



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

## Purchasing and Receiving Feed Ingredients

*Evaluate if there is any material that could contain biological, chemical, physical, or radiological hazards in the ingredients well as in the surrounding area.\**

### Bulk Receiving

#### Objective:

To ensure that all bulk ingredients received have not been contaminated by any material that is unsafe for animal consumption or for human exposure.

All bulk ingredients are from approved suppliers and are properly labeled for use as a feed ingredient.

#### Person Responsible:

All Employees

#### Procedure:

A contract will be held between the supplier and the firm. It will serve as an agreement that the supplier will handle ingredients or formula feeds in a safe manner. The agreement may also contain specifications that include acceptable mycotoxin levels, pesticide usage, etc.

All employees will complete the *Bulk Ingredient Receiving Form* at the time of receiving any bulk products including: hay, grains, commodities, and formula feeds that are stored in bunks/bins/bays. This form also includes a written assurance that the product was transported under sanitary conditions, eliminating the possibility of cross-contamination with materials such as: prohibited mammalian proteins, glass/metal, or trash. The *Bulk Receiving Form* will also be filled out upon arrival. These forms include the use of a visual inspection, in-house testing for moisture and density, and sampling.

If possible, all ingredients should be sampled for mycotoxin, pesticide residue testing, or nutrient analysis according to the assay frequency schedule in the quality assurance plan.

All ingredients received will be placed according to a First In First Out (F.I.F.O) procedure to ensure that ingredients are used in the order in which they were received.

**NOTE:** First In First Out minimizes the opportunity for adulteration of products due to mold or other agents and ensures that quality is maintained (i.e. products are used prior to expiration date).



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Frequency:

This will occur every time that any bulk ingredients are received.

Verification:

The plant manager or designated employee will verify that forms are completed correctly and that all results are in the correct range.

Corrective Action:

Corrective Actions will be taken if these forms are not filled out upon every arrival of a bulk ingredient or if the forms are not filled out completely or correctly.

Related Documents:

Prohibited Mammalian Proteins

Bulk Ingredient Receiving Form

Bulk Receiving

Pesticide Residue Testing

Quality Control Sampling Schedule

Quality Control Sampling Schedule Calendar

\* *Codex*