect the rearer layer chickens, personnel must be excluded until symptom free for 48 hours.

Record

- Records must be kept with the name, date of report, type of illness, the outcome of the Risk Assessment and date of personnel return. The entry must be initialled by the the Day-to-day manager or responsible person.
- Visitors and contractors must sign-in or declare that they are not suffering from an illness within the last 48 hours that could adversely affect the rearer layer chickens. If they do have an of these conditions, they must report to the senior person on-site before entering any production area. The senior person must assess the risk to determine whether entry should be permitted.
- If a visitor, contractor, or staff member who feels ill is permitted to enter and subsequently reports that they have *Salmonella* Enteritidis, or an illness that is likely to adversely affect the rearer layer chickens, the RMP Operator or Day-to-day Manager must be informed immediately.

D

Do

Non-compliance with health and sickness requirements

- If these requirements are not complied with, the following actions are taken. Affected birds must be managed as non-conforming product, refer to P. Non-conforming Product and Recall.

Hygienic practices

- Cross contamination between production areas by personnel must be managed by either (tick all that apply):
  - ☐ putting on clean protective footwear; or
  - ☐ using appropriate dedicated footwear (e.g., separate pairs of boots to be worn inside and outside the sheds); or
  - ☐ single use footwear covers (e.g., plastic boot covers); or
  - ☐ adequate cleaning facilities for cleaning and sanitising footwear.
- Cross contamination between production areas by personnel must be managed by:
  - sanitising hands when entering or leaving any production area or premises where applicable (e.g., where all sheds are connected by a single annex); and
  - having contractors and visitors who intend to enter a production area report/sign-in, on arrival; and
  - ensuring personnel behave in a manner that prevents the contamination and deterioration of birds and the production environment.

Movement of personnel

- If *Salmonella* Enteritidis is detected, or there are positive flocks on site, movement of personnel between sheds must be from negative to positive sheds except when decontamination steps are taken.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

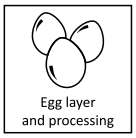
Show

Documents associated with this supporting system

- Records of personnel illnesses that may adversely affect birds.
- Visitor logbook.
- Personnel Training Form*.
- Any problems detected and any corrective actions taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

B2. Personnel Health and Hygiene at Layer Farms and Egg Processing Plants – (delete if not applicable)



K

Know

Useful things to know

- Personnel who are unwell may contaminate product, packaging, equipment, and the processing environment. It is important to have systems in place to ensure the management of sick or unwell staff and to ensure that daily hygienic practices are maintained.
- Personnel include all workers, staff, contractors providing services and visitors.

D

Do

Rules you must follow

Induction and ongoing supervision of personnel

Record

- You must inform new personnel of their job description, health requirements, and hygienic practices and procedures before they start work.
- You must provide supervision and/or training to personnel on the specific tasks that relate to hygienic practices, as they are written in the RMP.
- Instructions on hand washing, use of protective clothing, and other hygienic practices must be clear and displayed in appropriate areas in the premises.

Health and sickness requirements

- The Day-to-day Manager must ensure that all personnel understand and comply with the health and sickness requirements discussed in this supporting system.
- All personnel (including visitors and contractors) are required to inform the Day-to-day Manager or another responsible person if they are suffering from any of the health conditions listed in Table B.1 below.

Record

- Personnel suffering from a health condition or illness listed in Table B.1 should not carry out tasks where animal products may be affected.

Table B.1. Health conditions and exclusion requirements to resume processing work

Condition or illness	Requirements for clearance to resume processing work	
	Freedom from symptoms or illness	Medical certificate from a medical practitioner
Diarrhoea or vomiting due to gastroenteritis or other infectious diseases including norovirus and rotavirus	Symptom-free for 48 hours	✗ No
Acute respiratory infection	Symptom-free for 48 hours	✓ Yes
Illness identified as caused by Nontyphoidal *Salmonella, Shigella* spp., *Campylobacter, Yersinia, Cryptosporidium, Giardia*, and *Vibrio cholerae*	Symptom-free for 48 hours	✓ Yes

D

Do

Condition or illness	Requirements for clearance to resume processing work	
	Freedom from symptoms or illness	Medical certificate from a medical practitioner
Illness identified as caused by VTEC or STEC (verocytotoxin-producing or shiga-toxin producing *E. coli*)	Symptom-free for 48 hours	✓ Yes
Illness identified as caused by *Salmonella* Typhi and *Salmonella* Paratyphi	If treated with antibiotics: Symptom-free for 48 hours and 2 negative stool tests at least 48 hours apart after completing the treatment. If not treated with antibiotics: No sooner than 1 month after the onset of symptoms.	✓ Yes
Hepatitis A	Has been given clearance by a medical practitioner.	✓ Yes
Skin infection (e.g., boils, sores, infected wounds, etc.)	Condition is assessed by the RMP Manager as no longer likely to contaminate product, or the infected area is adequately protected from being a source of contamination.	✗ No

- Wounds or cuts on exposed areas of the body must be cleaned and dressed with a secure waterproof dressing when contact with animal material, product or equipment is a possibility. Wound dressings should be protected from becoming wet (e.g., use of impervious gloves for wounds on the hands, and protective sleeves or clothing over wounds on other areas of the body).
- Personnel must not handle products if wounds, particularly on the face, hands or other exposed areas of the body are infected. Clean wounds that are totally covered may be acceptable. Wounds on unexposed parts of the body are generally acceptable.
- Personnel with a superficial wound or cut may work as a product handler provided the wound or cut has been treated and dressed with a secure waterproof dressing. Wound dressings should be protected from becoming wet (e.g., use of impervious gloves for wounds on the hands, and protective sleeves or clothing over wounds on other areas of the body).

Non-compliance with health and sickness requirements

- If these requirements are not complied with:
  - affected egg contact surfaces must be cleaned and sanitised prior to reuse; and

D

Do

- affected birds and eggs are managed as non-conforming, refer to P. Non-conforming Product and Recall; and
- affected packaging materials must be either sanitised (where practicable) or are not used for packing any product for human or animal consumption.

Protective clothing

- All personnel whose activities within production areas may result in contamination must wear suitable, clean protective clothing and footwear.
- Outer protective clothing must be changed, and footwear must be changed or cleaned:
  - daily or when they become visibly contaminated; and
  - as necessary for biosecurity reasons.

Washing of hands and arms

- All personnel thoroughly wash hands and exposed portions of the arms with approved liquid soap and water, and then dry them using disposable paper towels:
  - before entering any processing and packaging areas;
  - before handling eggs or packaging;
  - after using the toilet;
  - after handling or coming into contact with waste and contaminated surfaces or material; and
  - after contaminating the hand from coughing, sneezing, or blowing the nose.

  Note: If clean water is not readily available for hand washing in certain areas, alternative options for sanitising hands may be considered.

Visitors and contractors

- All visitors and contractors must required to report to the responsible person on arrival and sign the Visitor's Logbook.

Record

- Visitors and contractors who enter processing or storage areas must confirm, by signing a statement in the Visitor's Logbook, that to the best of their knowledge they have no medical condition that may pose a risk to food safety.
- If a visitor or contractor is visibly ill, the responsible person can deny them access to processing or storage areas.
- Prior to entering the processing or storage areas visitors and contractors must wear clean protective clothing and footwear that are provided or approved by the Day-to-day Manager.
- Visitors and contractors must be supervised by assigned staff while within the premises. The assigned staff are responsible for ensuring that visitors and contractors follow hygienic practices and procedures.
- Visitors and contractors must not be allowed to handle materials or product in processing and packing areas unless they have complied with all hygiene requirements for food handlers.

D

Do

Health of personnel

- Personnel must be excluded from handling or processing product if they have illness or symptoms as per Table B.1 Health conditions and exclusion requirements to resume processing work.

Hygienic practices

- Personnel must behave in a manner that prevents the contamination and deterioration of product and the environment.

Movement of personnel and birds

- Following *Salmonella* Enteritidis testing, if there are *Salmonella* Enteritidis positive, or potentially positive flocks on site, movement of personnel between sheds must be from negative to positive sheds, except when decontamination steps are undertaken.

Additional requirements for chicken farmers – (delete if not applicable)

- Cross-contamination between production areas by personnel must be managed by either (tick all that apply):
  - ☐ putting on clean protective footwear; or
  - ☐ using appropriate dedicated footwear (e.g., separate pairs of boots to be worn inside and outside the sheds); or
  - ☐ single-use footwear covers (e.g., plastic boot covers); or
  - ☐ using cleaning facilities to clean and sanitise their footwear when moving into and between production areas, where Cross-contamination may occur.
- Cross-contamination between production areas by personnel must be managed by sanitising hands when entering or leaving any production area or premises where applicable (e.g., where all sheds are connected by a single annex).

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

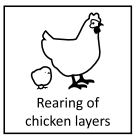
Record

Documents associated with this supporting system

- A record of all employee illnesses and any medical certificates e.g., Staff Sickness form*.
- Register for injuries.
- Visitors logbook.
- Personnel Training Form*.
- Any problems detected and any corrective actions taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

C. Personnel Responsibilities, Competencies and Training



K

Know

Useful things to know

- Personnel need to have the necessary knowledge, skills, and training to perform their assigned tasks in a competent and hygienic manner. This includes the management of *Salmonella* Enteritidis (SE).
- For additional useful information about doing internal checks to ensure personnel have and maintain the necessary knowledge, skills, and training, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898).
- For examples of a training programme, see the RMP Operator Resource Toolkit sections P, Q and R (www.mpi.govt.nz/dmsdocument/26566).

D

Do

Rules you must follow

Competencies of key RMP personnel

- You must identify (either by name or position) personnel (other than the Day-to-day Manager) who have been nominated to authorise the documents that form this RMP.
- You must identify (either by name or position) personnel responsible for key tasks (such as SE sampling, process control, operator verification, corrective action, recalls, and monitoring).
- Personnel performing key tasks must have the following competencies:
  - knowledge and skills in executing the particular task; and
  - an overall understanding of the area they are working in.
- The skills or competencies must be documented on the Personnel Training Form (see sample form in the RMP Operator Resource Toolkit, www.mpi.govt.nz/dmsdocument/26566-rmp-operator-resource-toolkit).

Record

Day-to day Manager

- The Day-to-day Manager is responsible for:
  - implementation of documented RMP programmes and procedures, including monitoring of processes, and taking corrective actions for any non-compliances;
  - keeping RMP documents up-to-date;
  - verifying the effectiveness of the RMP (operator verification);
  - communicating with the RMP verifier, as needed; and
  - ensuring all personnel are adequately trained.
- The Day-to-day Manager must understand all the legal requirements and supporting systems documented in the RMP.
- The Day-to-day Manager must be identified (either by position, or by name and position) in the RMP.
- The RMP must be amended if the Day-to-day Manager changes. Refer to D. Operator Verification.

D

Do

Induction and supervision

- New personnel must be informed of the following before they start working (where applicable to their job):
  - the company's health and sickness requirements;
  - hygienic practices;
  - movement of personnel, equipment, and materials;
  - cleaning and sanitation;
  - handling of chemicals;
  - hygienic handling of materials and products; and
  - operational procedures for their assigned tasks.
- Ongoing supervision and/or skills maintenance must be provided to ensure that personnel are adequately trained to perform all their assigned tasks, and in hygienic practices and procedures.

Record

- The training programme (for new and continuing personnel) must include:
  - identification of skills and competencies required for key roles;
  - training schedules (including refresher training); and
  - training records of personnel.

Knowledge and skills for *Salmonella* Enteritidis management for chicken farmers – (delete if not applicable)

- The following positions are **key tasks** and must be identified in the RMP[6]:
  - the named person(s) or position(s) who is designated as the ***Salmonella* Enteritidis manager**(s) responsible for management of *Salmonella* Enteritidis within the premises;
  - the named person(s) or position(s) **taking samples for *Salmonella* Enteritidis testing**.
- The ***Salmonella* Enteritidis manager** responsible for the management of *Salmonella* Enteritidis within the premises has a good working knowledge of *Salmonella* Enteritidis, including knowledge of:
  - the illness it causes, sources of contamination, harbourage sites and transmission routes;
  - the specific control measures that eliminate, prevent, or reduce the likelihood of *Salmonella* Enteritidis contamination during chicken production and egg collection;
  - how to develop and implement environmental sampling plans for *Salmonella* Enteritidis in production areas;
  - how to review test results; and
  - the procedures to be followed and actions to be taken if a positive *Salmonella* Enteritidis result is reported by the recognised laboratory.
- Before taking samples, the people **taking samples for *Salmonella* Enteritidis testing** are trained in the following areas:
  - how to identify sampling sites targeting areas that are most likely to be contaminated;

[6] These could be the same person.

D

Do

- how to follow the environmental sampling plan including what, when and how samples are taken;
- how to organise sampling so that wherever possible, sampling happens in a single sampling event;
- how to prevent cross-contamination during sampling;
- the hygienic route to be followed if moving between production areas;
- the good operating practices to be followed in production areas;
- how to complete the sample submission form;
- how to package, label, store, and organise delivery of the samples to the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/);
- the timeframes for delivering samples to the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/);
- how to trace a sample result back to a flock and production area.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

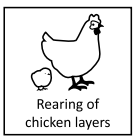
Show

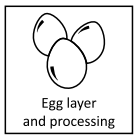
Documents associated with this supporting system

- Job descriptions of all personnel.
- Training and qualification certificates.
- Training Programme*.
- Personnel Training Form*.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

D. Operator Verification (internal verification by the operator)





K

Know

Useful things to know

- Operator/internal verification is a system of internal checks that confirms the effectiveness of the RMP by checking that:
  - procedures are being followed (as noted at the end of most supporting systems)
  - monitoring is done
  - corrective actions and preventative actions are taken
  - reporting requirements are met
  - other operational requirements (i.e., notification, amendments) are met
  - the frequencies for checks are adequate for all areas being checked
- For additional useful information, refer to Operator Verification Guidance (www.mpi.govt.nz/dmsdocument/40898)

D

Do

Rules you must follow

Operator verification

- All operator verification activities must be transparent and traceable, and undertaken by suitably skilled persons nominated by the Day-to-day Manager.
- Persons carrying out operator verification activities must be (if possible) independent of the process or operation monitoring and corrective action activities being verified. They must be familiar with the contents of the RMP, including its expected outcomes.
- The Day-to-day Manager must verify that the RMP is effective by ensuring that the following checks are done.

Table D1: Operator verification activities and frequencies

Activity	Details	Frequency
Record checks	• Collect all records and check they are complete, correctly filled out, and that all results are acceptable, or the appropriate corrective action has been taken and documented. • Review to identify any trends, new hazards, or recurring problems.	When completed
Personnel supervision	• Ensure that all personnel are following correct practices and procedures.	As required
Review of RMP	• Read through the RMP and amend it where necessary. • Perform a reality check to ensure documented procedures are followed. • Test your recall plan by conducting mock recalls. • Significant amendments must be evaluated and registered.	• At least annually. • When procedures or premises change. • When RMP is not working effectively.

D

Do

Internal audits

- Internal audits must be carried out by a suitably skilled person at least annually, and to:
  - ensure that procedures in the documented RMP are being followed, include Good Operating Practice (GOP); and
  - identify and correct any problems.
- The person responsible for undertaking internal audits:
  - must have a good understanding of the activities, processes and GOP covered by the RMP;
  - must be independent from the procedures being audited, as much as possible; and
  - must have a good understanding of relevant regulatory requirements.
- The internal auditor must check and confirm that:
  - RMP documentation is up-to-date with current legislation;
  - deficiencies or non-compliances identified by the operator or MPI are being addressed in a timely manner;
  - written procedures reflect actual operations and practices, and are being followed; and
  - regulatory requirements are consistently being met.
- All records under this RMP must be reviewed for:
  - completeness and accuracy of required information;
  - documentation of corrective actions; and
  - compliance with document control procedures.
- Reality checks must be carried out and include observation of:
  - personnel performance and compliance with documented hygienic and operating procedures;
  - compliance with operating parameters such as temperatures; and
  - hygienic status of the premises internal and external environment and equipment.
- All findings from the previous external verification visits must be followed up.
- The person carrying out the internal audit must check for indications that the RMP or parts of it are not working effectively, including:
  - repeated non-compliance or out of specification product test results;
  - customer complaints;
  - multiple or repeated issues raised by the RMP verifier; or
  - unacceptable outcomes from external verification visits.

Actions from internal audit

- When ongoing or recurring non-compliances occur, the following actions must be taken:
  - investigate to determine possible causes of non-compliance;
  - take appropriate corrective actions to regain control and prevent recurrence of the problem;
  - increase surveillance of the system; and
  - review the RMP or the relevant Supporting Systems and make necessary changes.

D

Do

RMP review

- The RMP must be reviewed annually to check for any significant changes (e.g., equipment, facilities, personnel positions, RMP verifier, etc.).

Significant Amendments

- After any significant amendment to the RMP has come into effect, all parts of the RMP that may be affected by the amendment must be checked to ensure they are still effective and properly implemented.

Hazard Analysis and Critical Control Point (HACCP) plan review

- The HACCP plan documented in the applicable Module must be reviewed annually to check for any changes (e.g., to process flow, inputs or outputs, new hazards, etc.).

Recording issues and findings

Record

- The completed audits must be recorded e.g., in the Annual Internal Audit Check Sheets*.
- Issues or findings requiring action and corrective action taken, must be recorded e.g., in the Corrective Action Register*.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

Notification

- The Day-to-day Manager must send an email to Food.Compliance@mpi.govt.nz and their RMP verifier notifying of any product that is recalled because it is not or may not be fit for its intended purpose.
- The Day-to-day Manager must send an email to MPI.Approvals@mpi.govt.nz or a letter to the Manager, Approvals Operations, MPI, PO Box 2526, Wellington 6140 notifying of any of the following (it is also recommended to inform your RMP verifier):
  - change to the name, position, or designation of the Day-to-day Manager of the RMP; and
  - change in RMP verifier.
- The Day-to-day Manager must call or send an email or letter to the recognised RMP verification agency without unnecessary delay on discovering:
  - significant concerns about the fitness for intended purpose of any product;
  - that the cumulative effect of minor amendments necessitates the registration of a significant amendment to the RMP;
  - that the RMP is no longer effective;
  - that the premises are no longer suitable for their use;
  - that anything within the physical boundaries of the RMP is used for additional purposes or by other operators, and the RMP has not adequately considered relevant hazards or other risk factors;
  - merging two or more registered RMPs; or
  - splitting a registered RMP into two or more RMPs.

D

Do

Additional Operator Verification for chicken farmers – (delete if not applicable)

- The person responsible for *Salmonella* Enteritidis management, at each business or site covered by the RMP, must:
  - observe samples being taken; and
  - regularly check that personnel are meeting all training requirements;
  - regularly check that personnel are following the procedures in the RMP; and
  - regularly review records generated under the RMP, including sampling results;
  - regularly review the operator verification records; and
- All operator verification activities, including corrective actions taken must be recorded so that they are transparent and traceable.
- All operator verification activities must be carried out by people who are suitably skilled and have sufficient knowledge and experience to be able to determine whether the procedures are being effectively implemented.

Who's responsible?

- Record the name or position of the person(s) responsible for undertaking/organising Operator Verifications

_____ _____

_____ _____

S

Show

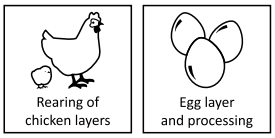
Record

Documents associated with this supporting system

- Any information or evidence relating to operator verification activities (e.g., temperature readings).
- Internal audit documentation.
- RMP verifier audit reports.
- Annual Internal Audit Check Sheets*.
- Any problems detected and any corrective actions taken. Refer to E. Corrective Action.
- Copies of any emails or letters sent to MPI or the RMP verifying agency.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

E. Corrective Action



K

Know

Useful things to know

- To ensure that if problems occur, they are managed appropriately (e.g., restoration of control, product disposition and prevention of recurrence).
- Problems are normally identified by persons as they carry out, monitor, or verify the effectiveness of the tasks documented in the RMP. They may also be detected through customer complaints.

D

Do

Rules you must follow

Corrective action

- When problems occur, corrective actions must be carried out in an effective and timely manner.
- Details of corrective actions must be recorded (e.g., in a register). This includes any follow-up checks used to make sure the corrective actions are working (e.g., internal audits, external audits).

Record

- Problems detected through the normal Day-to-day operation of the RMP must be addressed by a suitably skilled person who will:
  - assess the problem;
  - restore control;
  - identify and retain any suspect chickens or product, and determine the disposition appropriate to the nature of the problem (e.g., for chickens; euthanasia/culling or treatment) and the intended use of the chickens or product (e.g., reject, release as is, subject to further processing or rendering);
  - take action to stop the problem from recurring (e.g., increase surveillance of the system, make changes to the system, etc.); and
  - record the corrective actions (including restoration of control, product disposition and prevention of recurrence), examples of corrective action forms can be found in the Operator Toolkit (www.mpi.govt.nz/dmsdocument/26566-rmp-operator-resource-toolkit)

Corrective action for unforeseen circumstances

- The RMP is not written to cover unusual events such as floods, fires, or earthquakes. If such an event happens, appropriate corrective actions must be determined on a case-by-case basis and taken.
- When problems occur due to unforeseen circumstances, the Day-to-day Manager must nominate a suitably skilled person to carry out the “normal” corrective actions (see above) and to be responsible for:
  - completing an in-depth assessment of the suspect product by reviewing relevant processing records, analyses undertaken, inspecting the product, advice from experts, literature review etc.;

D

Do

- ensuring product disposition is appropriate to the nature of the problem and the intended use of the product (e.g., rework, reject, release under restricted conditions, regrade for alternative use where permitted under the RMP, etc.); and
- reporting the following to the RMP verifier without unnecessary delay if due to the unforeseen event, chickens or eggs have been adversely affected which has impacted their fitness for purpose:
  - a description of the problem and the affected product;
  - a summary of the assessment made;
  - the decision on the disposition of the product; and
  - any actions taken to prevent recurrence of the non-compliance.

Who's responsible?

- Record the name or position of the person(s) responsible for undertaking/organising Operator Verifications

_____ _____

_____ _____

S

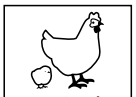
Show

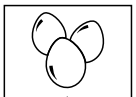
Record

Documents associated with this supporting system

- Any problems detected and any corrective action taken. Examples of corrective action forms can be found in the Operator Toolkit (www.mpi.govt.nz/dmsdocument/26566-rmp-operator-resource-toolkit).
- Any reports given to the RMP verifier.

F. Design, Construction and Maintenance of Buildings, Facilities and Equipment





K

Know

Useful things to know

- To ensure that all buildings, facilities, and equipment are designed, constructed, installed, and operated in a manner that prevents or minimises contamination of product, packaging, other inputs, equipment, and the processing environment.

D

Do

Rules you must follow

Buildings and facilities

- Internal structures of buildings, including floors, ceilings, and walls must be designed and constructed to:
  - minimise contamination and cross-contamination of eggs;
  - assist in cleaning and maintenance;
  - resist corrosion;
  - minimise the entrance and harbourage of pests;
  - minimise the entry of environmental contaminants; and
  - prevent accumulation of contaminants.
- Facilities must be available (as applicable to the type of operation i.e., rearing shed versus packhouse) and kept in a satisfactory condition for:
  - hygienic collection, packing and storage of eggs;
  - storage of feed, chemicals, cleaning compounds and other materials;
  - storage and reticulation of water;
  - cleaning and sanitation of facilities and equipment;
  - personnel hygiene (e.g., toilets, hand washing units, showering facilities, storage lockers); and
  - drainage and disposal of wastes.
- Facility and equipment layout (e.g., working space) must allow for good hygienic practices, access by personnel and effective cleaning.
- Essential services (e.g., lighting, ventilation, process gases) must be sourced, used, and maintained in a way that enables effective operation.
  - Lighting must be sufficient to enable effective operations.
- All site and building entrances must be clearly marked to deter unauthorised entry.
- Buildings and facilities managed in a way that protects birds, eggs, packaging, and other inputs, from adulteration (i.e., protecting from people intentionally introducing diseases into a production environment, or substituting birds):

  Tick the boxes below to show which of these you have:

  ☐ Lockable doors
  ☐ Security cameras
  ☐ Visitors and contractors are supervised on site
  ☐ Other _____

D

Do

- Vehicle access and parking areas must be designed and constructed to prevent contamination of processing areas.
- Any glass in processing areas, including light fixtures, must be safety glass, or otherwise protected to prevent contamination of the products, materials, or packaging.
- Windows must be sealed.

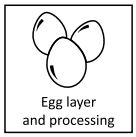
Chicken farm buildings and facilities – (delete if not applicable)

- All vehicles entering the premises that are not providing essential services (e.g., for delivery of feed or litter) must be kept away from all production and processing areas, wherever possible, so as not to be a source of contamination.
- Signs which state words to the effect of 'this is a high biosecurity area - no unauthorised entry is permitted' must be clearly visible at:

  - ☐ main entrances (i.e., the physical boundaries defined on the site plan) that are available for use as an entrance; or
  - ☐ all entrances to production areas (e.g., on doors to buildings and gates).

Equipment

- Equipment that comes into contact with products must be designed, constructed, installed, and operated in a manner that:
  - ensures the effective performance of the intended task;
  - facilitates cleaning and sanitising; and
  - minimises the contamination of the product.
- Suitable cleaning equipment (maintained in a hygienic condition) must be available for cleaning and sanitising of equipment and facilities. Refer to H. Cleaning and Sanitation.



Egg processing equipment – (delete if not applicable)

- Any equipment designed to cool eggs must be operated within its design and capacity, and consistently deliver the required temperature.

Record

- Measuring equipment (whether stand alone or forming part of a piece of equipment), must have the accuracy, precision, and conditions of use appropriate to the task performed. Refer to L. Calibration.

  Note: Temperature measuring devices must be calibrated at a frequency necessary for maintaining its required accuracy. Operators should refer to the equipment supplier's recommendation for guidance.
- Air that is used for processing (e.g., compressed air for egg drying) and comes in direct contact with eggs, must be filtered and comes from a clean source.

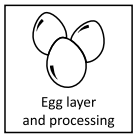
Repairs and maintenance

- Alterations, repairs, and maintenance must be done when necessary to ensure that facilities and equipment are in a suitable condition.
- Processing must stop if the facilities and equipment are in a condition that will affect the product and make it not suitable for its intended use.

D

Do

- Procedures must be set out for:
  - which areas and equipment must be regularly checked for maintenance needs;
  - any other checking or inspection for maintenance that must be done;
  - how assessment of the impact that maintenance work will have on animal health or processing is done; and
  - what corrective actions must be taken if birds, product, or packaging is affected by maintenance. Refer to E. Corrective Action.
- All alterations, repairs and maintenance work on facilities and equipment (including refrigeration and freezing units) must be done in a manner that minimises the exposure of birds, eggs, equipment, or packaging to hazards introduced by this work. Corrective actions are taken if needed. Refer to E. Corrective Action.



Repairs and maintenance for egg processing – (operator to delete this section if not applicable)

- If any maintenance activity affects the suitability for intended use of the eggs, then action must be taken to stop more eggs being affected, including (if required) stopping processing.
- Ensure any unscheduled maintenance must be performed by a suitably skilled person and does not adversely affect birds or eggs. Consider the impact of the defect on birds or eggs to determine the urgency of the unscheduled maintenance.
- Before using egg processing areas and equipment after maintenance, a suitably skilled person must check that:
  - maintenance is sufficiently complete so that when processing re-starts, eggs are not be adversely affected; and
  - areas and surfaces have been appropriately cleaned and, where appropriate, sanitised; and
  - if processing had stopped during the work, the area has been returned to a suitable state for processing to re-start.

Changes

- MPI must be notified if there are plans to make major alterations to facilities or equipment which may impact on your RMP (this can be a significant amendment to the RMP).

Record

Recording issues and findings

- Issues or findings requiring action and the corrective actions must be recorded e.g., in the Repairs and Maintenance Register.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

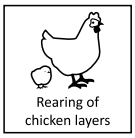
Record

Documents associated with this supporting system

- Repairs and Maintenance Register*, Maintenance Schedule*, Maintenance Form*.
- Any equipment specifications, manufacturers', or suppliers' instructions (e.g., any specifications or manuals related to refrigeration units).
- Any building reports.
- Any problems detected and any corrective action taken. Refer to E. Corrective Action.
- Calibration records.
- A site plan showing the areas where vehicles can/cannot access and location of signage.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

G1. Water used at Layer Rearer chicken Farms



K

Know

Useful things to know

- This supporting system sets the minimum requirements for layer rearer chicken farms and must be included if you do not use supporting system G2 or G3.
- Water needs to be fit for its intended purpose at the point of use and must maintain the fitness for intended purpose of product.

D

Do

Rules you must follow

Water supply in production areas used for rearing of layer chickens

- You must ensure there is an adequate, accessible supply of clean drinking water for live birds.
- You must ensure water used on farm is fit for purpose.

Corrective Actions

- When water is not fit for purpose, corrective action is taken.

S

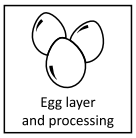
Show

Record

Documents associated with this supporting system

- Any problems informed of, or detected (e.g., notification from water supplier, notification of failure of water treatment plant).
- Any problems detected and any corrective action taken. Examples of corrective action forms can be found in the Operator Toolkit (www.mpi.govt.nz/dmsdocument/26566-rmp-operator-resource-toolkit). Refer to E. Corrective Action.

G2. Water Used at Egg Layer Farms and Egg Processing – Town Supply



K

Know

Useful things to know

- This supporting system applies to town supply water used for the purpose of providing drinking water for birds, cleaning facilities and equipment, personal hygiene, and if done, used in washing equipment.
- This supporting system applies to water used in egg layer farms and egg processing operations, but may also be used by layer rearer chicken farms if you want to be sure that the water you are using is fit for its intended purpose (if you do not use this supporting system for your layer rearing chicken farms, you must include Supporting System G1. Water used at Layer Rearer chicken Farms).
- Water needs to be fit for its intended purpose at the point of use and must maintain the fitness for intended purpose of product.
- Unless there is reason to believe that the water does not meet the water standards specified, town supply water can be used without any testing, and the development of water use criteria is not required. This supporting system will form your water plan required under the Animal Products Notice: Production, Supply and Processing, www.mpi.govt.nz/dmsdocument/50182-Animal-Products-Notice-Production-Supply-and-Processing)

D

Do

Rules you must follow

Water supply

- The water you use must be town-supply water (i.e., a reticulated water supply that provides drinking water to the public).
- You must ensure that there is an adequate supply of town-supply water available which is used for:
  - cleaning of facilities and equipment;
  - personal hygiene activities;
  - use in washing equipment; and
  - other operational activities where water comes into direct or indirect contact with eggs.
- You must have no reason to believe that the town supply water doesn't meet the requirements in Table G.1 standard requirements for all water: (tick which applies)

☐ We believe the water meets the standard requirements for all water.

☐ We believe the water doesn't meet the standard requirements for all water (if ticked, complete Supporting System G3. Water Used at Egg Layer Farms and Egg Processing – Own-source Water or Town-supply Water with Additional Treatment).

D

Do

Standard requirements for all water

Table G.1: Standard requirements for all water

Measurement	Criteria
E. coli	Not Detected per 100 ml
Turbidity	Must not exceed 5 NTU (Nephelometric turbidity units)

Design and management of reticulation system

- You must ensure that the on-site water reticulation system is designed, installed, and operated in a manner that ensure water is delivered for the purpose for which it is intended; and:
  - minimises dead ends and backflow; and
  - prevents the contamination of water and unintentional mixing between water intended for different purposes.
- You must ensure that water lines, including flexible hoses in egg processing areas that may contain water of different standards (such as water that is unsuitable for direct or indirect contact with eggs) are labelled or otherwise identified.

Water use criteria

- You are not required to develop and have water-use criteria if you have no reason to believe the town supply water doesn't meet Table G.1 Standard Requirements for All Water.

Sampling and Testing

- You are not required to undertake initial testing or routine monitoring if you have no reason to believe the town supply water doesn't meet Table G.1 Standard Requirements for All Water.

Reassessment

- You must reassess your water supply:
  - at least once every 3 years;
  - prior to using a new supply of water (that is, the supply changes, or a new supply is added); and
  - within 1 month after any change (that may adversely affect the water's fitness for intended purpose) to the water source (excluding town supply water); the environment in or around the water source (excluding town supply water); the reticulation system; the intended purpose of the water; and any aspect of the treatment system (if relevant).
- You must document the reassessment.

Record

D

Do

- If you are using town supply water, you must consider if you still believe that the water will meet Table G.1 Standard Requirements for all Water. This includes reviewing the activities you undertake to see if your current water is still up to standard, and if there are any changes in your water source or management that may impact its fitness for purpose.

Water use criteria

- You are not required to develop and have water-use criteria if you have no reason to believe the town supply water doesn't meet Table G.1 Standard Requirements for All Water.

Sampling and Testing

- You are not required to undertake initial testing or routine monitoring if you have no reason to believe the town supply water doesn't meet Table G.1 Standard Requirements for All Water.

Reassessment

- You must reassess your water supply:
  - at least once every 3 years;
  - prior to using a new supply of water (that is, the supply changes, or a new supply is added); and
  - within 1 month after any change (that may adversely affect the water's fitness for intended purpose) to the water source (excluding town supply water); the environment in or around the water source (excluding town supply water); the reticulation system; the intended purpose of the water; and any aspect of the treatment system (if relevant).
- You must document the reassessment.
- If you are using town supply water, you must consider if you still believe that the water will meet **Table G.1 Standard Requirements for all Water**. This includes reviewing the activities you undertake to see if your current water is still up to standard, and if there are any changes in your water source or management that may impact its fitness for purpose.

Corrective Actions

- When your water is not fit for purpose, you must ensure corrective actions are taken (see Table G.2 Examples of Corrective Actions).
- Any affected eggs are managed as non-conforming, refer to P. Non-conforming Product and Recall.

D

Do

Table G.2: Examples of corrective actions

Example Scenarios	Actions
The **town water supplier** advises that the water is not fit for drinking without additional treatment	The following actions are taken as appropriate to the scenario: **Immediate control and investigation of problem** • all operations requiring the use of water are stopped; • the cause of the problem is investigated; and • appropriate corrective actions are taken to rectify the problem (e.g., through further treatment). **Disposition or handling of affected products and equipment** • any affected product intended for human consumption is not used for that purpose unless assessment by a suitably skilled person indicates that an alternative action will render the product safe and suitable for human consumption; • any affected product intended for human consumption may be regraded for animal consumption (e.g., petfood, stockfood, etc.) when the product meets the applicable requirements; • any affected food contact surfaces are cleaned and sanitised prior to reuse; and • any affected packaging materials and containers that cannot be effectively cleaned and sanitised, are not used for packaging of any product. Records of the assessment and corrective actions taken are kept.
Water fails to comply with any of the requirements of the water management plan (including corrective actions) and there are no other means in the RMP to ensure the water meets the original standard at the point of use	
For water supplied by another RMP or Food Control Plan (FCP), the other RMP or FCP operator advises the operator that the water does not meet the relevant water standard	
Water supply is **contaminated by non-complying water**	
The RMP operator or Day-to-day Manager has **reason to believe that the water is not fit for use** and there are no procedures included in the RMP to ensure the water is fit for purpose at the point of use	

S

Record

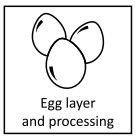
Show

Documents associated with this supporting system

- Water reticulation plan (e.g., site plan).
- Documentation of reassessment.
- Any problems informed of or detected (e.g., notification from water supplier, failure of water treatment plant).
- Any problems detected and any corrective action taken. Refer to E. Corrective Action.
- Internal Audit reports*.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

G3. Water Used at Egg Layer Farms and Egg Processing – Own-source Water or Town-supply Water with Additional Treatment



K

Know

Useful things to know

- This supporting system applies to those businesses using own-source water or town water supply that has received additional treatment or reused or recovered water.
- It applies to water used at egg layer farms, and egg processing operations, but may also be used by layer rearer chicken farms if you want to be sure that the water you are using is fit for its intended purpose (if you do not use this supporting system for your layer rearer chicken farms, you must include Supporting System G1. Water used at Layer Rearer chicken Farms).
- Water needs to be fit for its intended purpose at the point of use and maintains the fitness for intended purpose of product.
- You are required to develop a water-use criteria and undergo monitoring of your water quality.
- This supporting system can also be used if you suspect your town supply water does not meet the water requirements and additional testing is required.
- The own-source water checklist has been developed to assist processors that are using own-source water, to complete an own-source water assessment, including establishing water-use criteria, meeting the standard requirements for water, and creating a water-use plan Own-source water checklist and template water-use plan (www.mpi.govt.nz/dmsdocument/56140).

D

Do

Rules you must follow

Water supply

- Where water is used in production and processing areas for eggs, the source of water used within the premises is (tick all applicable):
  - ☐ **town supply water with additional treatment**. This will be own-source water, and requires a water-use plan.
  - ☐ **own-source water** (water other than town-supply water; e.g., water sourced from a bore, river, stream, roof; water sourced from another RMP operator; water where additional treatment is applied by this operator).
  - ☐ **reused or recovered water**

Water use

- You must ensure that there is an adequate supply of water used for:
  - cleaning of the processing areas and equipment;
  - cleaning, and where necessary sanitation;
  - personal hygiene (e.g., washing of hands of personnel involved in handling of chickens);
  - any other activity where water comes into direct or indirect contact with any chickens or eggs.

D

Do

Design and management of reticulation system

- The on-site water reticulation system must be designed, installed, and operated in a manner that ensure water is delivered for the purpose for which it is intended; and:
  - minimises dead ends and backflow; and
  - prevents the contamination of water and unintentional mixing between water intended for different purposes.
- Water lines, including flexible hoses in processing areas that contain water of different standards (such as water that is unsuitable for direct or indirect contact with animal material or animal product) must be labelled or otherwise identified.
- Water pipes, storage tanks and other parts of the reticulation system must be maintained in good condition.
- The reticulation system must be flushed (i.e., taps are opened at point-of-use to allow a significant flow of water to occur) when water is not used for an extended period and after any repairs to the system, to ensure that stagnant water, rust, scale, or other material is flushed out of the system.

Standard requirements for all water

Table G.3: Standard requirements for all water

Measurement	Criteria
E. coli	Not Detected per 100 ml
Turbidity	Must not exceed 5 NTU (Nephelometric turbidity units)

Water use criteria

Table G.4: Water-use criteria requirement (assessment)

Water source	Water-use criteria
Town supply water (with additional treatment)	Water-use criteria is required
Own-source water	Water-use criteria is required
Reused or recovered water	Water-use criteria is required

- Water-use criteria as required under Table G.4, are developed using Own-source water checklist and template water-use plan (https://www.mpi.govt.nz/dmsdocument/56140)
- The water-use criteria must:
  - reflect the source of the water and the purpose for which it is used; and
  - be developed by a suitably skilled person; and
  - be based on an assessment of any chemical, biological, physical, or radiological hazards or other risk factors.

D

Do

- The suitably skilled person who developed the water use criteria is

_____

Name or position. Complete only if water use criteria are required.

Sampling and Testing

Table G.5: Initial testing and routine monitoring

Water source	Initial testing	Routine monitoring
Own-source water or Town-supply water with additional treatment	Initial testing is required.	☐ No routine monitoring is required as initial testing meets Table G.3 Standard Requirements for All Water and the water-use criteria does not require additional testing. or ☐ Routine monitoring as per Table G.6 Frequency of Testing and any additional testing required under the water-use criteria.
Reused or recovered water	Initial testing is required.	☐ Routine monitoring as per Table G.6 Frequency of Testing and any additional testing required under the water-use criteria.

- Testing required under Table G.5 (e.g., initial testing) must be done before processing begins.
- Samples must be obtained and handled in a manner that ensures they are:
  - representative of the water being tested; and
  - appropriate to the type of test.
- Water testing to ensure that the water meets the standard water requirements (see Table G.3: Standard Requirements for All Water) and any relevant water-use criteria must be performed by a laboratory accredited for those tests.

  The accredited laboratory used is:_____

  _____
- Water testing to monitor parameters relating to water treatment (e.g., chlorine, pH, turbidity) must be performed by a suitably skilled person using methods documented in the water-use plan, and if appropriate, calibrated equipment.
- The suitably skilled person(s) who perform the water testing is/are _____

  _____

  Name or position. Complete only if water testing relating to water treatment is required.

D

Do

Table G.6: Frequency of testing

Average daily use while processing	Microbiological testing (E. *coli* or total coliforms)	Turbidity testing	pH testing (for chlorinated water)	Chlorine testing (for chlorinated water)
Egg Producers	1 per year	1 per year	1 per year	Daily when staff present and premises operating

Additional requirements for water treated by the operator

- When water is treated by the operator (e.g., chlorination, boiling, filtration, UV treatment, etc.), the water-use plan must include:
  - information about the treatment applied, including the type of treatment, operating procedures and parameters, monitoring procedures, and any acceptable limits;
  - a water sampling and testing programme for verifying the effectiveness of the specific water treatment applied (frequency as indicated in Table G.6 Frequency of Testing or as necessary for the effective monitoring of any specific water treatment applied); and
  - corrective action procedures when the water is found to be unsatisfactory based on the results of any test done.
- All equipment used for treating water must be installed, maintained, and operated as per the manufacturer's instructions.
- The water treatment system must be developed and operated by a suitably skilled person.

Reassessment

- The water supply must be reassessed:
  - at least once every 3 years;
  - prior to using a new supply of water (that is, the supply changes, or a new supply is added); and
  - within 1 month after any change (that may adversely affect the water's fitness for intended purpose) to the water source (excluding town supply water); the environment in or around the water source (excluding town supply water); the reticulation system; the intended purpose of the water; and any aspect of the treatment system (if relevant).

Record

- The reassessment must be documented.
- Reassessment is done by considering the information that has gone into the water-use plan, water-use criteria, and any updates.
- When using town supply water, the 3-yearly or new supply of water reassessment also must consider whether a change is needed, from 'assume the water meets Table G.3 Standard Requirements for All Water' to 'there are reasons to believe the water will not meet Table G.3 Standard Requirements for All Water' (or the reverse).

Corrective Actions

- When water is not fit for purpose, corrective action must be taken (see Table G.7 Examples of Corrective Actions).
- Affected products must be managed as non-conforming product, refer to P. Non-conforming Product and Recall.

Table G.7: Examples of corrective actions

Example Scenarios	Actions
The **town water supplier** advises that the water is not fit for drinking without additional treatment	The following actions are taken as appropriate to the scenario: **Immediate control and investigation of problem** • all operations requiring the use of water are stopped; • the cause of the problem is investigated; and • appropriate corrective actions are taken to rectify the problem (e.g., through further treatment). **Disposition or handling of affected products and equipment** • any affected product intended for human consumption is not used for that purpose unless assessment by a suitably skilled person indicates that an alternative action will render the product safe and suitable for human consumption; • any affected product intended for human consumption may be regraded for animal consumption (e.g., petfood, stockfood, etc.) when the product meets the applicable requirements; • any affected food contact surfaces are cleaned and sanitised prior to reuse; and • any affected packaging materials and containers that cannot be effectively cleaned and sanitised, are not used for packaging of any product. Records of the assessment and corrective actions taken are kept.
Water fails to comply with any of the requirements of the water management plan (including corrective actions) and there are no other means in the RMP to ensure the water meets the original standard at the point of use	
For water supplied by another RMP or FCP, the other RMP or FCP operator advises the operator that the water does not meet the relevant water standard	
Water supply is **contaminated by non-complying water**	
The RMP operator or Day-to-day Manager has **reason to believe that the water is not fit for use** and there are no procedures included in the RMP to ensure the water is fit for purpose at the point of use	

S

Show

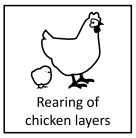
Record

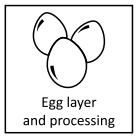
Documents associated with this supporting system

- Water reticulation plan (e.g., site plan).
- Own-source water checklist (if applicable) e.g., Own-source water checklist and template water-use plan (https://www.mpi.govt.nz/dmsdocument/56140).
- Results of water testing (if applicable).
- Results of ongoing monitoring of any water treatment activities (if applicable).
- Water use criteria (if applicable).
- Documentation of reassessment.
- Any problems informed of or detected (e.g., notification from water supplier, failure of water treatment plant).
- Any problems detected and any corrective action taken. Refer to E. Corrective Action.
- Internal Audit reports*.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

H. Cleaning and Sanitation





K

Know

Useful things to know

- It is important that effective cleaning and sanitation (where required) of premises, facilities and equipment is done to prevent or minimise the contamination of birds and eggs.

D

Do

Rules you must follow

Cleaning

- You must develop and have a cleaning programme or schedule that covers all the different areas of the premises and contains the following information:
  - area, facility and/or equipment to be cleaned;
  - procedures for cleaning the area, facility and/or equipment (which for the sheds may include outsourcing cleaning to a contracting company);
  - type or method of cleaning;
  - chemicals that are used;
  - frequency of cleaning;
  - frequency of cleaning checks or inspections;
  - person/position/contractor responsible for cleaning;
  - what corrective actions to take; and
  - records to be kept.
- When carrying out cleaning activities you must ensure that these are carried out in a way that minimises contamination of inputs, chickens, eggs, and previously cleaned areas, etc.
- Dry areas are cleaned by appropriate dry-cleaning methods (e.g., brushing, sweeping, vacuuming, etc.).

CIP (Clean-in-Place) – (delete if not applicable)

- If you have CIP at your premises, your, cleaning programme must also:
  - identify all CIP circuits;
  - identify equipment that is subject to CIP;
  - set CIP parameters (such as the cleaning cycle, frequency, temperature, flow rate, chemical strength);
  - specify how the monitoring of CIP solutions is done and how records are kept; and
  - identify when cleaning out of place or manual cleaning is required (for equipment that is normally cleaned-in-place).

Equipment for cleaning

- You must ensure your cleaning equipment does not contaminate chickens, eggs, or packaging.

- You must ensure that the cleaning equipment is:
  - used for cleaning purposes only;
  - tored in a hygienic manner when not in use; and
  - maintained in a good state of repair.

Chemicals

- Your cleaning compounds must be used in accordance with the procedures given in M. Chemical Control.
- You must ensure that chemicals used for cleaning and maintenance are handled and used:
  - according to the directions of the manufacturer; and
  - in a manner that minimises contamination of chickens or eggs.

Collection and removal of waste

- You must ensure that waste is not allowed to accumulate in or around the production or processing areas.
- You must remove dead birds from sheds daily, then dispose them in a suitable manner (e.g., buried, incinerated, or composted, or removed from the farm).
- You must ensure that solid wastes are:
  - collected in clearly identified or identifiable waste containers or areas;
  - collected using clearly identified equipment that is stored in an identified area when not in use;
  - kept under controlled conditions to ensure that they are not mistakenly or fraudulently released as suitable for processing for human consumption (e.g., dead birds, dead chicks, and broken eggs); and
  - regularly disposed of in a way that ensures that they do not become a source of contamination to products, the work area and the processing or storage environment.
- If you store your waste in bins outside, you must ensure they are covered, maintained in a tidy condition, and collected regularly so that they do not attract pests.

Cleaning inspection

- You must ensure that regular cleaning checks or inspections happen to:
  - ensure compliance with the cleaning and sanitation programme; and
  - check the effectiveness of cleaning.
- Checks of facilities and equipment must be done prior to use (including after maintenance) to ensure that operations begin only after sanitation requirements have been met and any problems are resolved.

D

Do

Taking equipment into chicken production areas – (delete this section if not applicable)

- Before equipment (including dead bird containers) is taken into a production area, you must ensure that it is cleaned and if required, sanitised in an area that ensures waste materials and spray do not contaminate other areas or equipment, chickens, or eggs and in accordance with the cleaning programme.

Monitoring checks

- Compliance with these procedures and the effectiveness of cleaning must be checked at least _____ by the responsible person. The frequency of checks is determined by the results of recent checks.

S

Record

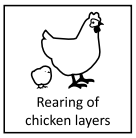
Show

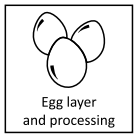
Documents associated with this supporting system

- Cleaning schedules and procedures including cleaning schedule for equipment taken into production areas.
- Cleaning and pre-operational records, forms, or check sheets.
- Chemical Register*.
- Any problems detected and any corrective action taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

I. Receipt of Incoming Materials





K

Know

Useful things to know

- To ensure that all incoming materials (including birds, inputs, and packaging) are fit for purpose, and sourced, handled and stored according to requirements.

D

Do

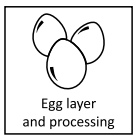
Rules you must follow

Receipt of incoming materials

- You must ensure that suppliers are asked to provide evidence that their materials meet the regulatory requirements where appropriate.
- You must ensure that birds and inputs (e.g., feed and egg filers) are checked (on arrival or prior to use) to ensure they are clearly labelled (or accompanied by appropriate documentation) and are fit for purpose.

Record

- All inputs (e.g., feed, egg filers and shavings) must be recorded in an inventory control system for traceability (see J. Traceability, Inventory and Labelling).



Handling and storage

- You must ensure that all incoming materials are transferred without any unnecessary delay to appropriate storage areas (e.g., chiller, freezer, or cold stores) so that appropriate egg temperatures are maintained.
- All materials must be handled and stored in a manner that minimises any potential contamination or deterioration.
- If materials have damaged packaging, you must ensure these are handled to minimise: contamination of the material, other materials or the processing, or the storage environment.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

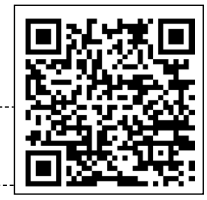
S

Show

Record

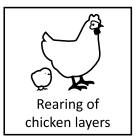
Documents associated with this supporting system

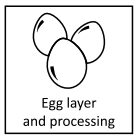
- Records of products under the RMP (e.g., consignment notes).
- Any problems detected and any corrective action taken. Refer to E. Corrective Action.



Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

J. Traceability, Inventory and Labelling





K

Know

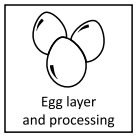
Useful things to know

- To ensure that products are correctly identified sufficiently at receipt, processing, storage, and sale for inventory control purposes and to allow for traceability in the event of a recall.
- To ensure that the eggs are identified sufficiently at the layer farm(s), in holding areas, during transfer and at the packhouse for inventory control purposes and to allow for traceability in the event of a recall.

D

Do

Rules you must follow



Egg production and processing inventory control – (delete if not applicable)

- When eggs are transferred from any collection equipment, trays or containers to other equipment, trays, or containers the following checks are done (where practicable):
  - any labels or records (e.g., lot or batch number) must be checked to ensure that the information accurately describes the eggs; and
  - a count must be kept of the number of eggs transferred.

Record

- Traceability must be maintained by recording which farms supplied what quantity of eggs packed each day. Sales to purchasers who intend to on-sell must be receipted/invoiced and show the date, the lot/batch, the egg type, and the quantity.
- Labels must be applied where necessary to maintain traceability of goods while in storage or use.

Record

- Where critical controls are applied, each separate batch or day's production (whichever is smaller) must be identifiable on relevant records and labels. See O. Egg Process Control.
- Eggs from different farm regimes (e.g., barn, free range or colony caged) must be always kept separate. Separation is documented and managed by (tick which apply):

☐ space

☐ time

☐ labelling and or packaging

Traceability

- A tracking and inventory system must be maintained that:
  - allows for the identification of all chickens and products (including raw materials, ingredients, and products) throughout the entire production chain (i.e., from reception of incoming materials, through production, processing, or manufacturing, to dispatch of products); and
  - can trace animal material and animal product from the supplier to the operator; and from the operator to the next recipient in the supply chain (other than the final consumer).

- Upon request by MPI, traceability information can be provided within 24 hours.
- Can identify and track rework to finished product.

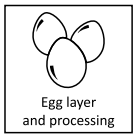
D

Do

- Ensures that all outgoing products are clearly labelled and accompanied by appropriate documentation to ensure traceability of the batch.
- Ensures that all outgoing birds are clearly labelled, identified, or accompanied by appropriate documentation to ensure traceability of the flock.
- Ensures that non-conforming birds, materials and products are clearly identified and the reasons for non-conformance are in the inventory.

Records

- Records must include, as appropriate:
  - name and address of suppliers of feeds, rearer layer chickens or layer birds;
  - details about the supplied item, including the batch number, quantity, and delivery date;
  - supplier status of any approved suppliers (i.e., feed declarations);
  - production records;
  - an inventory system (either electronic or hard copy) that allows finished products to be traced;
  - load in and load out checks; and
  - the name and address of the person or company to which the batch of products are delivered to.



Labelling of eggs – (delete if not applicable)

- Final egg labels for retail sale must contain the following information:
  - name or description of the eggs to indicate their true nature (e.g., eggs);
  - lot identification (e.g., date mark and the premises where the eggs were laid or packed);
  - name and business address of the supplier in New Zealand (e.g., physical address of the layer farm or the packer);
  - best-before date that links back to the lot/batch records and to the date of lay, either:

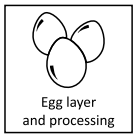
    ☐ best-before date of 35 days from the date of lay; or

    ☐ an alternative best-before date of _____ days from the date of lay.
  - evidence of the alternative shelf-life period to provide safe and suitable eggs are attached.
  - directions for storage (e.g., storage instructions to keep the eggs cool);
  - nutrition information panel (NIP); and
  - number of contents, net weight, or volume.
- Any label claim made through labelling or imagery about the farming regime (e.g., free range) must be truthful, and not misleading.
- Any health or nutrition claims (e.g., folate, omega enriched) must meet the requirements in the Food Standards Code (www.foodstandards.govt.nz/code/Pages/default.aspx) and evidence to support the claim is documented.

D

Do

- Individual eggs can be labelled (e.g., stamped or ink jetting) to enable traceability to the layer farm.
  - Best-before date may also be included on the stamp.
  - Only food grade ink compliant with the New Zealand Food Standards Code can be used to identify eggs.
- Egg labelling must be legible.
- Wording of any claims must be checked for accuracy when new packaging or labels are ordered and delivered.
- Any packaging with incorrect claims must not used, but is returned to the supplier, or destroyed.
- Reused or recycled packaging for eggs must completely remove or deface, any false or misleading information (including any names, contact details or producers and farming methods) left on the packaging from previous uses.
- Eggs that are sold in bulk (for packaging or sale elsewhere) must be supplied with the labelling information listed above in an accompanying document so that the receiver can properly label the eggs or display the eggs for sale with the correct information.



Labelling of egg transportation outers – (delete if not applicable)

- There must be procedures to ensure that labelling of transportation outers (where required):
  - meets the regulatory requirements; and
  - is correct and accurate.
- Any false or misleading labelling on reused or recycled packaging resulting from previous uses must be removed or defaced.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

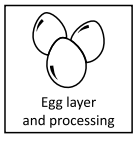
S

Show

Record

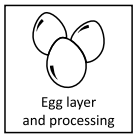
Documents associated with this supporting system

- Records showing goods received (e.g., delivery dockets, invoices etc.).
- Any re-labelling or re-packing done.
- An inventory system (electronic or hard copy) that allows finished products to be traced.
- Copies of labels.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.



- Mass balance audit calculations of each farming technique.
- An inventory system (electronic or hard copy) that allows eggs to be traced, and includes records of:
  - each lot/batch (including eggs produced, received from other suppliers, and

S



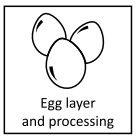
Show

dispatched, date of lay, date of packing and links to best-before dates);
- any repacking done;
- shell eggs, processing grade eggs and eggs downgraded as not suitable for human consumption; and
- whether eggs are colony caged, barn or free range (if eggs of different types are handled by the operator and the labelling makes a distinction about the types of eggs contained).

- Copies of egg packaging labels.
- Any problems (e.g., mislabelled eggs, failure to keep up to date batch records, incorrect egg tallies, wrong labels on packaging, incorrect best-before dates, bulk eggs despatched without labelling information).
- If individual eggs are labelled (e.g., stamped or ink jetting), the procedure is documented.
- If an alternative best-before date is used, evidence that the alternative shelf life will result in safe and suitable eggs is required.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

K. Packaging, Packing and Re-packing eggs (delete if not applicable)



K

Know

Useful things to know

- To ensure that packaging materials are fit for intended purpose, and that eggs remain fit for intended purpose during packing and re-packing.
- Re-packing means making / breaking up small consignments and placing these into cartons for individual customer consignments but not into other contact packaging.

D

Do

Rules you must follow

Packaging materials

- You must ensure that all packaging and product contact materials are suitable for food contact use.
- Opened cartons must be re-closed and covered during storage to prevent dust contamination.
- Packaging materials and other food contact materials must be:
  - checked on delivery to ensure they are fit for their intended use (i.e., clean, undamaged) and properly labelled;
  - protected against contamination or damage during storage; and
  - kept separate from chemicals and other hazardous materials.
  - compliant with the requirements specified in the current "US Code of Federal Regulations, Title 21, Parts 170-199" (www.ecfr.gov/current/title-21), which applies equally to coatings and linings of containers and cartons where these are the direct product contact surface;
  - compliant with the requirements specified in the current "Australian Standard: Plastic materials for food contact use", AS2070-1999" (www.standards.org.au/contact) contact Standards Australia for a copy; or
  - determined by the operator to be suitable for use, based on analysis of hazards and other risk factors from the packaging.
- Reused and recycled packaging must not be a source of contamination of materials or eggs.

Use of packaging materials

- Packaging must be visibly clean and undamaged at point of use.
- Dirty or damaged packaging must be disposed of appropriately.
- Packaging materials must adequately protect the product.
- Reused packaging must be visually clean and correctly labelled at the time of reuse. Any labelling from a previous use that is not truthful when applied to the new product must be removed or defaced.

D

Do

Packing and Re-packing

- Packing or re-packing of products must be done under appropriately hygienic conditions, in a manner that prevents contamination and maintains its fitness for intended purpose by:
  - the area being clean;
  - personnel being suitably clothed;
  - ensuring that products designed for re-packing are managed via the inventory system; and
  - ensuring all re-packaged product are appropriately labelled.
- All products must always remain identifiable.
- Damaged packaging is disposed of appropriately.
- Any labelling from a previous use that is not truthful when applied to the packaged eggs must be removed or defaced.
- If the packaging is damaged and impacts the fitness for intended purpose of the eggs, the affected eggs must be appropriately disposed of, or handled in a manner that minimises contamination, until the packaging damage is fixed.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

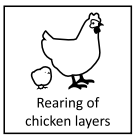
Show

Documents associated with this supporting system

- Evidence of packaging suitability provided by suppliers.
- Inventory records.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

L. Calibration



K

Know

Useful things to know

- To ensure that measuring equipment that is used to carry out critical measurement functions as intended.
- If you do not have any equipment used to carry out critical measurements that requires calibrating, this supporting system does not need to be included.

D

Do

Rules you must follow

Measuring Equipment

- Measuring equipment (such as scales, etc) that is used to provide critical measurements must be:
  - accurate, precise, and fit for their intended use;
  - calibrated regularly against a reference standard (i.e., shows traceability of calibration to a national or international standard of measurement); or
  - if no such standard exists, be calibrated by a suitably skilled person using a documented method; and
  - identified (e.g., by using serial numbers, indelible tags or other permanent means of identification) to enable traceability of the calibrations to a reference standard, and to identify the calibration status.
- A calibration programme must be in place that covers the following:
  - how to calibrate each piece of measuring equipment that requires calibration;
  - whether each piece of measuring equipment is used for taking critical measurements or not;
  - minimum frequencies of calibration for each piece of measuring equipment used to provide critical measurements, or used as reference standards;
  - safeguards for prevention of unauthorised adjustments to the calibration of measuring equipment; and
  - the corrective actions to be taken when a measuring device is damaged or provides inconsistent or inaccurate readings and identification and disposition of any product produced when the device was out of order.

Receipt of critical measuring equipment (new or repaired)

- Calibration certificates must be requested from suppliers of critical measuring equipment (e.g., egg wash temperature is a critical measurement).

Chiller or freezer gauges

- Cool room temperature gauges must be checked by placing another thermometer in the cool room, next to the existing probe, for about 10 minutes then comparing against the cool room temperature gauge.
- Checks of automatic temperature devices must be recorded on the Automatic Temperature Recorder Checks Form*.

D

Do

Faulty equipment

- Equipment that is faulty or inaccurate must not be used. It must be repaired and recalibrated or replaced as soon as possible.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

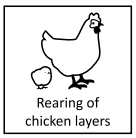
Show

Documents associated with this supporting system

- Calibration certificates and other calibration records.
- Identification, location, and calibration status of equipment.
- Calibration Form*.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

M. Chemical Control



K

Know

Useful things to know

- To ensure the proper use and storage of chemicals to prevent or minimise the contamination of products, packaging, equipment and the processing and storage environment.
- Chemicals include maintenance compounds used for cleaning, sanitation, fumigation, pest control and repair and maintenance of equipment.

D

Do

Rules you must follow

Chemicals (including maintenance compounds)

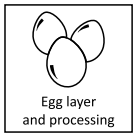
- You must have procedures for the storage, handling and use of chemicals.
- You must have a list (register) of all chemicals used and held on the premises and this list must be kept up-to-date.

Storage of chemicals

- You must store chemicals in a designated area, away from birds, products, and inputs.
- You must label chemicals clearly. If it is an approved maintenance compound, you must label it with the name as it appears on the list of approved maintenance compounds.
- You must keep chemicals in sealed containers when not in use.

Use of chemicals

- You must use maintenance compounds according to the directions of the manufacturer and the conditions of the approval.
- You must make sure that directions for use (such as the detergent/sanitiser to be used in an area or on a piece of equipment, their concentration, application method and contact time required) are readily available to the user (e.g., given on the label, product information data sheets, etc.).
- You must ensure that chemicals are handled and used by, or under, the supervision of suitably trained or experienced personnel.
- You must ensure that all containers or implements used for measuring or pouring of hazardous chemicals are labelled 'For Chemicals Only' and are not used for any other purpose.

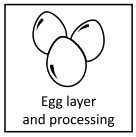


Use of chemicals in egg layer farms and egg processing – (delete if not applicable)

- You must use only MPI approved maintenance compounds, as listed in the MPI Approved Maintenance Compounds (Non-dairy) Register (www.foodsafety.govt.nz/registers-lists/maintenance-compounds/index.htm), are used:
  - during processing operations;
  - in the maintenance of processing areas; and
  - on equipment.

D

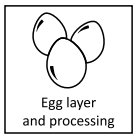
Do



- Eggs and exposed packaging must be removed from the area or kept protected (e.g., covered) prior to the use of chemicals (e.g., insecticide sprays) to prevent contamination.
- Equipment and other food contact surfaces must be cleaned by thorough washing after exposure to chemicals that are not approved for food contact (e.g., after spraying with insecticide is completed).
- When contamination by a hazardous chemical occurs, the following actions must be carried out:
  - affected inputs and eggs are considered unfit for human or animal consumption and are dumped;
  - affected egg contact surfaces are cleaned and sanitised prior to reuse; and
  - affected packaging is disposed of properly.

Handling and disposal of chemicals

- Empty chemical containers must be disposed of and are not re-used in a way that may contaminate chickens or eggs.



Handling and disposal of chemicals in egg layer farms and egg processing – (delete if not applicable)

- When contamination by a hazardous chemical occurs, the following actions are carried out:
  - affected egg contact surfaces are cleaned and sanitised prior to reuse;
  - affected eggs are considered unfit for human or animal consumption and are dumped; and
  - affected packaging that cannot be effectively cleaned and sanitised is disposed of properly.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

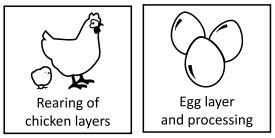
Record

Documents associated with this supporting system

- Approved chemicals used (e.g., Chemical Register, consignment notes, etc.).
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

N. Pest Control



K

Know

Useful things to know

- To ensure effective control of pests to prevent or minimise the contamination of product, packaging, other inputs, equipment, and the processing environment. Pests include rodents, wild birds, insects (including bees), dogs and cats.

D

Do

Rules you must follow

Responsibility

- Pest control and monitoring activities within the RMP premises must be carried out by (tick applicable box):
  - ☐ the RMP operator
  - ☐ a contracted pest control person or agency
- Where pest control and monitoring activities are contracted out, the Day-to-day Manager, prior to signing the contract or services agreement, must ensure that:
  - the person or agency to be contracted is competent to perform the task and is familiar with the requirements of this Supporting System; and
  - the written contract or services agreement clearly defines the services to be provided by the contracted person or agency.

Controls to prevent entry of pests

- You must ensure that:
  - external doors that are not screened are kept closed when not in use (as appropriate to the type of operation e.g., free-range).
  - animals and pets (e.g., cats and dogs) are not allowed to enter processing, packaging, or storage areas.
  - drains are fitted with screens (as appropriate to the type of operation e.g., free-range).
  - insect screens are fitted on windows and external doors that are kept open during operations (as appropriate to the type of operation e.g., free-range).
  - buildings, external surroundings, and waste bins are kept clean and tidy to prevent potential breeding sites. Waste bins are regularly emptied.
  - buildings are kept in good repair and condition to prevent pest access and potential breeding sites.
  - regular inspections of the premises, including external surroundings, are carried out to check for evidence of possible infestation.
  - if pest control devices are present, these are located in a way that they won't cause contamination.
  - feed, litter materials, packaging (such as egg trays) and equipment are stored in a way that minimises contamination from pests.

D

Do

- used litter material (that is taken out of the shed) and other waste is managed in a way that prevents pest access.
- feed spills are cleaned up as soon as practicable.
- dead chickens are kept in a pest-proof container until collection or disposal.

Use of pesticides (e.g., fly sprays, rat baits, etc.) and pest traps

- Pesticides must be approved, handled, used, and stored according to chemical control requirements. Refer to M. Chemical Control.
- Bait stations must be numbered and recorded on a site map, and are located, and installed so they cannot contaminate product or packaging.
- Bait stations and traps must be checked at least _____ for evidence of pest activity (e.g., nibbled bait, bait missing, droppings, etc.) and to confirm they are in good working order.
- Increased monitoring and appropriate corrective actions must be undertaken when increased rodent activity is observed.
- Any pests must be regularly removed from the bait stations and the bait replaced. This is recorded on a Vermin Control Register.

Record

Use of pesticides in egg layer farms and egg processing – (delete if not applicable)

- Pesticides must be used according to the manufacturer's directions and the MPI conditions of the approval. Refer to the MPI website Approved Maintenance Compounds (www.mpi.govt.nz/processing/maintenance-compounds/non-dairy-maintenance-compounds/).

Handling and disposition at egg layer farms and egg processing – (delete if not applicable)

- Where there is evidence of contamination by pests, the following actions must be carried out:
  - affected eggs are dumped;
  - affected food contact surfaces are cleaned and sanitised prior to reuse;
  - affected products are managed as non-conforming product, refer to P. Non-conforming Product and Recall;
  - affected packaging is either washed and sanitised (where practicable) prior to use or is not used for packing any product for human or animal consumption.

Corrective actions

- Where you determine that there is evidence of contamination by pests, you must carry out corrective actions and undertake a review of your pest control measures.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

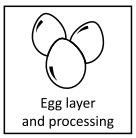
Show

Documents associated with this supporting system

- A contract or service agreement with the contracted pest control person or agency, if applicable.
- A record of the location of the bait stations (may be shown on site plan used to show physical boundaries).
- A record of all Approved Maintenance Compounds (pesticides) used (including name, amount and point of use) (Refer to M. Chemical Control).
- Vermin Control Register* of pest sighting and monitoring.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

O. Egg Process Control (delete if not applicable)



K

Know

Useful things to know

- To ensure the effective implementation of good manufacturing practice, including appropriate process control measures at each process step so that all eggs are fit for their intended purpose.

D

Do

Rules you must follow

Egg collection (harvesting)

- All eggs must be harvested at least every _____ hours.
- Eggs are harvested as soon as practical after lay.
- Eggs must be put into clean and sanitised trays, with the point of the egg facing downwards. Trays may be reused as long as they have been cleaned and sanitised (where possible), and are not visibly dirty, damp or contain egg liquid.
- Cracked and broken eggs must be collected in clearly marked trays.
- Floor eggs may be collected in clearly marked trays at the operator's own risk.
- Eggs from different farming operations must be kept separate and clearly labelled with sufficient details to ensure traceability and truthfulness of any label claims (where necessary).

Storage and transfer to packhouse

The operator must ensure that

- Storage temperature for eggs stored at the farm are: _____ to _____°C.
- Eggs are taken to the packhouse as soon as practical.
- Eggs are stored under conditions that minimise condensation on the shells.
- Eggs are stored out of direct sunlight.
- Eggs are not incubated.

Egg sorting

- Dirty, cracked, or broken eggs must be removed from the collection system prior to grading.
- Dirty eggs are: ☐ dry-buffed ☐ wet wiped ☐ washed ☐ dumped
- Dumped eggs are disposed by:
  - ☐ buried on farm.
  - ☐ picked up by waste disposal company.
  - ☐ rendered at _____.

Egg cleaning/washing

- The following eggs are washed (tick one): ☐ none ☐ dirty eggs only ☐ all eggs not cracked or broken.

D

Do

- The following methods can be used to clean eggs (tick the applicable method):

☐ **dry buffing**

- dirty eggs are cleaned by gentle dry buffing with a clean cloth so that the eggshell cuticle is not damaged;
- cloths should be changed if there are signs of soiling;
- dirty cloths are washed, sanitised, and dried afterwards if they are to be reused for cleaning; and
- only approved sanitising chemicals are used to clean cloths, in accordance with the conditions of approval and the manufacturer's recommendations for use. Sanitising chemicals used:

_____

_____

☐ **wet wiping (not recommended)**

- dirty eggs are wet wiped with:
- a clean damp cloth;
- potable water; and
- approved egg washing chemicals, in accordance with the manufacturer's recommendations.
- damp cloths should be rinsed adequately and wrung thoroughly so they are not dripping before being used;
- when the damp cloth is passed over the egg, it should not leave water droplets on the egg surface;
- damp cloths should be changed or disposed of frequently if there are any visible signs of soiling; and
- dirty cloths should be washed, sanitised, and dried if they are to be reused for cleaning.

☐ **washing**

- jets of wash water and/or brushes have complete access to each egg;
- where static water is used, the water is changed regularly to avoid a build-up of dirt;
- eggs may be dipped during washing but are not to be soaked for an extended period that may affect the eggs;
- the wash temperature is at least 12°C warmer than the egg temperature;
- the wash water temperature does not exceed 45°C to avoid damage to the cuticle;
- the egg washer is set at _____ °C for _____ seconds;
- eggs are washed using potable water and approved egg washing chemicals and if required under their approval rinsed with potable water;
- only approved egg washing and/or sanitising chemicals are used, in accordance with the conditions of approval and manufacturer's recommendations as to use. Egg washing and/or sanitising chemicals used are:

_____

_____

- ◦ the wash water is changed at least daily or more frequently where visually dirty; and
- ◦ alternative egg washing procedures are recorded below (this will need to be validated): _____

_____

☐ **UV treatment**

- ◦ the UV treatment cleaning process must be followed in accordance with manufacturer's recommendations. The process is validated.

Egg drying

- Immediately after washing, the eggs must be quickly and completely dried using the following methods:

☐ air drying

- ◦ air can be warmed or dehumidified; and
- ◦ condensation on the eggs should be avoided.

☐ other drying method as follows (this will need to be validated):

_____

_____

Egg oiling

- Approved food grade oil is applied ☐ Yes ☐ No
- If yes, the oils used are: _____

_____

Candling/defect assessment

- All eggs for human consumption must be candled prior to retail sale.

- Candling is carried out using:

☐ light

- ◦ where candling uses light, the candling machine is effective to allow for the detection of defects.
- ◦ the interior and exterior of each egg is examined.
- ◦ defective eggs are:
  - ☐ dumped
  - ☐ sent for further processing
  - ☐ sent for animal consumption

☐ other candling or defect assessment method as follows (this will need to be validated):

_____

_____

D

Do

Grading/weighing

- Eggs must be graded by weight.
- Appropriate methods must be in place to ensure the correct weight of eggs are packed into each carton, and that the grade of eggs is correct.

Packing

- Eggs and packaging must not touch the floor at any time (e.g., by stacking the cartons on pallets).
- If any eggs are re-packed, a traceability system must be in place to ensure the eggs can be located, in the event of a recall.

Egg storage/loadout

- Eggs must be stored in a clean, pest-proof room at:
  - ☐ ambient temperature until loadout.
  - ☐ chilled temperature at _____ to _____°C until loadout.
- Stock is rotated so that the oldest eggs are loaded out first.
- If eggs are chilled, the temperature at loadout may be raised to _____°C to minimise condensation.
- If using alternative shelf-life regime from those specified in Module 2: Harvesting, Candling and packing of Eggs - Additional scope of the RMP, you must show evidence to your verifier.

Collection of eggs from various steps for further processing

- Cracked and/or broken eggs are:
  - collected at sorting, candling and where seen at other steps;
  - kept in approved packaging that protects from them from contamination;
  - identified and kept separate from other eggs;
  - stored at 6ºC or less (or any other time and temperature combination that will ensure eggs remain suitable for processing); and
  - delivered to further processing within _____ days of lay (less than 14 days).
- Cracked and/or broken eggs can be collected together, to be sent for further processing.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

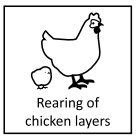
Record

Documents associated with this supporting system

- Records of products under the RMP (e.g., consignment notes).
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

P. Non-conforming Product and Recall



K

Know

Useful things to know

- To ensure the correct handling and disposition of non-conforming birds and eggs, including the recall of birds or eggs from distribution and sale.
- Non-conforming birds or eggs are anything that:
  - has not been processed in accordance with relevant regulatory requirements, and procedures written in the RMP, or
  - is not safe or suitable for its intended use.
- Recalls are not done for live-birds due to stocking issues and instead traceability, notification and corrective action events are undertaken.

D

Do

Rules you must follow

Suspected non-conforming product

- You must manage birds and eggs that are suspected of being non-conforming as if they are non-conforming.
- You, or a suitably skilled person may determine that birds or eggs suspected of being non-conforming are actually conforming, by considering various factors, such as:
  - what the incident was;
  - the risk of breaching a regulatory or operator defined limit;
  - has the limit actually been breached (may require testing to be done); and
  - discussion with verifier;

Record

- If you determine that the birds or eggs are conforming, records are kept that cover:
  - identification of the suspected non-conforming birds or eggs;
  - a description of the event or circumstance that led to the birds or eggs being suspected non-conforming; and
  - the justification for the birds or eggs being determined as conforming.

Managing non-conforming product

- You must ensure that non-conforming birds and eggs are managed in a manner that prevents:
  - contamination and deterioration of other products or inputs; and
  - contamination of the processing and storage environment that could lead to cross-contamination contamination of other products or inputs.
- Non-conforming birds or eggs must be:
  - clearly identified;
  - separated from other birds or eggs;
  - recorded in inventory (unavailable for load-out); and
  - held until disposition is determined by a suitably skilled person or, in certain cases, by the RMP verifier or MPI.

Record

D

Do

- You must notify your RMP verifier as soon as possible when there is significant concern about fitness for intended purpose of any birds or eggs.
- A suitably skilled person must determine the disposition of any non-conforming birds or eggs considering various factors, such as:
  - product safety and suitability;
  - the amount of product affected;
  - options for repurposing or disposing of the birds or eggs (such as reprocessing, downgrading, or disposing of it as waste);
  - whether the birds or eggs have been released for distribution or not; and
  - any instructions from MPI or the RMP verifier.

Record

- Records must be kept that cover:
  - identification of the affected animal material or animal product; and
  - a description of the event or circumstance that led to the birds or eggs being non-conforming; and
  - the egg disposal, including confirmation of actual disposal.

Unforeseen Events

- During any unforeseen events (such as floods earthquakes, pandemic, unavailability of contractors, power failure, etc.), appropriate steps must be taken by the Day-to-day manager to manage any risks to birds or eggs, and to identify any non-conforming or suspected non-conforming birds or eggs.

Record

- The RMP verifier must be notified with an incident report including:
  - a description of the problem and any affected birds or eggs;
  - a summary of the assessment made; and
  - any corrective actions taken to prevent the recurrence of the non-conformance.

Corrective actions

- Corrective actions will be taken to minimise the occurrence of non-conformance.
- The corrective actions may include:
  - amending procedures to correct deficiencies/issues;
  - increasing the frequency of inspections or internal audits;
  - revising supervision or training programmes when staff, visitors or contractors are not following Good Operating Practices (GOP) as required;
  - managing repeat offenders; and
  - a series of escalating responses for repeated non-conformances.

D

Do

Determining if a recall is required

- You must consider if a recall is required when the Day-to-day Manager believes that eggs have been released that have a food safety problem or are not fit for their intended purpose. A recall can be initiated by MPI. Examples of food safety problems include: a breach of a regulatory limit; presence of a microorganism that could make someone sick etc.

Record

- You must do a risk assessment is done to determine if a recall is needed:
  - information is gathered to assist in understanding the source and extent of the problem;
  - refer to MPI Recall Guidance Material (www.mpi.govt.nz/food-business/food-recalls/food-recall-guidance-for-businesses/);
  - the RMP verifier is contacted for assistance.
- You must identify affected eggs. Any stock still on hand will be held until a decision has been made on whether to recall the eggs

Recall

- If it is determined that a recall is likely, the Day-to-day Manager is responsible for the recall and must:
  - refer to MPI Recall Guidance Material
  - **Investigate** – gather information, understand the problem, identify all affected products, hold any stock still on hand;
  - **Inform** – tell the verifier (if you can't make contact, tell New Zealand Food Safety);
  - **Assess** – assess the risk, decide if a recall is needed, and at what level (trade or consumer);
  - **Check** – check if New Zealand Food Safety agrees with your risk assessment and decision;
  - **Communicate** – communicate your decision to recall with impacted businesses, and consumers (for a consumer level recall);
  - **Audit** – audit how much product was returned, review and identify corrective actions.
- You can contact New Zealand Food Safety on 0800 00 83 33 or at Food.Recalls@mpi.govt.nz

Simulated Recall

- A simulated, mock, or trial recall must be done at least every 12 months to demonstrate the effectiveness of the traceability and recall process.
- Refer to MPI Simulated Food Recall Guidance (www.mpi.govt.nz/food-business/food-recalls/doing-food-recall/)
- Effectiveness must be measured by:
  - the time taken to trace affected eggs;
  - the time taken to complete the mock recall of affected eggs; and
  - the proportion of eggs that would have been successfully recalled.

D

Do

Rearer Layer farm and layer chicken farms Traceability, notification, and corrective action event

- If you cannot initiate a recall of rearer layer birds or layer chickens due to how your business operates (i.e., you cannot recall birds due to stocking capacity), you must instead initiate a **Traceability, notification, and corrective action event**. Apply the above requirements under **Determining if a recall is required**, **Recall**, and **Simulated recall** for recall, but undertake it as a Traceability, notification, and corrective action event.

Who's responsible?

- Record the name or position of the person(s) responsible for co-ordinating recalls

_____

_____

_____

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

Record

Documents associated with this supporting system

- Load-out dockets or consignment notes for products.
- Diary detailing all communication about the recall and copies of all written correspondence.
- Recall and simulated recall review records
- Inventory records*.
- Records of assessment and disposition of non-conforming products.
- Records of recall activities, including mock recall.
- Any correspondence with the RMP verifier or MPI.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

Q. Storage

Rearing of chicken layers | Egg layer and processing

K

Know

Useful things to know

- The storage environment will maintain the intended state of preservation and prevent contamination so that eggs and materials remain fit for purpose.
- Sick or unwell personnel should not handle any unprotected eggs or inputs. Refer to B. Personnel Health and Hygiene.

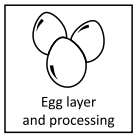
D

Do

Rules you must follow

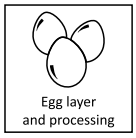
Storage and handling

- You must ensure all stored eggs and materials always remain identifiable.
- You must store eggs and materials in a manner that:
  - minimises contamination and deterioration (e.g., by separation);
  - minimises damage to packaging;
  - facilitates effective cleaning; and
  - facilitates effective inventory control.
- You must clean spills within a reasonable timeframe.
- Chemicals and maintenance compounds must be stored in a way that minimises contamination.
- You must dispose of raw materials or ingredients when it is no longer safe or suitable to use (e.g., past its use-by date).



Egg Packaging – (delete if not applicable)

- You must prevent dust contamination of egg packaging (e.g., through covering packaging).
- You must dispose of damaged packaging as soon as possible.



Refrigerated or ambient storage – (delete if not applicable)

- You must ensure any chilling of eggs is conducted without unnecessary delay and in a manner that minimises deterioration.
- Temperature measuring devices must be calibrated and located appropriately to measure the internal temperature of a vehicle at the warmest point. Refer to L. Calibration.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

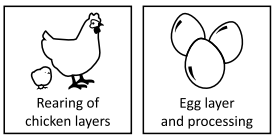
Record

Show

Documents associated with this supporting system

- How you store your inventory (e.g., eggs)
- How you manage pests in the store house (e.g., N. Pest Control)
- How you store cleaning and chemical compounds safely
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

R. Transport of chickens



K

Know

Useful things to know

- To ensure that chickens maintain their status as suitable for producing eggs and to minimise hazards, including transport between premises or places operating under an RMP.

D

Do

Rules you must follow

General requirements

- Vehicles or transportation units (e.g., containers) must be designed, constructed, equipped, and operated to:
  - maintain the status of eggs; and
  - minimise hazards and other risk factors.
- Vehicles must be kept clean and maintained in good working order.
- Personnel must hygienically handle product.
- Personnel with any condition or illness of public health concern must not handle any exposed product. Refer B. Personnel Health and Hygiene.
- Products must be kept separate as required and protected from cross-contamination.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

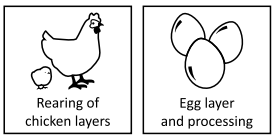
Show

Documents associated with this supporting system

- Inventory records.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

S. Feed Management



K

Know

Useful things to know

- To minimise hazards (e.g., *Salmonella* Enteritidis (SE)) to ensure your feed is not at fault for wholesomeness issues such as off-odours and flavours in the eggs.
- The longer contaminated feed is available to the chickens, the more likely they are to become contaminated with SE.
- If you have fed chickens SE positive or potential SE positive feed, you should take further action to ensure SE infection is not established in the birds (e.g., by cloacal swab or seek veterinarian advice).
- Animal welfare and the availability of feed must be considered when determining how quickly contaminated feed can be replaced.

D

Do

Rules you must follow

Manufacture of feed

- Feed is (tick appropriate option):
  - ☐ made at own premises/feed mill.
  - ☐ bought in ready-made.
- If feed is purchased ready-made, you must obtain a supplier guarantee to show *Salmonella* in feed is managed.
- The feed used on site must be listed in Layer Feed Specifications*.

Storing and using feed

- Feed must be stored in a manner that protects it from contamination.
- Pests must be prevented from accessing feeds during storage and during transfer to feeders.
- Contaminated feed must be disposed of, or only used if all eggs produced are sent for further processing.
- When feed storage containers are empty, they must be cleaned and then refilled.
- Untreated crops or human food scraps may be fed to hens only if the risk of contamination is minimised.

SE positive test result

- If SE is detected in the feed (either by your own testing or from the manufacturer), you must either:
  - remove and dispose of the contaminated feed. Clean and sanitise the silos and order replacement feed;
  - continue to use contaminated feed but send eggs from those layers for further processing;
  - treat the feed using a using a treatment validated at inactivating any SE in the feed.

D

Do

- You must remove feed from the implicated equipment and feed lines and if possible (i.e., the shed is unpopulated), ensure the feed lines are cleaned and sanitised prior to refilling with SE negative feed.
- You must record the actions taken on the shed record and file the completed record in the farm office.

Record

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

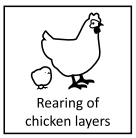
Record

Documents associated with this supporting system

- Records of any notification of Salmonella/SE positive feed or results from testing.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

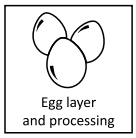
*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

T. Whole Flock Health Scheme



K

Know



Useful things to know

- You minimise the chance the birds are infected with *Salmonella* by making sure they are in good health.
- Prevent unacceptable levels of chemical residues in eggs through the correct use of agricultural compounds and veterinary medicines and following withholding periods.
- The whole flock health scheme will include measures for disease control or eradication; and activities to ensure that agricultural compounds and veterinary medicines are used according to any general or specific conditions of use.

D

Do

Rules you must follow

General requirements

Competent Person

- A suitably skilled person must implement and follow the Whole Flock Health Scheme, and obtain veterinary advice as necessary.

Record

Receipt of birds

- Refer to I. Receipt of Incoming Materials for generic purchase and receipt requirements.
- Cull any sick birds and record these details
- If numbers of culled and dead birds are higher than normal, the competent person must seek veterinary advice, as required.
- Healthy birds must be placed on the rearing or laying farm.

- Optional vaccination for *Salmonella* is done on this RMP's layer farm:

  ☐ Yes ☐ No

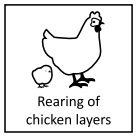


Table T1: Vaccination details of rearer layer birds

Rearers received from:	Vaccinated for Salmonella? Yes / No
☐ a hatchery as day old chicks	
☐ own breeding operation	
☐ another rearing operation	
☐ other	

D

Egg layer and processing

Do

Table T2: Vaccination details of Layer birds

Rearers received from:	Vaccinated for Salmonella? Yes / No
☐ a hatchery as day old chicks	
☐ an own breeding or rearing operation	
☐ another rearing operation	
☐ another layer operation	
☐ other	

Record

Medication

- You must keep a list of all veterinary medicines and agricultural compounds used under this RMP.
- All veterinary medicines used must be:
  - registered for use by MPI;
  - registered for another use but used "off-label" after seeking veterinary advice;
  - compounded by a veterinarian or is a veterinarian-authorised human medicine;
  - approved under section 8C of the Agricultural Compounds and Veterinary Medicines Act to be used with food producing animals; or
- The RMP operator or Day-to-day Manager must ensure that the medication programme is administered as per the manufacturer's recommendations or veterinary advice.
- Whenever veterinary medicines are used on the birds, you must ensure the eggs:
  - are not collected for human and animal consumption within any withholding period specified on the label or by the veterinarian; and
  - are disposed of.

Bird management

- Comply with the relevant Layer Hens Code of Welfare (www.mpi.govt.nz/dmsdocument/46036)

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

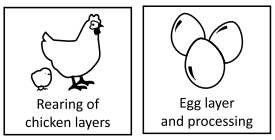
Show

Documents associated with this supporting system

- Veterinary medicines and agricultural compounds used under this RMP
- Record showing the medication, vaccinations, immunisations, or any other treatments given to flocks or individual birds (whether internally or externally, in feed, water or by other means) including:
  - date of treatment;
  - name of consulting technical/veterinary advisor;
  - name of treatment, approval details;
  - reason the birds have been treated; and
  - withholding period for eggs if any.
- The numbers of culled and dead birds (including birds that are dead on arrival)
- Any signs or evidence of disease noticed
- Any veterinary advice, name of the veterinarian and the results of any inspections
- Records of test results for:
  - that establish and verify the health status of the individual bird/flock (e.g., blood tests, flock diagnostic tests etc); and
  - any microbiological testing of the flock (e.g., for *Salmonella*)
- Records showing any problems detected (or informed of) e.g., pest contamination, notification of *Salmonella* detections
- Any problems detected and corrective action taken.
  Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

U. Routine Environmental Monitoring for *Salmonella* Enteritidis (SE) at Chicken Farms (delete this if not applicable)



K

Know

D

Do

Useful things to know

- To provide ongoing monitoring for *Salmonella* Enteritidis (SE) across the premises used to produce chickens, it is important that the environment is routinely sampled.

Rules you must follow

Laboratory details

- The samples must be sent to the following recognised laboratory with the required tests within its scope of recognition:

  _____ (state which laboratory).

Sampling procedures

- The SE manager (see C. Personnel Responsibilities, Competencies and Training) must develop and implement a SE sampling plan for all populated SE negative production areas.
- When developing the plan, it must include:
  - each production area and flock to be sampled;
  - the production system (colony, barn, free range etc);
  - the sites to be sampled in each production area that are most likely to be contaminated; and
  - when the samples will be taken (i.e., the timetable for sampling);
  - the types of samples to be taken (boot, manure, dust);
  - who the trained sampler is;
  - how samples will be retaken within 48 hours if notified by the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/) that the samples received were not acceptable for testing.
- To sample each production area, you must ensure: Sampling is carried out in a single sampling event over as short a period as practicable;
  - validated swabs for sampling poultry environments are used and this has been confirmed with the recognised laboratory;
  - samplers, equipment, and documentation are prepared in advance to minimise sampling times;
  - transport time for sampling is accounted for to make sure that the samples arrive at the recognised laboratory within 3 days of being taken;
  - when taking dust swabs, you must ensure that samples are taken as identified on the SE sampling plan, with a focus on feeders, ventilation ducting, beams, and ledges.
- You must identify all samples (e.g., via labels) so you can trace to the individual flocks or production areas identified in the SE sampling plan.

D

Do

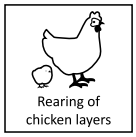
- You must ensure that if samples are combined into the same clean container, that it contains a maximum of either:
  - 4 boot swabs and 2 dust swabs; or
  - 8 manure belt swabs and 2 dust swabs.
- You must ensure that any sample submission forms and documents the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/) requires are completed and provided with all samples.
- You must ensure that the samples you send to the laboratory for testing are chilled for transport.

Manure belt swabs

- Manure belt swabs must be taken from production areas that use automatic manure removal systems (or where it is inappropriate to take boot swabs e.g., not safe to take boot swabs when sampling caravans on a range) manure belt swabs are taken instead of boot swabs.
- Up to 2 manure belts in a row may be sampled with one manure belt swab.

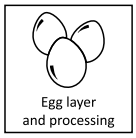
Dust swabs

- Samples must be are taken as identified in the SE sampling plan, with a focus on feeders, ventilation ducting, beams, and ledges.



Sampling from rearer layer chicken production areas – (delete if not applicable)

- Samplers must take:
  - 4 boot swabs and 2 dust swabs; or
  - 8 manure belt swabs and 2 dust swabs:
  - from every populated production area when chickens are:
    - 2 – 5 weeks of age; and
    - 12 – 18 weeks of age with the aim of having results available before the chickens are moved to the layer production area.



Sampling from layer production areas – (delete if not applicable)

- Samplers must take:
  - 4 boot swabs and 2 dust swabs; or
  - 8 manure belt swabs and 2 dust swabs:
  - from every populated production area:
    - containing single age flocks, when chickens are at the mid-lay point; and
    - containing multi-age flocks, every 20 weeks.

Receiving laboratory results

- You must ensure that laboratory results are immediately reviewed on receipt by the SE manager.

D

Do

- If any result is positive for SE, you must ensure that the actions in the supporting system V. Actions when *Salmonella* Enteritidis is detected at chicken farms are immediately followed, in addition to actions in P. Non-conforming Product and Recall.
- You must ensure that all results are recorded in a way that allows for easy identification of results to each production area and each flock (e.g., spreadsheet or table) and links back to the SE sampling plan.
- All laboratory reports (e.g. electronic or hard copy results) must be filed so they are easy to locate and retrieve and share on request, at the following location

_____

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

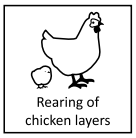
Record

Documents associated with this supporting system

- All documentation related to sampling (e.g., SE sampling plans, correspondence with the recognised laboratory)
- All laboratory results, reports, and tables
- Copies of reports, emails or letters sent to MPI, or the verifier
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

V. Actions when *Salmonella* Enteritidis (SE) is Detected at Chicken Farms (delete this if not applicable)



K

Know

Useful things to know

- It is important to ensure that appropriate handling and disposition of *Salmonella* Enteritidis (SE) positive or transitional chickens, eggs; and management of production and processing areas and associated things (including equipment and waste streams), occurs if SE is detected during routine monitoring or through any testing under this supporting system.

D

Do

Rules you must follow

Actions within the premises following notification of a positive SE result

- You must ensure that the SE manager does the following within 24 hours:
  - all affected production areas are identified and categorised as SE positive production areas;
  - all chickens and eggs that are in SE positive production areas are identified and categorised as SE positive chickens or eggs;
  - the verifier is notified of the positive SE result;
  - any producers or processors that have supplied or have been supplied potentially contaminated chickens, or eggs are notified;
  - SE positive production areas and SE positive chickens and eggs are isolated and managed to minimise the possible spread of SE;
  - all potentially contaminated equipment is isolated and managed to ensure it does not contaminate other chickens and eggs, productions areas, or the environment; and
  - all waste from SE positive chickens and eggs and SE positive production areas is managed to ensure that it:
  - does not contaminate other chickens, eggs, production areas, processing areas or the environment; and
  - cannot get into the human or animal food chain.
- You must ensure that a SE sampling plan is developed and implemented by the SE Manager for all sampling carried out under this Supporting system and addressing the requirements in “Sampling procedures” in U. Routine Environmental Monitoring for *Salmonella* Enteritidis at Chicken Farms.

Reporting within 48 hours of SE notification

- You must ensure that within 48 hours of the SE notification, the SE manager provides a report to MPI and your verifier including:
  - a site diagram that shows the location of each sample that gave a positive SE result;
  - the SE status of each production area (including unpopulated production areas) within the physical boundaries of the site;
  - an inventory of all chickens and eggs produced since the sample was taken, and their location (on the premises and in the wider supply chain);

- details of any investigations or findings, or root cause analysis completed since the positive SE result was received; and
- a summary of any enhanced controls or corrective actions implemented since the positive SE result was received.

- The written report must be prepared for MPI and sent to: Food.Compliance@mpi.govt.nz

Management of SE positive chickens and eggs

- Any SE positive chickens or eggs that are not traded must be disposed of in a way that:
  - does not contaminate other chickens, eggs, production or processing areas, or the environment; and
  - ensures that they cannot enter the human or animal food chain.
- If any SE positive chickens or eggs are traded to another producer or processor, the receiver must be advised that they are SE positive chickens or eggs.

Sampling of a SE positive production area to change to a SE negative production area

- To change a SE positive production area to a SE negative production area, the following activities must be carried out, either:
  - intensive sampling of each production area must be carried out in accordance with the SE sampling plan and if all results are negative, the production area, chickens and eggs are reclassified as negative SE; or
  - the following procedure must be carried out:
    - each SE positive production area is depopulated;
    - the depopulated production area is cleaned and sanitised;
    - post-sanitising sampling of the production area is carried out in accordance with the SE sampling plan;
    - if all results from post-sanitising testing are negative for SE, the production area is categorised as a transitional production area;
    - before repopulating the transitional production area with SE negative chickens:
      1. visual checks must be carried to confirm that, since the post-sanitising testing was completed, there is no evidence that SE may have been reintroduced (e.g., from pests or other contaminants); and
      2. there is any reason to suspect that the production area has been recontaminated (repeat above steps);
    - once repopulated with SE negative chickens, enhanced environmental testing of the transitional production area must be carried out in accordance with the SE sampling plan; and
    - if all results from enhanced environmental testing are negative, the production area, chickens and eggs are reclassified as negative SE.
- If SE is detected during the post-sanitising sampling step, the production area returns to being a SE positive production area and cleaning and sanitisation is repeated. Another round of post-sanitising sampling is then carried out until a negative result is achieved.

D

Do

- If SE is detected during enhanced environmental sampling, the production area returns to being a SE positive production area and the above steps are repeated.

Intensive sampling procedure

- If intensive testing is chosen, the SE sampling plan, and the "Sampling procedures" in U. Routine Environmental Monitoring for *Salmonella* Enteritidis must be followed.
- The trained sampler must take the following samples from each SE positive production area:
  - from 100 euthanised chickens:
    - 100 cloacal swabs;
    - 100 whole tissue samples from the caecum (including caecal tonsils); and
    - 100 whole tissue samples from periovarian tissue (ovaries and oviduct); and
      - for each rearer layer chicken production area:
        - 8 boot swabs and 2 dust swabs; or
        - 16 manure swabs and 2 dust swabs;
      - for each layer chicken production area:
        - 4 boot swabs and 2 dust swabs; or
        - 8 manure swabs and 2 dust swabs.
- If cloacal swabs and whole tissue samples from the same flock are to be combined, the rules for combining samples must be confirmed with the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/).
- Samples must be chilled and delivered to the recognised laboratory as soon as possible, but within 2 days of being taken.
- The chilled tissue samples must be packaged to ensure they arrive at the recognised laboratory at no more than 10ºC by packing in a chilly bin with chiller packs.

Cleaning and sanitation of SE positive production areas

- The production area is prepared for cleaning by removing as much dirt, debris, litter, and manure present as possible.
- If possible, the equipment is dismantled so that joints and interior surfaces can be effectively cleaned.
- Detergent is applied according to manufacturer instructions, including the recommended dilution rate and dwell time for detergent to be applied to contact surfaces.
- Surfaces are thoroughly rinsed to remove traces of detergent.
- Surfaces are dried before proceeding with sanitation.
- If feeder lines are present, these can be flushed with an antimicrobial (for example Salcurb) and left for several hours.
- A fumigation agent is used after sanitation to treat hard to reach areas that washing and sanitation, cannot access.

D

Do

- Manure and wastewater are disposed of in a manner that does not contaminate the surrounding environment. Options for disposal may include composting on site and secure removal by a covered truck.
- If any testing after cleaning and sanitation returns a positive SE result, the effectiveness of the cleaning and sanitation is reviewed, and adjustments made where necessary before repeating the process.

Post-sanitising sampling procedure

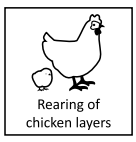
- The "Sampling procedures" in U. Routine Environmental Monitoring for *Salmonella* Enteritidis are followed.
- The trained sampler must take at least 8 swabs (boot, manure and/or dust swabs) from the designated sampling sites in the SE sampling plan.
- To carry out the sampling the trained sampler will ensure:
  - the swabs are pre-moistened and are not allowed to dry out before packaging for transport;
  - the sampling will focus on wall and floor surfaces, drinkers, feeders, nest boxes, partitions, moveable equipment, ventilation ducting, beams and ledges, and control panels;
  - a single swab will be used on only one type of area (e.g., use one swab on walls, or feeders, or ventilation ducts);
  - multiple swabs may be used on the same area, and samples from the same area may be combined for sending to the recognised laboratory;
  - a maximum of 4 swabs are combined into the same clean container to be sent to the recognised laboratory; and
  - if a production area is sampled after wet sanitisers have been applied, the sanitiser will be left to dry before samples are taken.

Disposing of, trading, or moving transitional chickens

- Transitional chickens and eggs must be managed as if they were SE negative.
- If any transitional chickens are moved from a transitional production area to a SE negative production area, the production area they are moved to must be recategorized as a transitional production area and enhanced testing of the production area is carried out.

Enhanced environmental sampling of transitional production areas

- The "Sampling procedures" in U. Routine Environmental Monitoring for *Salmonella* Enteritidis must be followed.
- The trained sampler must take swabs from the designated sampling sites in the SE sampling plan



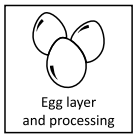
Enhanced environmental sampling of rearer layer chicken transitional production areas – (delete if not applicable)

- For each transitional rearer layer chicken production area, the sampler must take:
  - 8 boot swabs and 2 dust swabs; or
  - 16 manure swabs and 2 dust swabs;

D

Do

- when the chickens are:
  - 2 to 5 weeks of age; and
  - 12 to 18 weeks of age with the aim of having results available before the chickens enter the layer production area.



Enhanced environmental sampling of layer chicken transitional production areas – (delete if not applicable)

- For each transitional layer production area, the sampler must take:
  - 4 boot swabs and 2 dust swabs; or
  - 8 manure belt swabs and 2 dust swabs;
  - or production areas with single age flocks, 2 sampling rounds:
    - the first sampling round occurs 2 weeks after the area is populated;
    - the second sampling round occurs at least 10 days later.
  - for production areas with multi-age flocks, 3 sampling rounds are carried out:
    - the first sampling round occurs 2 weeks after the area is populated:
    - the second sampling round occurs at least 10 days later:
    - the third sampling round occurs 10 days after the addition of a new flock.

Record

Receiving lab results

- Laboratory results are immediately reviewed on receipt by the person responsible for SE management.
- All results must be recorded in a way that allows for easy identification of results to each production area and each flock (e.g., spreadsheet or table) and links back to the SE sampling plan.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

Record

Documents associated with this supporting system

- Site plans (identifying SE status of each production area).
- Records of any actions taken to prevent contamination between production and processing areas, chickens, and eggs.
- Notifications to producers or processors who have received SE positive chickens or eggs.
- Evidence of appropriate waste disposal.
- All documentation related to sampling such as SE sampling plans.
- All laboratory results and reports.
- All correspondence related to SE sampling with the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/).

S

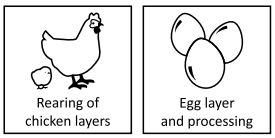
Show

Record

- Copies of reports, emails or letters sent to MPI, or the verifier.
- Detailed descriptions of any investigations or findings and corrective actions taken to manage them.
- Records of product traceability and disposition.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

W. Receiving or Supplying Suspect Chickens or Chicken Eggs (delete if not applicable)



K

Know

Useful things to know

- To ensure the appropriate handling and disposition of suspect chickens and production areas and associated things (including equipment and waste streams) if notification is received from another:
  - chicken producer that they have supplied this business with suspect chickens that have been associated with a positive *Salmonella* Enteritidis (SE) result; or
  - chicken producer that chickens received from this business have been associated with a positive SE result; or
  - a chicken or egg processor that chickens or eggs received from this business have been associated with a positive SE result.

D

Do

Rules you must follow

If notification is received that suspect rearer or layer chickens have been received

- As soon as practical, and within 24 hours of being notified of the receipt or supply of suspect chickens or eggs, the SE manager must ensure that:
  - all production areas containing or that had contained suspect chickens or eggs are identified as suspect production areas;
  - all suspect chickens still under the business' control since the last negative result, are categorised as suspect chickens; and
  - the verifier is notified that the business has received or supplied suspect chickens.
- The SE manager must ensure that:
  - the suspect production areas and suspect chickens are managed to minimise any potential spread of SE; and
  - all potentially contaminated equipment is managed to ensure it does not contaminate other chickens and eggs, productions areas, or the environment; and
  - all waste from suspect chickens and suspect production areas is managed to ensure that waste:
  - does not contaminate other chickens, eggs, production or processing areas or the environment; and
  - cannot get into the human or animal food chain.

Record

Reporting within 48 hours of notification

- The SE manager must ensure that a written report is provided to the verifier within 48 hours of notification of receiving or supplying suspect chickens that contains:
  - a site diagram that shows:
    - where the suspect chickens that have been received are located, onsite; or
    - where the suspect chickens we supplied had been located; and

D

Do

- the SE status of each production area (including unpopulated production areas);
- an inventory of all suspect chickens and their location (on the premises and in the wider supply chain);
- details of any investigations or findings since notification that the suspect chickens were received or supplied; and
- a summary of any enhanced controls and corrective actions implemented since the suspect chickens were received or supplied.

Changing suspect production area to SE negative production area

- To change a suspect production area to a SE negative production area, the person responsible for SE management either:
  - determines whether any SE testing has been carried out in the suspect production areas between receiving or supplying the chickens and before notification was received from another producer or processor. If the results from SEtesting are SE negative, the production area and chickens are recategorized as SE negative; or
  - carries out one round of enhanced environmental testing in the suspect production area and if those results are negative the production area and chickens are recategorized as SE negative.
- If the results from (1) are positive for SE, recategorize the production area and any chickens as SE positive and implement the procedures in P. Non-conforming Product and Recall.

Management of suspect chickens

- Suspect chickens must be managed as if they were SE negative chickens or eggs.
- If any suspect chickens are moved from a suspect production area to a SE negative production area, any production area that they are moved to must be recategorized as a suspect production area and the procedures for the Management of suspect production areas apply.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Record

Show

Documents associated with this supporting system

- Site plans (identifying SE status of each production area).
- Records of any actions taken to prevent contamination between production and processing areas, chickens, and eggs.
- Evidence of appropriate waste disposal.
- All documentation related to sampling such as SE sampling plans.
- All laboratory results and reports.

S

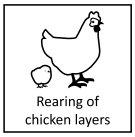
Show

Record

- All correspondence related to SE sampling with the recognised laboratory (mpi.my.site.com/PublicRegisterRecognitions/s/)
- Copies of reports, emails or letters sent to the verifier.
- Detailed descriptions of any investigations or findings and corrective actions taken to manage them.
- Records of product traceability and disposition.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)

Module 1: Rearing of Layer Chickens



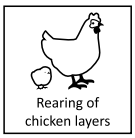
This module is included in the RMP	☐ Yes

Additional scope of the RMP

Regulatory limits applicable: None
☐ Rearing farm
☐ Feed manufacture
☐ Bird receipt
☐ Bird management
☐ Storage
☐ Transport[7]

[7] This module is to be used for transport of eggs

Risk Factor Identification and Control – Rearing of Layer Chickens



K

Know

Useful things to know

- To identify the risk factors (from hazards to human and animal health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.
- Operators will need to make sure their operation is actually reflected in the process flow diagram and the Hazard Analysis and Critical Control Point (HACCP) plan e.g., by crossing off processes not within the RMP.

D

Do

Rules you must follow

Risks from hazards to human and animal health

- A hazard identification, a hazard analysis and critical control point (CCP) determination has been conducted (see **Hazard analysis and determination of critical control points (CCPs) – layer rearing**)
- No CCP has been identified.
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems.
- All potential identified hazards are expected to be adequately controlled GOP and by the control measures listed in "**Hazard analysis and determination of critical control points (CCPs) – layer rearing"**.

Risks to wholesomeness

- No risk factors have been identified
- In general, all potential risk factors are expected to be adequately controlled by following GOP as outlined in the RMP Part 2: Supporting Systems.

Risks from false and misleading labelling

- No risk factors have been identified.
- In general, all potential risk factors are expected to be adequately controlled by following GOP as outlined in the RMP Part 2: Supporting Systems.

Process flow diagram

- Process flow diagram: rearer layer chicken sheds shows the key steps based on a generic process for rearer layer chicken production.

S

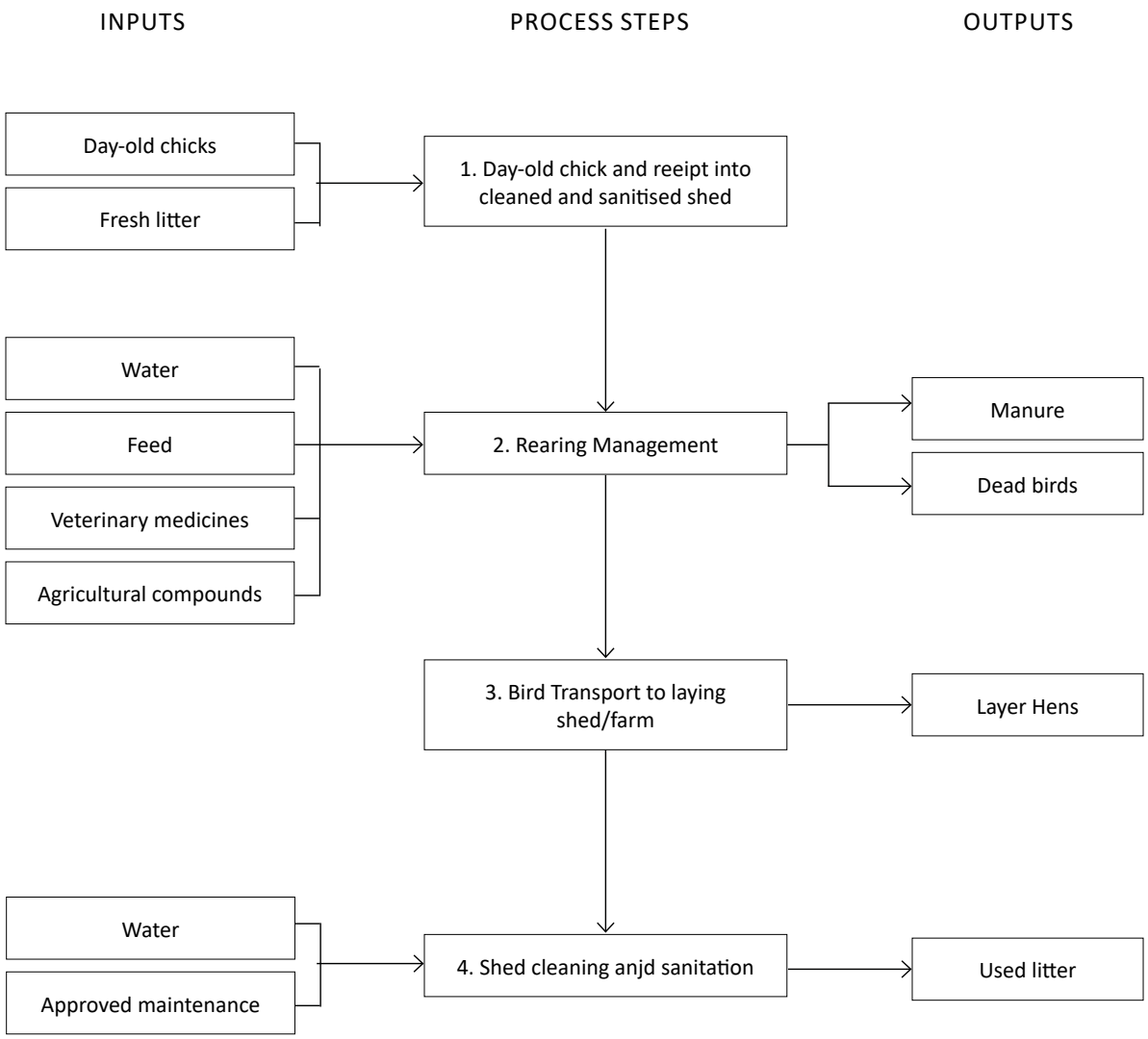
Show

Record

Documents associated with this supporting system

- Completed records of GOP.

Process flow diagram for rearer layer chicken sheds



Hazard Identification from inputs for layer rearing

Input	Description/ specification	Biological	Chemical	Physical
Birds	Apparently healthy, reared under a Whole Flock Health Scheme[8]	Enteric pathogens e.g., *Salmonella* spp.	None	None
Feed	Comply with the NZ Code of GMP for Compound Feeds, Premixes and Dietary Supplements	*Salmonella* spp.[9]	None	None
Veterinary medicines	Registered by MPI for intended use, or used off label under veterinary supervision	None	Chemical residues	None
Water (potable, town supply, own -source, recycled/ reused)	As defined in the Animal Products Notice: Production, Supply and Processing (www.mpi.govt.nz/dmsdocument/50182-Animal-Products-Notice-Production-Supply-and-Processing) See Supporting Systems G1, G2, G3	Enteric pathogens e.g., *Salmonella* spp	None	None
Litter and nest box material	Free from pathogens	Enteric pathogens e.g., *Salmonella* spp.	None	None

[8] Compliance to the Whole Flock Health Scheme (WFHS) will minimise the occurrence of *Salmonella* in live birds. However, sporadic cases may still occur.

[9] Specific treatments in the preparation of feed (e.g., pelleting, heating) are generally successful in eliminating *Salmonella*. However, the final feed may be contaminated because of an insufficient heating process or due to recontamination in the feed mill, during transport or during storage at the farm. A survey of NZ egg producers has found that *Salmonella* is occasionally found in feed. The operator should review the performance record of the supplier to determine whether this pathogen is reasonably likely to occur in incoming feed.

Animal Products Notice: Production, Supply and Processing

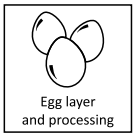
Hazard analysis and determination of critical control points (CCPs) – Rearing of Layer Chickens

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
1. Day-old chick receipt into cleaned and sanitised shed	Birds	B – Enteric pathogens e.g., *Salmonella* spp.	Sporadic incidence of Salmonella infection may occur Litter and nest box material can be contaminated with pathogens by faecal material from birds and rodents	Yes, by Whole Flock Health Scheme	No	
	Litter	B – Enteric pathogens e.g., *Salmonella* spp.		Yes, by Good Operating Practice: correct cleanout procedures, regular removal of spent litter and, manure, pest control, waste management	No	
2. Bird rearing management	Birds	B – Enteric pathogens e.g., *Salmonella* spp.	Hazard carried over from previous step	Yes, by Whole Flock Health Scheme	No	
	Feed	B – *Salmonella* from incoming feed	*Salmonella* is occasionally found in feed	Yes, by supplier declaration indicating feed has been treated, and correct storage of feed.	No	
	Water	B – enteric pathogens from contaminated water	Water can be contaminated with enteric pathogens from dust, litter, feed, bird and rodent faeces, and feathers	Yes, by using water that is fit-for-purpose, regular cleaning of water containers, regular water change, pest control.	No	

Hazard analysis and determination of critical control points (CCPs) – Rearing of Layer Chickens

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
2. Bird rearing management	Veterinary medicines and/or agricultural compounds	C – chemical residue	Unacceptable levels of chemical residues can occur in birds, when the correct withholding period is not followed.	Yes, by Good Operating Practice (GOP), correct use of registered veterinary medicines, observance of correct withholding periods	No	
3. Bird transport to layer shed/ farm	Birds	B – Enteric pathogens e.g., *Salmonella* spp.	Hazard carried over from previous step	Yes, whole flock health scheme	No	
	Transport crates and vehicles	None	None	GOP followed for crate, vehicle cleaning and sanitation	No	
4. Shed cleaning and sanitation	Water	B – enteric pathogens from contaminated water	Water can be contaminated on-farm from pests, manure.	Yes, by GOP – using water that is fit-for-purpose, cleaning of water containers, maintenance of reticulation system.	No	
	Chemical sanitiser	C – from cleaning and sanitation chemical	Off-label or not following manufacturers' instructions for chemical use.	Yes, by GOP, following manufacturers' chemical use instructions.	No	

Module 2: Harvesting, candling and packing of eggs



This module is included in the RMP	☐ Yes

Additional scope of the RMP

Regulatory limits applicable: None. OMARS may apply for export.

Activities carried out under this RMP

☐ **Layer farm**	☐ **Packhouse**	☐ **Repacking of eggs**	☐ **Retail of eggs from RMP site**	☐ **Other: _____**
☐ Feed manufacture	☐ Sorting	☐ Egg receipt	☐ Label	
☐ Bird receipt	☐ Cleaning / washing	☐ Repacking	☐ Storage	
☐ Bird management	☐ Drying	☐ Storage	☐ Transport[t0]	
☐ Egg collection	☐ Oiling	☐ Transport		
☐ Transport[10]	☐ Candling/defect assessment			
	☐ Grading/ weighing			
	☐ Packing			
	☐ Storage/ loadout			
	☐ Transport			
	☐ Collecting eggs for further processing			

[10] This module is to be used for transport of eggs

Packhouse Product Description

Products	☐ Table eggs	☐ Processing grade eggs	☐ Cracked and/or broken eggs	☐ Eggs that are leaking	☐ Other[11] (Specify) _____
Intended consumer	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption	☐ Human consumption ☐ Animal consumption
Intended use of product that leaves RMP	☐ Any purpose	☐ Further processing ☐ Animal feed ☐ Other: _____	☐ Further processing ☐ Animal feed ☐ Other: _____	☐ Animal feed ☐ Dumped ☐ Other: _____	☐ Other:
Regulatory Limits	None	None	None	None	
Product description	• All eggs are candled. • All eggs are clean. • No visible cracks or breaks. • No defects. • No embryo development, putrefaction, or significant internal defects, where possible. • Not incubated. • Handled and stored under conditions that minimise condensation on the surface of the eggs.	• Not defective, not leaking, not excessively dirty or mouldy. • May have visible cracks or breaks but must not be leaking. • Minor defects. • No evidence of embryo development, or significant blood clots, where possible. • Not incubated. • Handled and stored under conditions that minimise condensation on the surface of eggs.	• Have visible cracks or breaks but must not be leaking. • Held and/or transported at 6°C or lower prior to processing or held at any other combination of times and temperatures that will ensure the eggs remain suitable for processing.	• Have visible cracks or breaks and is leaking. • Held and/or transported at 6°C or lower prior to use or held at any other combination of times and temperatures that will ensure the eggs remain suitable for its intended purpose.	

[11] Any additional products or processes added to the template will need to be evaluated by an MPI-recognised RMP evaluator at the operator's cost.

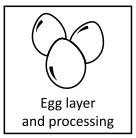
Packhouse Product Description *cont.*

Labelling requirement	☐ In accordance with 1.2.1 of the Food Standards Code.	☐ In accordance with 1.2.1 of the Food Standards Code.			
Best-before date from date of lay & Packhouse storage temperature	☐ 35 days at room temperature ☐ Other[12]: _____	☐ 14 days (stored at 6°C or less) if cracked or broken ☐ 35 days at room temperature if not cracked or broken ☐ Other: _____	☐ 14 days stored at 6°C or less	☐ 14 days stored at 6°C or less ☐ Other: _____	☐ Other[13]: _____

[12] Specify days and storage temperature. Supply evidence supporting alternative storage time and temperature to your verifier.

[13] Specify days and storage temperature. Supply evidence supporting alternative storage time and temperature to your verifier.

Risk Factor Identification and Control



K

Know

Useful things to know

- To identify the risk factors (from hazards to human and animal health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.
- Operators will need to make sure their operation is actually reflected in the process flow diagram and the Hazard Analysis and Critical Control Point (HACCP) plan (e.g., by crossing off processes not within the RMP).

D

Do

Rules you must follow

Risks from hazards to human and animal health

- A hazard identification, a hazard analysis and critical control point (CCP) determination has been conducted (see Hazard analysis and determination of critical control points (CCPs) – layer rearing).
- No CCP has been identified.
- Good operating practices (GOP) are followed as outlined in the RMP Part 2: Supporting Systems.
- All potential identified hazards are expected to be adequately controlled GOP and by the control measures listed in Hazard analysis and determination of critical control points (CCPs) – layer rearing.

Risks to wholesomeness

- Risk factors have been identified (see Table: Risks to wholesomeness of eggs).
- All identified risk factors are expected to be adequately controlled by following GOP as outlined in the RMP Part 2: Supporting Systems and the control measures listed in the Table: Risks to wholesomeness of eggs.

Risks from false and misleading labelling

- Risk factors have been identified (see Table: Risks to eggs from false or misleading labelling).
- All identified risk factors are expected to be adequately controlled by following GOP as outlined in the RMP Part 2: Supporting Systems and the control measures listed in Table: Risks to eggs from false or misleading labelling.
- Refer to Understanding the Labelling Requirements for Eggs and Egg Products (www.mpi.govt.nz/dmsdocument/1215/send) for an explanation how to label eggs.

Process flow diagram

- Process flow diagram: egg layer sheds and egg processing shows the key steps based on a generic process for egg layer sheds and egg processing.

S

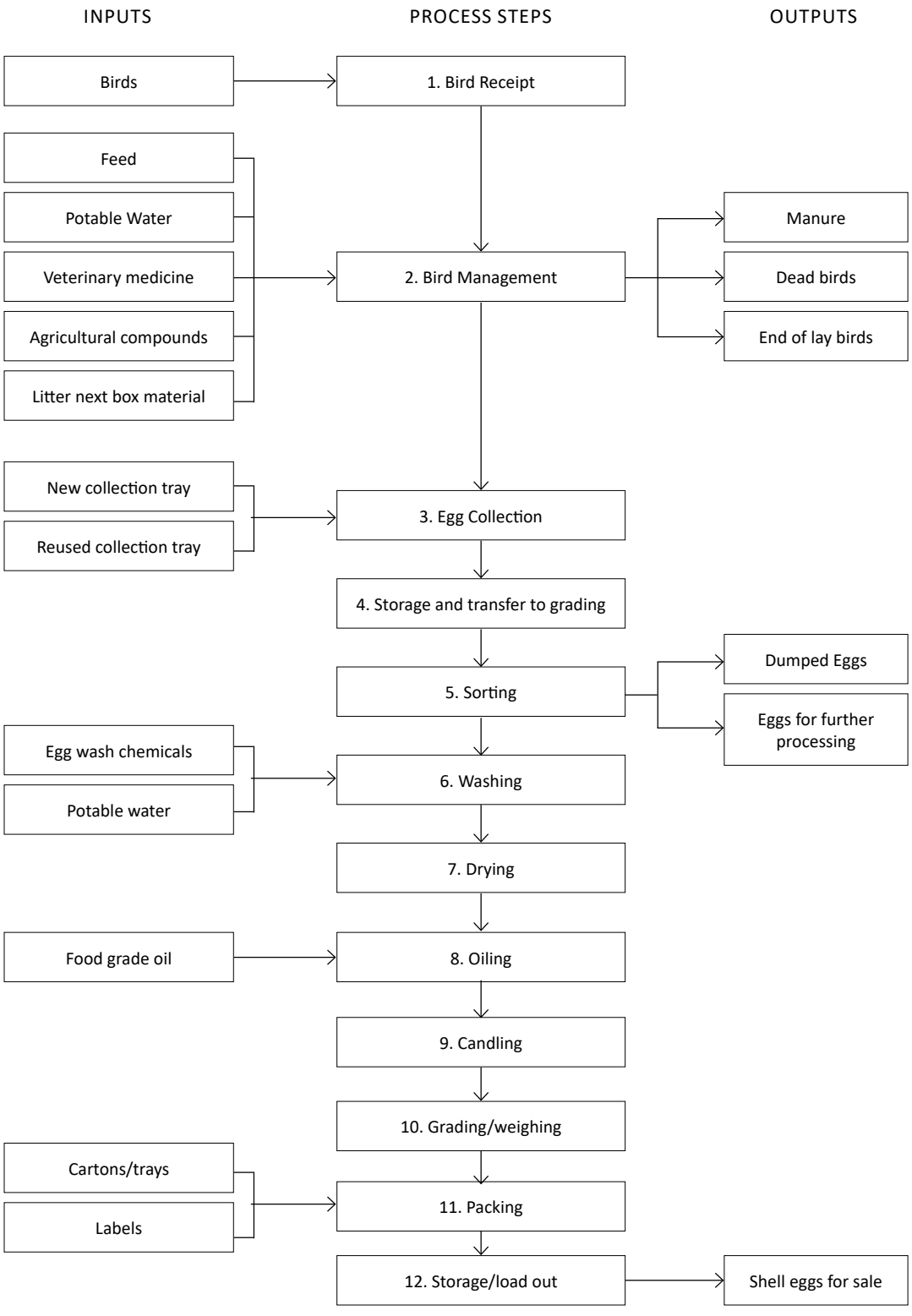
Record

Show

Documents associated with this supporting system

- Completed records of Good Operating Practices.
- Written procedures and records for ensuring:
  - Correct label design and compliance with regulatory requirements;
  - Correct packaging and labelling of products.

Process flow diagram for rearer layer chicken sheds



Hazard Identification from Inputs for layer faming and egg primary processing

Input	Description/ specification	Biological	Chemical	Physical
Birds	Apparently healthy, reared under a Whole Flock Health Scheme[14]	Enteric pathogens e.g., *Salmonella* spp.	None	None
Feed	Comply with the NZ Code of GMP for Compound Feeds, Premixes and Dietary Supplements	*Salmonella* spp.[15]	None	None
Veterinary medicines	Registered by MPI for intended use, or used off label under veterinary supervision	None	Chemical residues	None
Water (potable, town supply, own -source, recycled/ reused)	As defined in the Animal Products Notice: Production, Supply and Processing and Supporting Systems G1, G2, G3	Enteric pathogens e.g., *Salmonella* spp	None	None
Litter and nest box material	Free from pathogens	Enteric pathogens e.g., *Salmonella* spp.	None	None
Egg contact packaging (new and re-used)	As defined in the PSP Notice	None	None	None
Oil	Food grade	None	None	None
Ink	Food grade	None	None	None
Chemicals e.g., for washing	Meets Food Standards Code requirements	None	Chemical residues caused by inappropriate use. Use as per manufacturer's instructions.	None

[14] Compliance to the WFHS will minimise the occurrence of Salmonella in live birds. However, sporadic cases may still occur.

[15] Specific treatments in the preparation of feed (e.g., pelleting, heating) are generally successful in eliminating Salmonella. However, the final feed may be contaminated because of an insufficient heating process or due to recontamination in the feed mill, during transport or during storage at the farm. A survey of NZ egg producers has found that Salmonella is occasionally found in feed. The operator should review the performance record of the supplier to determine whether this pathogen is reasonably likely to occur in incoming feed.

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
1. Bird receipt	Birds	B – Enteric pathogens e.g., *Salmonella* spp.	Sporadic incidence of Salmonella infection may occur	Yes, by Whole Flock Health Scheme	No	
2. Bird management	Birds	B – Enteric pathogen e.g., *Salmonella* spp.	Hazard carried over from previous step	Yes, by Whole Flock Health Scheme	No	
	Feed	B – *Salmonella* from incoming feed	*Salmonella* is occasionally found in feed	Yes, by supplier declaration indicating treatment for *Salmonella* has occurred, and correct storage of feed.	No	
	Water	B – Enteric pathogens from contaminated water	Water can be contaminated with enteric pathogens by dust, litter, feed, bird and rodent faeces, and feathers	Yes, by using water that is fit-for-purpose, regular cleaning of water containers, regular water change, pest control.	No	
	Veterinary medicines and/or agricultural compounds	C – chemical residue	Unacceptable levels of chemical residues can occur in birds, when the correct withholding period is not followed.	Yes, by Good Operating Practice (GOP), correct use of registered veterinary medicines, observance of correct withholding periods	No	

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
2. Bird management	Litter and nest box material	B – Enteric pathogens e.g., *Salmonella* spp.	Litter and nest box material can be contaminated with pathogens by faecal material from birds and rodents	Yes, by GOP: correct cleanout procedures, regular removal of spent litter, manure, pest control, waste management	No	
3. Egg Collection	Eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Eggs can be externally contaminated with *Salmonella* from the bird and the laying environment	Yes, by GOP: following a collection schedule, separate dirty and cracked eggs	No	
	Floor eggs	B – Enteric pathogens e.g., *Salmonella* spp.	None	Yes, by GOP: following a regular collection schedule, washing or discard	No	
	New egg collection trays	None				
	Re-used egg collection trays, crates	B – Enteric pathogens e.g., *Salmonella* spp.	Re-used trays can be contaminated with enteric pathogens	Yes, by GOP: cleaning and sanitation (where possible) of re-used trays and crates	No	
	Labels	None				

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
4. Storage and transfer to grading	Eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	Yes, by GOP: time-temperature control during storage and transfer will prevent or minimise the growth of *Salmonella* in eggs, cleaning of conveyors, trolleys, vehicles, and other conveyance	No	
5. Sorting	Eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	Removal of leaking and very dirty eggs will reduce the number of potentially contaminated eggs	No	
6. Washing	Dirty eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Damage to the shell can result in micro contamination	Proper egg washing procedures and parameters (e.g., temperature, pH) will reduce micro contamination on the outside of the shell, and prevent micro penetration	No	

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
6. Washing	Water	Enteric pathogens from contaminated water e.g., *Salmonella* spp	Water can be contaminated with enteric pathogens e.g., Salmonella, by dust, litter, feed, bird and rodent faeces, and feathers.	Yes, by using water that is fit-for-purpose, regular cleaning of water containers, regular water change, pest control		
	Egg washing chemicals	C - Chemical residues	Incorrect use of chemicals can cause unacceptable levels of chemical residues in the egg	Use of approved chemicals only in accordance with manufacturer's instructions	No	
7. Drying	Wet eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Inadequately dried eggs can allow micro growth and any remaining bacteria to be aspirated into the egg, eggs can be contaminated during drying if air filters are dirty; carried over from previous step.	Yes, by GOP: correct drying procedures, cleaning, and maintenance of drying equipment	No	

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
8. Oiling	Washed and dried eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	No	No	
	Food grade oil	None				
9. Candling	Clean eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Cleaned eggs can be recontaminated by dirty conveyors and equipment; carried over from previous step.	Yes, by GOP: detection and removal of minor cracks and pinholes, Cleaning and sanitation of conveyors and equipment	No	
10. Grading/ weighing	Clean eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	Yes, by GOP: cleaning and sanitation of conveyors and equipment	No	
11. Packing	Clean eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	No		
	New cartons, trays, plastic wrap	None				

Hazard analysis and determination of critical control points (CCPs) – Layer farming and egg primary processing

Process step	Inputs	Hazard reasonably likely to be introduced by input	Justification	Q1: Is there a control measure(s) for the hazard at this step? If yes, identify the control measure and then answer Q2. If no, consider hazard at next step.	Q2: Is the control measure at this step essential to food safety as defined by a regulatory limit? If yes, this step is a CCP. If no, this step is not a CCP.	CCP No.
11. Packing	Reused cartons and trays	B – Enteric pathogens e.g., *Salmonella* spp.	Re-used trays can be contaminated with enteric pathogens	Yes, by GOP: cleaning and sanitation (where possible) of re-used trays will minimise contamination	No	
	Labels	None				
12. Storage / Loadout	Packed eggs	B – Enteric pathogens e.g., *Salmonella* spp.	Carried over from previous step	Yes, by GOP: cleaning of vehicles	No	
13. Collection of eggs from various steps for further processing	Cracked or broken eggs	B - Enteric pathogen e.g., *Salmonella* spp.	Bacterial penetration is easier where shells are not intact	Yes, by GOP: labelling if they are not pasteurised		

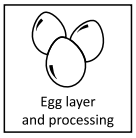
Risks to wholesomeness of eggs

Risk factors	Source or cause of risk factor	Control measures
Blood or meat spots	Layer hens	Removal of eggs at candling
Roundworms in free range eggs	Layer hens	Treatment of free-range hens for roundworms
Rotten eggs, watery whites, pink or iridescent whites	Layer feed	• Regular egg collection • Correct storage and shelf life
Off odours and flavours _____	Leaving eggs for too long before collecting them _____	• Regular egg collection • Correct storage and shelf life • Correct feed composition (e.g., avoid strongly flavoured ingredients)
Other: _____	Other: _____	Other: _____

Risks to eggs from false and misleading labelling

Risk factors	Source or cause of risk factor	Control measures
Incorrect claims for free range, barn, colony caged or organic eggs.	Incorrect labels	Checking of details on all new labels. Checking that correct label is in use at all steps (collection, storage, and transfer, at grading etc.)
Incorrect best-before dates	Incorrect labels Processing errors	Daily checking for correct date on labels
Inadequate storage instructions	Incorrect labels	Checking of details on all new labels.
Inadequate labelling information provided with bulk supplied eggs	Incorrect labels	Providing labelling information on the accompanying documentation for all bulk eggs dispatched

Module 3: Transport of eggs



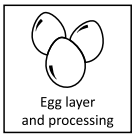
This module is included in the RMP	☐ Yes

Additional scope of the RMP

Additional regulatory limits: None
Processes and activities carried out under this RMP The RMP covers the following process and activity:
☐ Transport of eggs that are: ◦ owned by the RMP operator; and ◦ are moving from this RMP to another RMP, and from that RMP back to this RMP; and ◦ are transported using vehicles owned by the RMP operator.

[10] This module is to be used for transport of eggs

Risk Factor Identification and Control – Transport of Eggs



K

Know

Useful things to know

- To ensure that eggs maintain their status as suitable for processing, and to minimise hazards when being transported between premises or places operating under an RMP.
- To identify the risk factors (from hazards to animal health, wholesomeness, false and misleading labelling) that are reasonably likely to occur at each process step (including all inputs).
- To ensure that appropriate controls are included in the RMP so that products are fit for their intended purpose.

D

Do

Rules you must follow

Risks from hazards to human and animal health, to wholesomeness of eggs, and from labelling, during transport

- A summary of identified risks and controls is listed in Table i.
- Good operating practices (GOP) must be followed as outlined in the RMP Part 2: Supporting Systems.
- In general, all potential hazards and risks are expected to be adequately controlled by GOP, and the control measures listed in the Table: Summary of identified risks and controls for transport.

Table: Summary of identified risks and controls for transport

Risk Factors from packaging	Control measures for minimising the risk factor
Damage to packaging	Egg cartons must be loaded and transported in a manner that prevents damage to packaging.
Water damage to packaging	Enclosed water-tight containers such as pallecons are acceptable on open trucks. Finished products in bags, cartons or other packaging that is susceptible to water damage must be carried in a manner to protect the product from moisture. If open trucks are used, water-tight tarpaulins or other suitable covers should be used to protect egg cartons, trays or boxes.
Dented bulk containers (may result in damage to the food grade lining)	Bulk containers must be transported in a manner that prevents dents and other forms of damage.

D

Do

Risks to wholesomeness	Control measures for preventing/minimising the risk factor
Contamination	Egg cartons are transported in clean vehicles in a manner that minimises dust, engine fumes and other road-based contamination.
Cross-contamination	Eggs that are conveyed together with any other animal material or product or any other thing that may be a source of contamination, is adequately separated from the source of contamination or protected in a manner that prevents cross-contamination.

Risks from labelling	Control measures for preventing/minimising the risk factor
Labelling of transportation outers is damaged during loading or transport	Egg cartons must be loaded and transported in a manner that allows labelling to remain legible and fixed.

Procedures

- Eggs are transported (tick one):
  - ☐ at ambient temperature
  - ☐ at chilled temperatures of _____ to _____°C.
- Vehicles (or transportation units e.g., containers) must be designed, constructed, equipped, and operated to:
  - maintain the status of eggs as suitable for processing and fit for intended purpose; and
  - minimise hazards and other risk factors from eggs, to human and animal health, wholesomeness and false or misleading labelling.
- Vehicles must be kept clean and maintained in good working order. This is recorded in the e.g., Load-out Check Sheets*.
- Eggs must be kept separate from any source of contamination or protected from cross-contamination.
- Personnel must handle eggs hygienically.
- All eggs must be adequately protected from the elements and environmental contaminants, including during loading.
- When issues occur during transportation that may affect the eggs suitability for processing, the eggs must be managed as non-conforming product. Refer to P. Non-conforming Product and Recall.

Monitoring checks

- Compliance with these procedures is checked at least _____ by the responsible person.

S

Show

Record

Documents associated with this module

- List of own transport vehicles including registration or fleet number e.g., Transportation Units*.
- Load-out Check Sheets*.
- Maintenance Records for Transportation Units*.
- Completed records of GOP
- Repairs and Maintenance Register*.
- Cleaning and Maintenance Records*.
- Any problems detected and corrective action taken. Refer to E. Corrective Action.

*Examples of the forms are in the RMP Operator Resource Toolkit (www.mpi.govt.nz/dmsdocument/26566)