Standard Sanitary Operating Procedure (SSOP)

**Copeland Family Farms, Grenada, CA**

SSOP’s are written protocols that are specified in a food safety plan that define the procedures to be followed to achieve a specific goal or process. An SSOP may define temperatures, type of cleaning chemical, various steps or other practices to be used,

and in what order to achieve a clean bottle or bottle cap.

**Cow Handler**

1. SSOP’s are written protocols that are specified in a food safety plan that define the procedures to be followed to achieve a specific goal or process. An SSOP may define temperatures, type of cleaning chemical, various steps or other practices to be used,
2. When you arrive at the farm, apron and farm boots are to be changed into immediately, boots dipped in bleach water before entering holding pen/pasture.
3. Fill buckets with pellets, one per cow and one for the parlor
4. Bring cows into holding pen. Inspect cows for cleanliness and general health while brushing. Cows will usually pass manure/urine in the holding pen prior to entering the milking stall.
5. Floor of holding pen is kept free of manure by shovel pickup as often as necessary.
6. If boots are soiled after bringing up cows, milker will clean boots before entering the milking parlor.
7. **cow handler does not go through the milk processing room.**

## Udder Preparation:

1. Bring cow into the milking parlor one at a time. Close head catch. Check for order. If debris is tracked in by cow’s hooves, gently sweep away to make sure that the floor under the udder is clear of bedding, mud, or manure. Turn on udder light.
2. Inspect udder for visible presence of manure, brush off any manure and dirt with udder brush.
3. Dip teats using pre-dip solution up onto the floor of the udder.
4. Use clean paper towel for each teat, wiping down to clean each teat and then turn towel over and clean floor of the udder around teat. Wipe the insides of the legs if needed. Repeat for each teat. Wipe teat off with a Wipe-out towel, using a clean side for each teat. Be sure to clean the orifice with a clean Wipe-out towel. Clean tip dip cup.
5. Squeeze out first 5 squirts from each teat into strip cup and inspect for problems.
6. Perform CMT if mastitis signs are present. Notify Agister.
7. Knock on door for milk handler to bring out the milking bucket***. Place a clean towel under the udder in case you drop an inflation.***
8. Wash hands with clean wipe before handling the milk bucket.
9. Notify Milk handler to start machine, attach claw taking care the inflations do not touch ground. Ask milk handler to inspect vacuum gauge to confirm it is at appropriate pressure.
10. Stay at cow side and attentive during entire milking process to ensure that claw does not fall off.
11. Machine strip the cows by gently pulling down on inflations on each quarter until no more milk flows. Do NOT leave inflations on cow more than 8 minutes.
12. MONITOR THE BUCKET, IF IT GETS ¾ FULL STOP MACHINE AND SEND INTO THE MILK ROOM FOR MILK HANDLER TO POUR.

# When cow is done:

1. Open vacuum release valve and release suction; remove claw, taking care

that inflations do not touch ground. Hang claw on side of bucket. Inspect the claw and hose for any dirt or manure and wipe off with fresh wipe.

1. Knock on door for milk handler to take bucket and cart inside.
2. Spray each teat in post dip solution to disinfect and seal teat orifice.
3. Turn cow out through sliding door and into the exhaust pen. Send cow into pasture and close the exhaust gate.
4. Bring in next cow. Repeat until all cows are finished making sure NOT to overfill the milk bucket. All high milking cows are to be milked into the plastic bucket to prevent overflow into the pump.
5. Do not put more than one cow’s milk into bucket.
6. ALWAYS check during milking to make sure milk is not overfilling buckets. Cow Parlor Clean Up
7. Sweep out the milking parlor, making sure no pellets are left inside. Any spilled pellets go into the feed bucket in exhaust pen for Dani
8. Return pellets, buckets to grain room, dump all trash turn pellet tub upside down.
9. Make sure chickens cannot get into the milking parlor.
10. Clean milking stanchion – remove manure, sweep, and wash down the floor and walls of stanchion using waste water bucket from milk room or hose as needed.
11. Wash outside window, wash down walls and clean brushes.
12. Pick up manure in the holding pen along with any trash and plants. Empty the wheel barrel in the pasture area.

**Milk Handler**

1. Assure that Copeland Family Farms Milking Procedures are followed.

2. Assure that milking equipment is clean and well maintained.

1. All milking equipment is cleaned according to SSOP practice as described
2. Flush machine with potable tepid water using the sprayer
3. Fill two buckets with white vinegar (1/2 c vinegar per ss buckets) to break down calcium deposit buildup. Flush machine and dump water.
4. Flush machine with a full bucket of hot soapy water. (Vary organic dish soap/CIP)
5. Bucket lid is removed and thoroughly scrubbed by hand.
6. Lid gasket is removed. And scrubbed with brush
7. Inside of inflations are pulled apart and washed using a rotary scrub brush.
8. Inside of bucket is scrubbed.
9. Dump bucket
10. Hot rinse with clear water and sprayer
11. Flush machine with cold final rinse water with 1 t bleach per ss buckets.

3. Milk bucket is allowed to hang and drip dry in a protected area.

4. One time per week, machine is “deep cleaned” by flushing with sanitizer followed an acid solution to remove calcium deposits. Claw is completely disassembled and washed in all hard-to-reach places once a week. Sanitizing products and acid products are varied from time to time to prevent bacterial resistance.

5. Any hoses, inflations and other parts that are worn are replaced as needed.

6. Annual maintenance checks and tune ups are performed by the machine repairman.

***Processing Room Set Up:***

Enter the milk processing room, close the door behind and make sure fly screen is in place.

Always wash hands each time you enter the milk room and before handling any equipment.

Put on apron, sleeve and hat.

Fill in milk sheet and labels, be sure you color label for each jar in accordance to milk subscriber sheet.

***Bottling Conditions***

1. Assure that glass bottles are clean and sanitary prior to filling with sterile water.
	* All glass bottles are initially cleaned by share members and then inspected and sterilized again in a sanitizing sink, at 140-160 degrees.
	* Glass jars are kept sanitary by being stored in a protected room.
	* All personnel who handle glass jars wash their hands first.
2. Fill ice bin and sink with cold water and ice until it is ¼ full.
3. Visually inspect the milk bucket and claw assembly for cleanliness. IF it is not clean, re-clean.
4. Assemble milking machine. Attach a single-use inline filter into the milk line
5. Fill clean ss buckets with hot water, run full bucket through the milk bucket system.
6. Empty hot water into clean jars to sterilize them. Cover jars with lids.
7. Place bucket milker on cart now prepared for the cows. Cow handler will knock on door to let you know he/she is ready for the milk machine. Be sure to close the door after you take the milk machine into the milking parlor.
8. Milker will knock when finished milking the cows. Turn off milk machine and wheel milk into milk room
9. Wash hands.
10. Hang claw and lid make SURE the milk from inflations can never drip into clean jars.
11. Empty all water from jars before pouring milk.
12. Pour milk into jars filling to rim, cover jars with wax paper or plastic lids and place jar immediately into ice bath.
13. Make sure jars are covered in ice water but that it doesn’t go above lid seal.
14. Jars remain on ice for about 1 hour until temperature of milk has dropped to below 40 degrees. .
15. Date and label with cow name/subscribers name on jars and place in the cooler on the appropriate colored shelf for delivery/ pick up. Date labels are small and colors co-ordinate with the color on your milk subscribers name/list. Orange is for milk room pick ups, Yellow is for Yreka delivery, green is for Sunday Mt Shasta delivery and blue is for Etna delivery. Pink is for As Available

***Clean Milk Bucket after all cows are milked:***

1. Remove inline filter and inspect for abnormalities. Rinse and dispose of filter.
2. Flush machine with potable tepid water using sprayer.
3. Fill buckets with hot water and vinegar, 1/2c per ss bucket. Run through bucket, drain into sink. White Plastic buckets may be used by cow handler by passing the bucket out the cow parlor door or place bucket by entrance as cow handler suggests.
4. Flush milk bucket with 2 ss buckets of hot soapy water. WATCH SO IT WILL NOT OVERFLOW!!!
5. Bucket lid is removed and thoroughly scrubbed by hand. Lid gasket is removed and scrubbed BOTH SIDES.
6. Inside of inflations are washed using a rotary scrub brush. Inside of bucket is scrubbed with bristle brush, the machine is “deep cleaned” by using brushes.
7. Flush machine with hot water using sprayer.
8. A bleach solution of one tsp of bleach into each ss bucket and this cool water is run through machine.
9. Hang inflations on S ring
10. Bucket is placed UPSIDE DOWN on ring in ss sink shelf made for this purpose
11. Clean exterior of hoses and bucket with paper towels and ss cloth
12. Clean off all ss tables, buckets, sinks
13. Wipe down cooler and shelves with vinegar spray and paper towels
14. Return filter, gasket and all brushes to the bowl in cabinet and close cabinet door
15. Dirty rags are taken home by each milker for washing.
16. Clean apron with bleach water and hang to dry
17. Sanitizing products and acid products are varied from time to time to prevent bacterial resistance. All janitor supplies are in the janitor cabinet as well as extra club jars.

***Cleaning Milk Processing Room:***

1. Sanitize cart in milk room using bleach solution spray and paper towels
2. Wash windows and wall by the sink with sprayer and dry with towels
3. Sweep. Mop floor with bleach solution, one TB bleach in 5 gallons of cold water, ONLY in the summer when no danger of ice formation. May use last bleach rinse ONLY pouring from plastic white bucket under sink NEVER USE THE SS BUCKET OR MILK BUCKET TO POUR BLEACH WATER FROM.
4. Sweep all water out the milk room door into the driveway making sure all water is off the outside step to prevent slips and falls
5. After milk has cooled 1 hour, dry jars, label and put in cooler . Assure thermometer is at 37 degrees Fahrenheit when you open the cooler.
6. Milk processing room door is to remain closed.
7. Fly screens are to remain in place at all times.
8. Fill water trough by turning on black hose in summer. Turn off prior to leaving.
9. Park car close to the milk room and be careful about letting flies in when packing your jars out to our car.
10. Close and latch door but do not lock, close all gates prior to leaving.

**I agree to all of the terms of the above SSOP and understand that selling or giving away milk will cause immediate termination**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**