

CHICKEN FARMERS OF ONTARIO

Quota Policy No. 166-2004

Made under: The Farm Products Marketing Act

Effective September 21, 2010

Interpretation

1.01 In this policy,

- (a) "Access Point" means a place used to enter or exit a barn;
- (b) "Approved medications" means all Health Canada approved drugs that have been issued a Drug Identification Number (DIN) and are veterinary drugs evaluated by the Veterinary Drugs Directorate (VDD) of Health Canada prior to approval of a label indicating the conditions of use;
- (c) "Audit" means a systematic and independent examination to determine whether activities and results at a registered premises comply with this policy;
- (d) "Auditable position" means complying with the requirements of this policy and having completed at least 3 flocks of record keeping;
- (e) "Auditor" means an inspector appointed by the Board pursuant to regulations made under the Farm Products Marketing Act who has successfully completed the appropriate OFFSAP auditor-training course;
- (f) "Audit Checklist" means the document used by an auditor to examine and determine compliance with this policy;
- (g) "Audit Cycle" means the order in which audits occur at a registered premise in accordance with the prescribed audit cycle in the 2009 edition of the Safe, Safer, Safest Manual.
- (h) "Barn" means a measurable area used for the production of chicken that has been approved by the Board for such purpose;
- (i) "CA" means a corrective action taken by a producer relating to a deviation from a critical control point, good production practice, standard operating procedure or a corrective action request;
- (j) "CAR" means Corrective Action Request and is issued to a producer by an auditor in relation to a deficiency identified during an audit by the auditor;
- (k) "CCP" means Critical Control Point;
- (l) "Certified" means a finding that a producer and the registered premises of the producer are in compliance with this policy;

- (m) “CFIA” means the Canadian Food Inspection Agency;
- (n) “Complete Cleaning” includes:
 - (i) the removal of manure from inside the barn and removal of all organic matter, through blowing or brushing, from all floors, walls, ceilings, fans and equipment;
 - (ii) a thorough washing of all floors, walls, ceilings and equipment with water under high pressure; and
 - (iii) either a disinfection or a fumigation
- (o) “Controlled Access Zone” (CAZ) means an area established by a producer that is outside the barn and where access by pedestrians and vehicles is minimized and is limited to visitors that are essential to the operation;
- (p) “DIN”: means the Drug Identification Number assigned by Health Canada to a drug product prior to being marketed in Canada which uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada;
- (q) “Downtime”: The period of time between flocks which allows for the reduction in numbers of disease causing micro-organisms within the barn. Cleaning of the barn is to occur as soon as possible after the flock has been shipped, therefore allowing for the longest possible downtime between the end of the cleaning process and the placement of chicks;
- (r) “Dry Cleaning” means the minimum cleaning that must be performed after each flock which includes the removal of manure from inside the barn and removal of all organic matter, through blowing or brushing, from all of the floors, walls, ceilings, fans and equipment as well as all rooms within the barn;
- (s) “Extra Label Drug Use” (ELDU) means the use or intended use of any drug, whether it is a prescription drug or over-the-counter drug, in an animal in a manner that is not in accordance with the approved label or the package insert of the drug approved by Health Canada. A veterinary prescription must be obtained for any ELDU;
- (t) “Feed Transfer” means the process that occurs when feed in a feedbin is moved to another location - either to another feedbin on the same farm or off the farm to another premise;
- (u) “Flock” means a chicken or chickens being produced at a registered premises;
- (v) “Form 3” means a Flock Production and Marketing Form - Form 3 as appended to Chicken Farmers of Ontario *General Regulation No. 2071-2005*;
- (w) “Form 6” means a Flock Information Reporting Form - Form 6 as appended to Chicken Farmers of Ontario *General Regulation No. 2071-2005*;
- (x) “Full audit” means an on-farm /on-site evaluation of records, statements of fact or other relevant information to determine the extent to which all the specified requirements – Good Production Practices (GPPs) and Critical Control Points (CCPs)- of the program are met;

- (y) “gFARAD” means, “Global food animal residue avoidance database” which sets out acceptable withdrawal periods for medications and vaccines when used in an extra or off label manner;
- (z) “GPP” means Good Production Practice;
- (aa) “Grow-out period” means the period of time in days that a flock requires to reach a contracted weight category;
- (bb) “HACCP” means Hazard Analysis Critical Control Points;
- (cc) “Health Canada” means the Department of Health as defined in the *Department of Health Act*;
- (dd) “Initial Audit” means the first audit completed at a registered premises;
- (ee) “Inputs” include; chicks, feed, water, medication, feed additives, vitamins, chemicals or any other products used during and related to the production of a flock;
- (ff) “MRL” means maximum residue limit;
- (gg) “Off Label Use” means the use of an unapproved drug product (a drug product which does not have a DIN). A veterinary prescription must be obtained for any off-label use;
- (hh) “OFFSAP” means the program established by CFC entitled, “Safe, Safer, Safest On-Farm Food Safety Assurance Program” detailing standards for chicken production in Canada;
- (ii) “On-going audit” means any audit that takes place in subsequent years at a registered premise in accordance with the audit cycle;
- (jj) “Partial audit” means on on-farm/on-site evaluation of records, statements of fact or other relevant information to determine the extent to which a subset of the specified requirements (GPPs and CCPs) of the program are met;
- (kk) “PFU” means Plate Forming Units measured in relation to the dosage level of a vaccine that is administered to each chick;
- (ll) “Pre-Audit Checklist” means a document provided by the Board upon request from a producer that, upon completion by the producer, allows the producer and an auditor to determine the producer’s level of preparedness to undergo an audit;
- (mm) “Random audit” means a minimum of 7% of the farms undergoing a records assessment or a self-declaration in any given year will be subject to a random on-farm partial audit;
- (nn) “Recommended code of practice for the care and handling of poultry” means the guidelines developed under the auspices of the Canadian Agri-Food Research Council that promote appropriate animal care;
- (oo) “Records Assessment” means an off-farm evaluation of a subset of records or other relevant information to determine the extent to which all or a subset of specified requirements of the program are met;
- (pp) “Reportable Disease” means avian influenza, Newcastle disease or fowl typhoid, as listed in the *Reportable Diseases Regulations* of the *Health of Animals Act*;

- (qq) "Restricted Area" (RA) means an area established by a producer where access is restricted to essential visitors;
- (rr) "Self Declaration" means an attestation by a producer that all the specified requirements of the program are met;
- (ss) "SOP" means Standard Operating Procedure;
- (tt) "Triggered audit" means an audit that can occur at any time. An on-farm audit can be triggered by laboratory reports, audit reports, by complaints of non-conformances or by changes made by farmers;
- (uu) "Water Analysis" means an annual analysis of the water source used for chicken production by an accredited laboratory;

Section 2 - Application and Implementation

- 2.01 This policy is made by the Board under the *Farm Products Marketing Act* and sets out the requirements, which must be met by all producers in relation to the OFFSAP for the production and marketing of chicken;
- 2.02 In continuing to fix and allot crop quotas to producers, the Board requires that producers comply with the minimum standards of chicken production described in this policy;
- 2.03 This policy will be implemented effective January 1, 2010 on which date all existing producers will be required to demonstrate compliance with this policy and will have been either audited or be in an auditable position for each registered premises that they own;
- 2.04 New producers to whom the Board has not previously allotted quota will begin to implement these provisions immediately, and be in an auditable position following their third crop;
- 2.05 The Board may, on occasion, deem it appropriate to make certain specific orders and directions in relation to and as an adjunct of this policy for the purpose of furthering the intended effect of its application;
- 2.06 Any variation or a new procedure implemented by a producer subsequent to certification must also comply with the requirements of this policy;

Section 3 - Record Keeping

- 3.01 Every producer shall establish and maintain a file for each flock of chicken being produced and marketed at a registered premise that contains a record of all activities occurring in each barn in relation to the following aspects of chicken production:

- “Daily Record Keeping – CFC On-Farm Food Safety Assurance Program and Animal Care Program”
- “Barn Preparation Checklist”
- “Chick Placement Information”
- “Chick Quality Assessment”
- “Feed Transfer Record Form”
- “Flock Density”
- “Visitors Log Book”
- “Corrective Actions”

- 3.02 Every producer shall establish and maintain an annual file in relation to a registered premises, which shall contain current documentation in relation to the inputs used at the registered premises and a completed OFFSAP SOP (Chapter 1 through 8) inclusive, or an equivalent SOP. The SOP documentation shall be reviewed, signed and dated annually by the producer. The annual file shall also include a copy of the CFIA hatchery license or a HACCP recognition certificate for each hatchery that has supplied chicks to the registered premises; written confirmation from each feed mill that has supplied feed to the registered premises that it is HACCP certified or has a quality and food safety control program in place; a list of all vitamins, medications, feed additives, pesticides, rodent poisons and other chemicals used at the registered premises and all annual water analyses results obtained from a provincial or municipal public health laboratory or another qualified laboratory recognized by Provincial Health Authorities;

The list of SOPs must include, but is not limited to:

- (a) Farm staff biosecurity protocols
- (b) Supplier/visitor biosecurity protocols
- (c) Access procedures for the CAZ and RA
- (d) Pest control program
- (e) Barn cleaning and disinfection procedures
- (f) Manure management
- (g) Mortality management
- (h) Farm emergency/quarantine procedures

- 3.03 Every producer shall ensure that all employees working in the barn have read and understood this policy, the Chicken Farmers of Canada On-Farm Food Safety Assurance Program manual entitled “Revised 2009 Edition of Safe, Safer, Safest” and the standard operating procedures that relate to their role on the farm;
- 3.04 Every producer shall ensure that a training record is kept for each employee. This record can simply be a sign off that they have been provided with and understood the SOPs;

Section 4 - Controlling Access To The Farm

- 4.01 Every producer shall establish a first and a second zone of protection in relation to the registered premises;
- 4.02 The first zone of protection shall be the CAZ and shall include the area around the outside of each barn and must include the feed and fuel tanks. Manure storage must be outside the CAZ with contained drainage and in compliance with all applicable provincial and municipal regulatory requirements. The CAZ must be kept maintained (e.g. grass cut) and free of rodent attractants (e.g. firewood piles);
- 4.03 Every producer shall clearly identify the access/entry points (i.e. roadways) to the CAZ by a sign or physical barrier;
- 4.04 The second zone shall be the RA inside each barn where the birds are actually located along with any other part of the barn that the farmer has included as part of the RA;
- 4.05 Every producer shall draw a diagram to indicate the location of the CAZ and the RA. The diagram must include the barn and entry room, the layout of the property including roadways, feed bins, etc;
- 4.06 Signs must be posted at each barn entrance that provide clear warning to people that entrance to the RA is prohibited;
- 4.07 Every producer shall ensure that barn doors and other entrances to the RA are kept locked when the barn is unsupervised. In between flocks, the doors must be kept locked after the barn has been cleaned;
- 4.08 Every producer shall ensure that all visitors entering the RA complete the visitors' log book that must contain the date, name and previous poultry contact of the visitor in the last 24 hours;
- 4.09 Every producer shall ensure that visitors and workers follow the producer's footwear biosecurity procedure before entering any barns;
- 4.10 Every producer shall ensure that all people entering the RA after the barn has been cleaned and/or disinfected and during the grow-out period up to the point the entire flock is shipped from the barn must take reasonable precautions not to carry pathogens from outside the barn into the barn by way of their footwear. This can be accomplished by having a dedicated pair of boots at each barn or by another acceptable means (e.g. plastic/disposable boots). This footwear change is to occur at the barrier between the CAZ and RA;
- 4.11 Every producer must establish a barrier that people must cross to enter the RA. A step-over or some other physical barrier must be used to maintain separation between the CAZ and RA by establishing a designated area for staff and visitors to change footwear and/or coveralls. The barrier must be effective to ensure that there is no common contact between the CAZ and RA;
- 4.12 Every producer with a direct access barn (where there is no anteroom or workroom), must either have a physical barrier when entering the barn to separate the flock from the footwear change area or have a sealable container (e.g. plastic bin) outside the barn entrance either affixed to the barn or on the ground for outdoor footwear;
- 4.13 Every producer that houses chickens in the same barn with livestock other than poultry must designate the area being used to raise chicken as its own RA with its own designated boots;

- 4.14 Every producer shall ensure that any clothing used by farm workers in the RA that is worn off the premise, shall only be worn on agricultural premises under common management;
- 4.15 Every producer shall ensure that anyone other than farm employees accessing the RA when birds are in the barn and prior to the shipment of birds must wear premise specific coveralls when entering the farm premises or when crossing the barrier from the CAZ to RA;
- 4.16 Every producer must ensure that a supply of coveralls/clothing and boots/disposable boot covers are available to visitors that do not bring their own, or for emergency situations;
- 4.17 Every producer and farm employee must wash their hands or use a hand sanitizer as soon as possible following contact with mortalities, unless gloves have been used to collect mortalities;
- 4.18 Every producer that is involved in, or comes in contact with another poultry operation which is not under common management, must wash their hands and change into clean clothes/coveralls prior to accessing the RA;
- 4.19 Every producer shall ensure that suppliers do not enter the barn or workroom, unless access is determined by the producer to be absolutely necessary, and only if strict biosecurity procedures are followed;
- 4.20 Every producer shall ensure that equipment that is brought into the RA after the barn has been cleaned or during the grow-out period is free of visible organic matter. Any equipment brought from another premise not under common management must be cleaned and disinfected before entering the RA;
- 4.21 Every producer shall have a documented pest control program in place for the registered premises and never allow pets into the barn;
- 4.22 Every producer who utilizes a flow-through barn shall ensure that:
 - (a) All cleaning and disinfection standards, as described in this policy, are applicable to each separate grow-out section of the barn;
 - (b) Biosecurity measures are in place to prevent disease transmittance between chicken of different ages; and
 - (c) In-barn procedures limit the spread and ability for cross-contamination of pathogens;
- 4.23 Every producer shall ensure that:
 - (a) Work areas are kept neat and tidy;
 - (b) Gaps under the eaves are patched;
 - (c) Damaged screens or similar barrier are repaired promptly;
 - (d) Weeds and grass are cut within the CAZ on a regular basis or that a strip of gravel or crushed rock has been installed;
 - (e) The area around the barn is kept clean, tidy and free of rubbish;

- (f) All low areas around the barn are filled and leveled;
 - (g) Any spilled feed around or below feed tanks and augers is removed immediately;
and
 - (h) Damaged barn walls, roofs and doors are repaired promptly;
- 4.24 Every producer must ensure that waterfowl are not permitted in the CAZ;

Section 5 - Feed and Water

- 5.01 Every producer who mixes feed on farm or adds an ingredient to commercially supplied feed shall implement a control program and take the following measures in order to prevent bacterial contamination and to control the risk of mixing non-medicated feed with medicated feed:
- (a) Weigh the correct quantity of the appropriate medication;
 - (b) Properly mix the medication into the feed;
 - (c) Prevent cross contamination;
 - (d) Adhere to the correct withdrawal times.
- 5.02 Every producer who mixes complete feed on-farm must take a representative sample of the finished product, which must be kept in a closed container for a minimum of 14 days after the flock has been marketed;
- 5.03 Every producer that adds an extra ingredient to feed (e.g. wheat) must take a sample for potential contamination (e.g. toxins) before each load is used. The sample must be kept in a closed container for a minimum of 14 days after the flock has been marketed;
- 5.04 Every producer who transfers feed on the same farm or between two farmers when a control program is used must ensure the feed does not present a food safety risk. All feed transfers between two different farmers must follow the protocol listed below. For transfers on the same farm, only transfers of feed containing a medication with a withdrawal period need to follow the protocol below:
- (a) A record must be kept that indicates the date the feed was transferred, the original location, the destination location, any medications in the feed and any withdrawal periods required, method of transport and the cross-contamination prevention measures used at the original bin;
 - (b) A representative sample of the feed must be taken before the feed is transferred to the receiving bin and the sample must be kept in a closed container for at least fourteen days after shipment;
 - (c) No feed from either inside the barn or outside of the feed bin can be transferred; and;
 - (d) Provide documentation to demonstrate that cross-contamination prevention measures were used at the original feed bin;
- 5.05 Each load of feed or feed ingredient must be stored in clearly identified closed bins or in tanks;
- 5.06 Each feed bin shall be inspected for leaks of feed from the bin or rain into the bin after each flock and the inside and outside of the feed bin and parts of the feeding system outside the barn shall be inspected inside and outside annually for feed caking and rust;
- 5.07 Feed bin boots, augers and feed lines shall be emptied and thoroughly cleaned between flocks;

- 5.08 Every producer must inspect all feed delivered to the farm to ensure the proper feed has been delivered and that there are no visible signs of mould or contamination and this activity must be recorded in the “Feed” section of the Flock-Specific Form or equivalent;
- 5.09 Every producer that uses a medicated feed with a withdrawal period at any time throughout the grow-out, must ensure that there is no cross contamination between the medicated feed with withdrawal period and the next feed that is used;
- 5.10 Every producer that uses a medicated feed with a withdrawal period must use the following control measures:
- a) For single bin systems, the medicated feed with a withdrawal must be knocked down to the bottom of the bin prior to the next delivery of feed and this activity must be recorded;
 - b) For double bin systems, the feed bin and auger containing the medicated feed with a withdrawal period must be emptied prior to starting the next type of feed;
- 5.11 Every producer shall keep a record of when the sides of the feed bin were knocked down or when the switch in a double feed bin system was made between the medicated feed with withdrawal and the feed without a withdrawal period;
- 5.12 Every producer shall ensure that a sample of feed is kept, either at the feedmill or at the farm, for each load of feed that is delivered during the grow-out;
- 5.13 Where samples are kept at the feedmill and the feedmill is not certified on the Feed Assure program, then the fact that the feedmill maintains feed samples must be indicated in a letter of assurance from the feedmill (feedmills certified on the Feed Assure program are required to maintain feed samples for a minimum of six weeks);
- 5.14 Every producer that adds an ingredient to finished feed must maintain a sample of the added ingredient at the farm;
- 5.15 Every producer that maintains samples on the farm must inspect the sample, record that the sample was taken and the sample must be stored in a closed container in a cool and dry location for 14 days after the birds have been shipped to the processing plant. The sample must be identified with, at minimum, the date, feed description and barn number;
- 5.16 Every producer must check each bill of lading for medications with withdrawal periods;
- 5.17 Every producer shall ensure that surface water systems are used with an ongoing water treatment program;
- 5.18 Every producer shall conduct a visual check (e.g. cloudiness and rust) of the water quality at least weekly and record the checks on the Flock-Specific record form;
- 5.19 Every producer that uses open drinkers shall check the water for presence of slime and mould on a daily basis and record the checks on the Flock-Specific record form;
- 5.20 Every producer shall flush the water lines under full water pressure between flocks;
- 5.21 Every producer shall (1) clean or disinfect water lines during the grow-out or (2) clean or disinfect water lines between flocks. All water treatment methods must be recorded on the Flock-Specific Record Form;

- 5.22 Every producer shall ensure that water treatment systems are used and adjusted as per the manufacturer recommendations. For example, when using a disinfectant, check the manufacturer's recommendation to determine if a cleaner needs to be used prior to the disinfectant;
- 5.23 If chemical products are being used to treat the water during the grow-out, then the product level in the water must be verified at the end of the drinking line twice during the grow-out period. Verification of product concentration can be performed by using chemical test strips, ORP (oxygen reduction potential) meters or other recommended test methods;
- (a) Chlorine test strips must measure free chlorine (not total chlorine) in order to provide an accurate effectiveness reading;
 - (b) Producers using chlorinated municipal water do not need to perform verification tests unless additional chemical product is added during the grow-out at the farm. Even when using municipal water sources, the water lines must be cleaned/disinfected either in between flocks or during the grow-out;
- 5.24 Every producer shall test all water sources used for chicken production for the presence of bacteria and chemicals annually at a provincial or municipal public health laboratory or at a private laboratory recognized by provincial health authorities. Chemical analysis is only required if indicated by the local municipal health authority. Producers using treated municipal water only need a bacteriological test performed, and not a chemical test;
- 5.25 Every producer shall ensure that the water consumed by the flock meets the following minimum bacteriological standards:
- (a) No sample contains more than 10 total coliforms per 100 mL of water;
 - (b) None of the coliforms detected are faecal coliforms; and
 - (c) No sample contains more than 500 organisms per ml in terms of total bacteria count;
- 5.26 Where a water test has been returned as unacceptable, corrective action must be taken immediately and the water retested to ensure that the unacceptable condition has been remedied by the corrective action. The producer must consult a competent authority or a regulator in order to determine how to correct the problem;

Section 6 - Cleaning and Disinfection

- 6.01 Each barn used to produce chicken must be thoroughly cleaned, completely washed and disinfected after a disease outbreak or a disease outbreak that required depopulation;
- 6.02 Every producer, when practical shall ensure that all fans in each barn are cleaned to remove build-up and washed and disinfected;
- 6.03 Every producer shall keep clean each barn exterior and all equipment used in relation to each barn;
- 6.04 The interior of each barn, including adjoining rooms, shall at a minimum be dry cleaned as soon as possible after the flock is shipped to allow for the longest possible downtime as follows:
- (a) Manure shall be removed from inside each barn immediately after shipping and stored in accordance with provincial regulations;
 - (b) The area between the barn and the storage area, following barn cleaning, shall be free of manure;
 - (c) All organic material shall be removed from the floors, walls, ceilings, rafters, feeders and drinkers, dedicated barn footwear and other equipment (including any catching equipment);
 - (d) All pails that have been used to collect and/or transport mortalities must undergo the same cleaning and disinfection procedures as the barn at the end of the flock; and
 - (e) Open drinking systems must be disinfected and allowed to dry prior to use;
- Every producer shall perform a complete washing at least once per year that must include a thorough washing of the floors, feeders and drinkers, walls, ceilings, any other equipment (including catching equipment) and barn boots with water under high pressure;
- 6.06 Every producer must disinfect the barn at least once per year and this must be after a complete washing has occurred. Disinfection includes all walls, ceilings, rafter, fans, air intakes, equipment and machinery such as feeders, hoppers, feeding chains, etc. This activity can be completed with either a disinfectant wash or by fumigation, and must be recorded on the Barn Preparation checklist or equivalent;
- 6.07 Every producer shall clean or disinfect water lines with a cleaning or disinfecting product between flocks if a cleaning or disinfection program has not been used during the grow-out;
- 6.08 All equipment used in the barn clean-out must undergo the same cleaning and disinfection procedures that are performed on the barn;
- 6.09 All equipment that is removed from the premises and taken to another operation which is not under common management must first be cleaned and disinfected;
- 6.10 Every producer who stores and spreads manure on the premises must ensure that the manure is managed in a manner that does not allow for its accidental re-introduction into the RA by people, equipment, vehicles or weather;
- 6.11 Manure shall not be spread in the CAZ;

Section 7 - Chicks

- 7.01 Every producer shall obtain a written assurance from the hatchery supplying chicks regarding the vaccination history administered to each chick;
- 7.02 Every producer shall record any vaccines administered at the farm on the Form 3, and must adhere to all withdrawal times;
- 7.03 Every producer shall obtain a written assurance from the hatchery supplying chicks regarding all medications given at the hatchery including the dosage level;
- 7.04 Every producer that markets Cornish chickens (sent to market in less than 30 days) must not send birds for processing prior to the prescribed withdrawal period for any medications that have been administered to the flock;
- 7.05 Every producer shall record on Form 3 the vaccination and medication history of each flock, setting out the type of vaccination or medication, the medication dosage administered and the withdrawal period, including vaccines and medications administered at the hatchery and during grow-out;
- 7.06 Every producer shall ensure that the flock is not marketed prior to the safe marketing date as dictated by the withdrawal period indicated for the type of vaccination or medication administered;
- 7.07 Every producer shall ensure that upon placement in the barn, the bedding is checked for mould, feathers and bird droppings and this activity must be recorded on the Flock-Specific Record Form or equivalent;
- 7.08 Every producer shall ensure that any rodenticides being used in the bedding storage area must not be put in the bedding where they can contaminate the bedding prior to placement;
- 7.09 Prior to the supply of chicks, every producer must ensure that each barn is ready for placement by adhering to the following procedures:
 - (a) Undertake a review of the checklists on the Flock Specific Record Form;
 - (b) Ensure that the bedding is clean, soft and dry and of an adequate depth to absorb the droppings, except in operations with heated floors that use no bedding;
 - (c) Adjust the temperature to an appropriate level; and
 - (d) Ensure that adequate water supplies are available;
- 7.10 Every producer shall ensure that the chicks are inspected at placement and again at three or four days into the grow-out period. All observations made must be recorded as well as any corrective actions the producer has taken in relation to the chicks;

Section 8 - Other Input Materials

- 8.01 Active pharmaceutical ingredients (a substance that is intended to be used in the manufacture of a medicinal product) and products obtained under the Own-Use Provision of the Food and Drugs Act (drug products imported from another country) are not permitted for use;
- 8.02 Every producer must:
- (a) Only purchase and use products approved for use in chicken and approved for use in food animal premises. Products may only be used in accordance with instructions from the manufacturer or under veterinarian direction (for example pool cleaners as water disinfectants and motor oil as a wood preservative are not permitted for use). Every producer shall ensure that anyone administering medication is properly educated in that regard, and, if required by provincial regulations, is certified before they use any chemical products;
 - (b) Check the supplies when they come to the registered premises. The supplies must come in unopened containers. Each supply must have a label identifying it, its concentration and strength. There must be instructions for use. You must keep this information for your records. Verify that the label on the package coincides with what was ordered;
 - (c) Store medications, vitamins and other feed additives in closed containers, according to manufacturer recommendations, follow the label recommendations and only use with compatible products;
 - (d) All chemicals must be labeled (with the product name and concentration if different from the original container) and stored separately from medications and feedstuffs. If chemicals are used in the RA during the grow-out period, this activity must be recorded; and
 - (e) All medications used during the grow-out period to treat a disease or symptom must be recorded on the Form 3;
- 8.03 Water medicators must be tested before each time a medication is administered. The results of the tests, the method of testing, any deviations and subsequent repairs must be recorded on the Flock-Specific Record Form or equivalent;
- 8.04 Extra and off-label use of veterinary drugs or use of extra and off-label medicated feeds by farmers is restricted to the directions based on veterinary prescription;
- 8.05 Regardless of its use for preventive or curative purposes, every producer shall ensure that in the case of extra or off-label drug use, the following is recorded on the Form 3:
- (a) the withdrawal time; and
 - (b) the name of the veterinarian who prescribed the drug; and
 - (c) the date for the prescription; and
 - (d) the source of the withdrawal period;
 - a. If the withdrawal period was obtained from gFARAD or another source, the name and telephone number (or e-mail address) of the person who provided the information must be included on the prescription;

- b. If the reference is from gFARAD, veterinarians may also include the gFARAD reference number on prescriptions to indicate where the withdrawal information was obtained;
 - c. A copy of the veterinary prescription, including a withdrawal time indicating the basis for compliance with the applicable Canadian Maximum Residue Limit (MRL) or assurance of a non-detection level of residues, must be submitted with the advance copy of the Form 3;
- 8.06 Every producer must withdraw medication from feed and water before birds are shipped for processing. The withdrawal period must be according to prescription;
- 8.07 Every producer shall record all feed and/or water treatments used to treat chickens on the Form 3 with the appropriate information (including date, disease, medications, withdrawal period (if applicable), length of treatment and whether or not the treatment was successful);
- 8.08 Every producer shall run feeding lines empty and/or flush water lines when a treatment involving a withdrawal period is used during the finishing period. Dates of these actions need to be recorded on the Flock-Specific Record Form;

Section 9 - The Grow-Out Period

- 9.01 Every producer shall ensure that each barn is equipped with a functional monitoring and alarm system that is able to alert the producer to any power interruption or any temperature variation outside the critical temperature limits;
- 9.02 Every producer must check with his or her processor for instructions on feed withdrawal;
- 9.03 Every producer shall ensure that all information relating to access to feed, catching, loading and shipping is recorded on the Form 6;

Section 10 - Disease Management

- 10.01 Every producer must ensure that the flock is checked a minimum of twice per day during the entire grow-out period and more often during the first week after the chick placement;
- 10.02 Every producer shall ensure that sick or injured chickens are treated promptly and that those that do not respond to treatment are culled daily in a humane manner and stored or disposed of in an appropriate manner in accordance with provincial regulations;
- 10.03 Every producer must collect and remove dead birds from the floor of the barn daily and a daily mortality log must be maintained for each flock;
- 10.04 Farm personnel must wash their hands or use hand sanitizer as soon as possible following contact with mortalities unless gloves have been used to collect mortalities;
- 10.05 Every producer must adhere to the following minimum requirements when disposing of mortalities. Other methods may be used if allowed under provincial regulations;
- A) Off-farm Rendering
 1. Carcasses must be stored in a manner that does not allow for escape of any organic material or allow for access by pests or rodents and be moved to the access point or outside the CAZ when the rendering truck arrives.
 2. All containers that have been used to collect mortalities are to be cleaned and disinfected between flocks.
 - B) On-Farm Incineration
 1. Incinerators must be clean and well maintained
 2. Complete incineration must occur at every run
 3. Maximum capacity must not be exceeded when running the incinerator
 4. When incinerators are newly installed, they must not be located on the same side of the barn as the air inlets
 - C) Burial
 1. Carcasses must be covered with enough soil or other material (in accordance with local regulations) to prevent access from scavengers
 2. Burial site must be located appropriate to soil type and water table
 - D) Composting
 1. Composters must be designed and operated in a manner consistent with science-based composting methods such that proper temperatures for composting are maintained
 2. Composters must be maintained to minimize the attraction of flies, rodents and other animals
 - E) Deadstock Removal Off-Farm (e.g. zoos)
 1. Protocol and location of disposal must be recorded
 2. Disposal method must not present a food safety or animal health risk
- 10.06 In times of heightened biosecurity when a disease is suspected or confirmed in the vicinity of your farm:
- Mortalities that are not moved to the disposal area immediately (e.g. they are kept in containers for a period of time) must be kept in covered containers, and
 - Carcasses that are moved off the farm must be transported in covered containers

- 10.07 Every producer must ensure that all farm personnel are suitably experienced or educated to identify deviations from normal chicken activity which may indicate that an infectious disease is present in the flock and must know what actions to take;
- 10.08 Every producer must contact a veterinarian in cases of unexplained elevated mortality or morbidity;
- 10.09 Every producer must have a written emergency response farm quarantine plan that is to be initiated whenever a contagious disease is suspected, or after confirmation has been received from a veterinarian containing, at the minimum, the following items:
- (a) Contacting a veterinarian in cases where a disease is suspected
 - (b) Discussing the situation with family members and farm staff
 - (c) Blocking the entranceway to the CAZ to prevent unwanted traffic or access
 - (d) Limiting movement between barns and off of the premises
 - (e) Limiting any equipment movement on and off the farm
 - (f) Enhanced cleaning and disinfection process for vehicles entering and exiting the CAZ
 - (g) Enhanced barn cleaning and disinfection and mortality management
 - (h) Notifying the provincial board office and other industry personnel that a disease is suspected or confirmed
- 10.10 If a reportable disease is suspected or confirmed, the producer must immediately contact a **veterinarian as well as a representative of the CFO.*** The producer must document in writing, and keep in their records, all communications with **the veterinarian** and the CFO once a reportable disease is suspected;

- **CFO has an emergency number 1-877-SOS-BYRD for reporting. Producers must also speak to a CFO representative.**

Section 11 - HACCP and your Farm

- 11.01 Every producer shall ensure that if there are additional hazards on the farm that present a food safety or animal health risk which are not mentioned in the Safe, Safer, Safest manual, that these hazards are addressed and minimized;
- 11.02 Every producer shall ensure that:
- (a) Feed bins are checked for proper identification at least annually;
 - (b) A record is kept of the feed bin into which each feed delivery is unloaded;
 - (c) A copy of the feed delivery slip is obtained at the time of unloading;
 - (d) A record is kept of the medication in the feed and the date and time of receipt of the feed for every load delivered;
 - (e) The feed is inspected for mould or other contaminants; and
 - (f) All feed samples are taken and stored for a minimum of fourteen days after the flock has been marketed in properly identified containers in a manner which protects the samples from contamination;
- 11.03 For medicated feed, every producer shall follow the minimum deviation procedure set out as follows:
- (a) Remove any feed from the feeders and record the date and time of removal;
 - (b) Contact the processor to reschedule the marketing and record the contact;
 - (c) Contact the feed supplier and advise of the deviation; and
 - (d) Rededicate the feed if possible;
- 11.04 For medication that is delivered through water, every producer shall follow the minimum deviation procedure set out as follows:
- (a) Stop the use of medication in the water. Record the date of change;
 - (b) Contact the catching crew and/or processors to reschedule their activities;
- 11.05 Every producer must ensure that the correct medication is being used at the proper time during grow-out and must keep a record of the medications used and the dates and times that treatment started and ceased;
- 11.06 Every producer must review their food safety assurance program every time a procedure or an operation has been changed;

Section 12 - Audits and Certification

- 12.01 Every producer shall make a request to the Board for and participate in an initial audit;
- 12.02 Every producer shall complete and file with the Board an acceptable copy of the pre-audit checklist;
- 12.03 Every producer will receive an initial audit in relation to their registered premises by an auditor;
- 12.04 At the close of each audit the producer will be provided with a copy of the auditor's findings, which may include recommendation for certification or CARs. A producer in receipt of CARs will be subject to an additional audit for the purpose of confirming that CAs have been satisfactorily implemented;
- 12.05 It is a condition of certification that an audited producer completes an undertaking to continue to comply with the requirements of this policy;
- 12.06 The Farm Audit Supervisor may be requested in writing within ten working days of the completion of an audit to review the auditor's findings. The request must set out the reasons for the review. Upon receipt, the Farm Audit Supervisor will review the written submission, the audit process and the auditor's findings and advise the producer of the conclusions within ten working days;

Section 13 - Books and Records

- 13.01 Every producer shall retain the books, records and documents created and compiled in relation to this policy and make them available for inspection upon request by an appointed inspector of the Board for a minimum of 2 years following the date of creation of the books, records or documents;

Section 14 - Failure to Comply

14.01 Failure to comply with the provisions of this policy may result in the producer not receiving certification or having his or her certification revoked, or a triggered audit and, in accordance with standard operating procedures, the Board may refuse to fix and allot a quota, or may reduce, refuse to increase, or cancel a quota fixed and allotted to a producer who fails to comply with or has contravened any provision of this Policy or an order or direction of the Board made under it, and without limiting the generality of the foregoing:

- a. Every producer who cancels an audit within 24 hours of the scheduled audit date shall pay to the Board the sum of \$500.00 fixed imposed as a cost recovery service charge;
- b. Every producer who receives two or more farm visits for the same CA shall pay to the Board in respect of each farm visit the sum of \$350.00 fixed and imposed as a cost recovery service charge;
- c. Every producer in receipt of a written CA request from an auditor who fails to submit the specified records or information or submits incomplete records or information to the auditor by either the agreed upon or specified date shall be subject to a crop quota reduction as described in Section 14.02;
- d. Every producer who fails to submit complete records or information required to conduct a "Records Assessment" or "Self Declaration" by the date specified on a written notice when required to do so or who fails to contact the Board in order to schedule an "Audit" by the date specified on a written notice when required to do so shall be subject to a crop quota reduction as set out in Section 14.02;
- e. Every producer shall pay to the Board the sum of \$575.00 fixed and imposed as a cost recovery service charge in relation to a triggered audit;
- f. Every producer shall pay to the Board the sum of \$500.00 fixed and imposed as a cost recovery service charge in relation to any farm attendance by an auditor, where such auditor has been required to attend the farm in response to a complaint and such auditor has found an instance of non-compliance with a mandatory requirement of this policy and further shall pay to the Board the sum of \$350.00 for any subsequent attendance fixed and imposed as a service charge and in relation to the resolution of any CA issued for the purposes of having the instance of non-compliance resolved;

14.02 The Board will impose a 1,000 kg reduction against the next crop quota allotted by it to any producer who has failed to meet any of the requirements or pay an invoice issued under section 14.01 within 30 days of receipt of such invoice and further will impose an additional 1,000 kg crop quota reduction for every subsequent 30 day period thereafter against each of the producer's next available crop quota allocations respectively, until it receives payment in full for all outstanding invoices or the requirement is met.

BY ORDER OF Chicken Farmers of Ontario

DATED AT Burlington, Ontario this 21st day of September, 2010.


Chairman


Secretary