Processing Room Set-Up:

1. Enter processing room with clean clothes and shoes, wash hands before handling any equipment.
2. Assemble the clean chill tank spout, turn to non-flow position.
3. Assemble the clean funnel by placing a filter in the spout and clamping. Insert into the opening of the clean chill tank.
4. Spray bleach solution through milk hose followed by a water rinse. Hang to drip dry.
5. Assemble claw, place claw in designated clean 5-gallon bucket for transportation as well as air hose.
6. Check for cracks in the inflations and hoses, replace according to manufactures suggestion or earlier if needed.
7. Fill designated clean 5-gallon bucket with 3 gallons of hot water and 1 Tbsp. bleach.
8. Fill designated clean 5-gallon bucket with 3 gallons of cool water and 1 Tbsp. acid and 1 tsp. soap.
9. Fill designated yellow teat wash pail with 1 Tbsp. udder wash and hot water.
10. Fill teat dip cup with teat dip solution.
11. Put clean rags in the clean rag bucket, at least 5 per cow.
12. Assemble 3 milking cans with sealed lids
13. Load everything up into the back of the side-by-side.
	1. Bucket with claw and air hose
	2. 3 Milk pails with sealed lids
	3. Bleach bucket
	4. Acid/Soap bucket
	5. Teat bucket with teat cup attached
	6. Clean rag bucket
	7. Cup of coffee ☺
14. Drive to the barn

Milking Parlor:

1. Bring all supplies into the milking parlor.
2. Turn on milk machine and attach air-hose.
3. Set up the space by putting teat bucket with teat dip and rags near milking area, milking can on stainless steel table, all other buckets out of the way.
4. Assemble the milk machine to bucket. Hang from table hooks.
5. Prepare grains, minerals, probiotics, and vitamins for first cow.

Cow Preparation and Staging:

1. Bring cows into holding pen outside the milking parlor.
2. Inspect cows for cleanliness and general health. Use currycomb to clean dry debris from cows’ flanks, legs, and udders prior to entering the milking parlor.
3. Cows’ tails are trimmed to reduce the likelihood of contamination.

Udder Preparation:

1. Bring cow into milking parlor. Secure with clip.
2. Put on plastic gloves.
3. Inspect udder.
4. Use a dry rag to dry rub off any visible debris.
5. Dip clean rag into was bucket and ring out water. Wash eat teat and the area directly above teats. Flip rag over and repeat. Dip another clean rag into bucked, ring out water, wipe each teat again starting with the teat farthest from you. Inspect and wipe the ends of the teats as well. Continue to clean each teat until the rag comes away clean.
6. Obtain a dry rag to completely dry the teat and area above teat.
7. Strip each teat 4-6 times into the strip cup and inspect. Perform CMT if mastitis signs are present.
8. Dip each teat with teat dip.
9. Turn on vacuum vale on, grab claw, and a clean rag.
10. Wipe off teats with clean rag starting with ones farthest away from you.
11. Attach the claw immediately.

Completion of Milking:

1. When milk is no longer filling the claw window, apply slight pressure to assure the cow is milked out.
2. Remove claw by releasing pressure.
3. Turn off vacuum valve.
4. Hang claw on hook.
5. Strip each quarter by hand to ensure complete stripping.
6. Apply teat cream as need.
7. Dip each teat in post dip solution to seal orifice.
8. Release cow back into holding pen.

Switching Out Milking Cans:

1. Place full milking can on table. Carefully switch milking lid for a solid seal lid and lock into place.
2. Place milking lid onto new clean bucket and hang claw in place.
3. Bring in second cow, repeat the process: udder preparation and completion of milking.
4. Carefully switch milking lid for a solid seal lid.
5. Attach milk lid to the third empty can and hang claw on hook. Milking can should not be placed on the floor.

Transferring Milk:

1. After two cows have been milked, place sealed stainless-steel cans into the back of the side by side to bring to the milk processing room.
2. Remove lid, hang on hook, and pour milk through the filter and into the chill tank.
3. TURN CHILL TANK ON.
4. Place Lid back on.
5. Repeat.
6. Place sealed cans back into the side by side.
7. Return to the barn.

Repeat:

1. Milk remaining cows: udder preparation and completion of milking
2. Switch out milk cans.
3. Transfer milk
4. Return to barn with empty can.

Clean Machine:

1. Remove any visible debris with milking rag.
2. Attach empty milking can to milking lid.
3. Turn vacuum valve on.
4. Suck up water/acid/soap mixture moving it in and out of the bucket to create a high-pressure blast. Empty can back into 5-gallon bucket.
5. Suck up bleach mixture moving it in an out of the bucket to create a high-pressure blast. Empty can back into 5-gallon bucket.
6. Use bleach water and clean rag to clean off table and hooks

Clean Up at the Milk Parlor:

1. Place milking claw and air hose back into designated 5-gallon bucket.
2. Load all supplies back into the side by side.
	1. Bucket with claw and air hose
	2. Milk pails with sealed lids
	3. Bleach bucket
	4. Acid/Soap bucket
	5. Teat bucket with teat cup attached
	6. Rag bucket
	7. Empty cup of coffee
3. Turn off milk machine.
4. Sweep milking parlor.
5. Bleach floor as needed using box fan to speed drying process as weather permits.
6. Dust cobwebs, quarterly
7. Bi-Yearly clean the vacuum lines by sucking up a water and bleach solution.
8. Drive back to the milk processing room

Clean Up at the Processing Room:

1. Change into clean footwear, remove milking jacket, wash hands 20-30 seconds.
2. Remove strainer from chill tank, inspect filter for any abnormalities. Rinse with cool water, place in dishwasher.
3. Put lid on chill tank.
4. Empty acid/soap bucket into empty milk cans to prevent milk-stone build up.
5. All buckets
	1. Empty contents into sink
	2. Rinse with cool water
	3. Spray inside and handle with bleach mixture
	4. Rinse with hot water
	5. Store upside down on drying shelf
6. Rinse off teat dip cup, store on shelf
7. Cleaning Milking Cans
	1. Place lid and seal ring in the dishwasher, top shelf
	2. Dump out soap/acid mixture
	3. Add a pump of soap and acid along with hot water, scrub with brush, empty can
	4. Spray inside with bleach solution along with hot water, scrub with brush, empty can
	5. Using yellow parlor clean rag, wash the outside of milking can with bleach solution
	6. Hang to dry on hook
	7. Repeat using clean rag
8. Cleaning Milking Equipment
	1. Disassemble entire milking apparatus
	2. Wipe off pulsator and set on clean dry towel, DO NOT allow pulsator to get wet
	3. Place ring and larger pieces into the dishwasher.
	4. Pieces too small for the dishwasher are washed by hand with bleach solution and clean rags, air dry on towel
	5. Wash hoses and inflators inside and out with snake hose brush going in from both sides and running through.
	6. Hang hoses to dry.
	7. Claw is cleaned inside and out with hot soapy water and bleach solution with brush. Place on clean towel to air dry.
	8. Run the dishwasher
	9. Wipe down all surfaces
	10. Sweep.
	11. Collect rags for washer and dryer.
9. Milking area is kept clean and uncluttered

Bottling Milk:

1. Clean jars and lids are returned from herd share members. They are inspected and then sanitized in the dishwasher. If needed, they are washed by hand with soap and water before sanitization cycle. Jars and lids are then placed upside-down on a rack with clean towels to air dry.
2. Wipe inside and outside of fridge with bleach water solution.
3. When the bulk tank milk has reached a temperature of 38 F degrees, it’s safe to bottle the milk.
4. Wash and dry hands, pull hair back, put on disposable gloves.
5. Prepare labeled lids with herd-share members names.
6. Place square metal pan under the spout of the tank.
7. Run bleach solution and water through and on milk fill hose and flow valve.
8. Attach milk fill hose ad flow valve to chill tank valve.
9. Place a filter in a small funnel.
10. Prepare crate with 6 empty jars and empty crate for full jars.
11. Place jar with funnel under valve, open valve, fill jar, close valve, put lid on, place in empty crate.
12. Repeat until 6 jars are full with lids and transfer into refrigerator.
13. Repeat and TURN OFF CHILL TANK after 24 jars to prevent milk from freezing.
14. Repeat until chill tank is empty and all jars are in the refrigerator.
15. Place pan, funnel, and chill tank lid in dishwasher.
16. Wipe out crates and return to storage.

Clean the Chill Tank:

1. Put on gloves
2. Using designated 5-gallon bucket, fill with 3 gallons cool water and 1 tsp. soap.
	1. Turn valve off
	2. Pour soapy water in and was with scrub brush.
	3. Drain soapy water back into bucket.
	4. Empty bucket contents into sink.
	5. Rinse bucket with cool water
	6. Spray inside and handle of bucket with bleach mixture
	7. Rinse bucket with hot water
	8. Store bucket upside down on drying shelf
3. Using designated 5-gallon bucket, fill with 3 gallons tepid water and 1 Tbsp. acid
	1. Repeat a-h
4. Using designated 5-gallon bucket, fill with 3 gallons hot water and 1 Tbsp. bleach
	1. Repeat a-h
5. Clean outside of chill tank by spraying bleach solution and wiping with clean rag
6. Disassemble milk fill hose and flow valve.
	1. Hang milk fill hose to dry
	2. Place flow valve in dishwasher
7. Disassemble chill tank spout, place pieces in dishwasher
8. Turn on dishwasher