

The Agri-Food Act, 2004
[section 12]

**THE MILK MARKETING PLAN REGULATIONS – STANDARD OPERATING PROCEDURES
AND RECORD KEEPING REQUIREMENTS**

Order No. 46/23. The SASKATCHEWAN MILK MARKETING BOARD, pursuant to the provisions of *The Milk Marketing Plan Regulations* and *The Agri-Food Act, 2004*, hereby determines and orders as follows:

1 Every licensed producer must prepare and maintain current operating procedures ("Standard Operating Procedures") that accurately reflect the actual on-farm practices being employed by the licensed producer for the following activities:

- (a) pre-milking (the step-by-step set-up of milking equipment);
- (b) milking (the step-by-step actions that must be taken for milking);
- (c) milking cattle with abnormal or treated milk (the step-by-step actions that must be taken to ensure abnormal or treated milk does not enter the food supply);
- (d) post-milking cleaning (the step-by-step actions taken to ensure the milk is cooling properly and that the milking equipment is dismantled and cleaned after milking);
- (e) treating cattle (the step-by-step actions to be taken whenever an animal must be treated);
- (f) shipping cattle (the step-by-step actions to be taken when shipping animals);
- (g) feeding medicated feeds (the step-by-step actions taken to ensure residues from medicated feeds are prevented from entering the human food supply);
- (h) colostrum management and calf feeding (step by step actions that must be taken to ensure calves are fed to maintain health, growth, and vigor);
- (i) animal health practices (step by step actions to ensure staff can perform procedures while minimizing animal discomfort);
- (j) managing down cattle (step by step actions to ensure that staff can act and do act promptly and appropriately when managing down cattle);
- (k) euthanasia (step by step actions to ensure that staff can act promptly and ensure that cattle are euthanized by qualified persons in a manner that is quick, and causes the least possible pain and distress);
- (l) vaccinating cattle against specific disease of concern (step by step actions taken to ensure staff responsible for vaccinating cattle are able to do so correctly);
- (m) introduction of new cattle to the herd (step by step actions to ensure that any staff responsible for accepting and introducing new cattle are able to obtain appropriate documentation, and handle, assess, and appropriately house prior to introduction in the home herd);

- (n) introduction of returning animals to the herd (step by step actions to ensure that any staff responsible for accepting and introducing returning cattle are able to obtain appropriate documentation, and handle, assess, and appropriately house prior to introduction into the home herd); and
- (o) visitors and service personnel (step by step actions to ensure that staff understand the biosecurity measures that are taken on your farm to prevent the spread of infectious diseases).

2 Every licensed producer shall ensure that the Standard Operating Procedures are readily available and are followed by persons responsible for doing so.

3 Every licensed producer shall maintain the following records and make them available for inspection at the farm and/or submit copies signed by the licensed producer to the SaskMilk office upon request:

- (a) Livestock Treatment Records that shall contain the following for all classes of dairy cattle:
 - i. Animal identification number
 - ii. Valid expiry date
 - iii. Disease Event (such as abortion, lameness, mastitis, diarrhea, pneumonia, death)
 - iv. Treatment Administered (product, dosage, mode of treatment)
 - v. Withdrawal Time (Hrs/days) Meat and Milk
 - vi. Date of Treatment (date & am or pm)
 - vii. Completed Withdrawal (date & am or pm) Meat and Milk
 - viii. Broken Needle records (date of broken needle occurrence, injection location, signature of person responsible, confirmation that information regarding broken needles was passed on to the next buyer; and signature confirming the information transfer occurred in the form of a guarantee/shipping record that notes the presence of a broken needle)
 - ix. Residue Testing (+/-)
 - x. Person Treating (Signature or initial)
- (b) animal birth record;
- (c) animal move-in record;
- (d) on-farm animal disposal record/tag retirement record;
- (e) tag replacement and/or tag losses record/ cross-reference log;
- (f) cattle health declaration;
- (g) dairy farm biosecurity general risk assessment questionnaire;
- (h) cattle assessment summary sheet/cattle assessment record ;
- (i) cattle assessment corrective action plan (if cattle assessment requires a corrective action);
- (j) veterinary directions for extra label drug use;
- (k) list of medicines and chemicals used on livestock;
- (l) letter of guarantee/shipping record;
- (m) cleaning and sanitizing chart;

- (n) annual wash system evaluation;
- (o) annual water record or test results;
- (p) deviation and corrective action record;
- (q) tail dock log;
- (r) bulk tank temperature log, chart recorder graphs or computer encrypted data;
- (s) milking equipment sanitation record;
- (t) equipment cleaning and sanitizing chart; and
- (u) corrective action/emergency plans including whom to contact in the event of an animal or human health emergency or equipment failure.

4 The Board shall provide every licensed producer with both assistance and document forms to be used in the preparation of the Standard Operating Procedures and the establishment of the records required in section 3. Licensed producers may provide documents in their own format as long as those documents contain all data required in sections 1 and 3.

5 Licensed producers must keep their Standard Operating Procedures current, modifying them as changing operational conditions occur. Records referred to in section 3 must be kept current at all times.

6 A failure to comply with this Board Order will result in the application by the Board of a price differential to the licensed producer as follows:

- (a) If a licensed producer fails to maintain records as required in section 3 or maintain current Standard Operating Procedures as referenced in section 1 for a period less than 30 days, SaskMilk shall give such licensed producer written notice to correct such default within ten (10) days. Failure to comply with the notice will result in the application of the differential set in section 6(b).
- (b) Except as otherwise provided in section 6(a), a failure to comply with sections 3 and 5 shall result in the application of a price differential, on a rolling 12-month basis, to the defaulting licensed producer as follows:
 - i. 2% below the blended price for one month;
 - ii. if the default continues past one month without correction, 4% below the blended price for the second month of default;
 - iii. if the default continues two months without correction, 8% below the blended price for the third month of default;
 - iv. if the default continues without correction past three months, 16% below the blended price for the fourth and any subsequent months of default.

8 This Order will remain in effect for a period no longer than ten years from the date this Order is approved by the Agri-Food Council.

9 Order 21/13 is hereby wholly revoked.

Order No. 46/23 is made pursuant to sections 5, 7(1)(f), (h), (y) and (z) of *The Milk Marketing Plan Regulations* and shall be effective August 1, 2023. By order of the Saskatchewan Milk Marketing Board.



Matthew Flaman, Chairperson
Saskatchewan Milk Marketing Board

Pursuant to sections 5, 7(1)(f), 7(1)(h), 7(1)(y), 7(1)(z) and 20 of *The Milk Marketing Plan Regulations* and section 12 of *The Agri-Food Act, 2004*, the above Order No. 46/23 of the Saskatchewan Milk Marketing Board is approved this 26 day of June, 2023.



Joan Heath, Chairperson
Agri-Food Council, Saskatchewan