



# TOTAL FARM DAIRY DIARY 2022 - 2023

## RIVERINA FRESH

20 Hammond Avenue, Wagga Wagga NSW 2650 Australia - (02) 6937 8700

# TOTAL FARM DAIRY DIARY

## 2022/2023 DAIRY SEASON

Supplier Name:					
Supplier Number:					
Responsible Person*:					
Dairy Licence No:					
PIC No:					
Sharefarmer/Manager Name:					
Farm Address:					
Trading Name:					
Herd Size (Peak Cows):					
Farm Size:		Dairy Hectares:		Total Hectares:	
Dairy Type/Size:					

\* The responsible person is responsible for ensuring the farm dairy, the harvesting of milk and all records are maintained to required standards.

All dairy farms operating in Australia are required to be licenced and/or registered with their relevant State Regulatory Authority (SRA). A condition of holding a dairy licence requires the farm to implement a Food Safety Program approved by the SRA that addresses the regulatory requirements.

The Food Safety Section of this program has been developed using the FSANZ Standard & Guidelines 4.2.4 Primary Processing and Production Standard for Dairy Products, Division 2, and the ANZDAC Guidelines for Food Safety (Dairy Farms). This document has been approved by Dairy Food Safety Victoria (DFSV), and the New South Wales Food Authority (NSWFA) as meeting the requirements of a suitable Food Safety Program.

You should not rely on the contents of this document without first obtaining independent advice from a qualified person. Riverina Fresh expressly disclaims all and any liability to any person that may arise in respect of this document and does not warrant the completeness or accuracy of this document.



RIVERINA FRESH  
20 Hammond Avenue,  
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(02) 6937 8700

# KEY CONTACTS

CONTACT	NAME OF PERSON	LANDLINE	MOBILE
Dairy Company	Riverina Fresh	02 6937 8700	(Kim Williams 0418 831 779)
Milk Supply Manager	Sherrene Thompson		0417 347 804
Inhibitory Substance Testing Service	Wagga Factory Laboratory (NSW)	02 6937 8731	Laboratory: 0481 917 380
	Booth Transport Strathmerton (VIC)	1300 726 684	
Farm Consultant			
Veterinarian			
Detergent Rep			
Milking Machine Company			
Refrigeration Service Agent			
Electrician			
Power Company			
State Regulatory Authority (i.e. DFSV, TDIA, NSWFA)			
Poisons Helpline		13 11 26	
Feed Supplier/s			
Transport Contractor	McColl's	(03) 5859 3333	
Local RDP			
Farm Auditor	Neil Ennis		0417 862 185

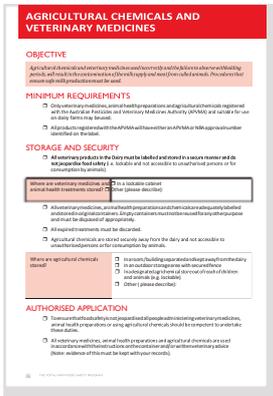
# ABBREVIATIONS

The following abbreviations are used throughout The Total Farm Food Safety Program.

ADIC	Australian Dairy Industry Council
AMMTA	Australian Milking Machine Trade Association
ANZDAC	Australia New Zealand Dairy Authorities' Committee
APVMA	Australian Pesticides and Veterinary Medicines Authority (formally National Registration Authority (NRA))
AS	Australian Standard
BJD	Bovine Johne's Disease
BOD	Biological Oxygen Demand
COD	Chemical Oxygen Demand
DairySAT	Dairy Self Assessment Tool
DEDJTR	Department of Economic Development, Jobs, Transport and Resources (Formally DEPI - Victoria only also known as ECODEV (Department of Economic and
DEPI	Department of Environment and Primary Industries (Victoria only)
DFSV	Dairy Food Safety Victoria
DoH	Department of Health
DPI	Department of Primary Industries (States other than Victoria)
EBL	Enzootic Bovine Leucosis
EPA	Environment Protection Authority
FSANZ	Food Standards Australia New Zealand
FSP	Food Safety Program
NLIS	National Livestock Identification Scheme (Australian Livestock Tracking System)
NSWFA	New South Wales Food Authority
OH&S	Occupational Health and Safety
OIE	World Organisation for Animal Health
PIC	Property Identification Code
PPP	Primary Production and Processing Standard (FSANZ)
QCONZ	Quality Consultants of New Zealand
RDP	Regional Development Programs
SRA	State Regulatory Authority
TDIA	Tasmanian Dairy Industry Authority

# INSTRUCTIONS FOR USE

Completion of the 2022/2023 Total Farm Dairy Diary is a condition of supply. To ensure you know exactly what pages / sections need to be completed, we have introduced a colour coding system that works as follows:



## Mandatory

You are required to complete the red pages and sections to fulfil your regulatory and industry agreed obligations and Riverina Fresh's Terms and conditions as laid out in the Riverina Fresh Milk Supply Handbook.

To ensure compliance with relevant state dairy regulations, Riverina Fresh's personnel, representative(s), agents, or state authorities, will conduct an audit of the supplier's farm or premises. Audits are designed to test the effectiveness of your programs by assessing a series of control points that are described in your Food Safety and Animal Health and Welfare Plan.

Appropriate records must be kept to help minimise the risk of contaminating milk and allow for effective traceability throughout the food chain.

Records can be kept within the Total Farm Dairy Diary and/or they can be kept on the specific sheets in the back of the diary, as long as all the required detail is kept. Alternatively, they can be kept in another system as long as the correct detail is recorded.

**Records must be kept for a minimum of four years.**



## Recommended best practice

Amber pages will not be reviewed or rated as part of your review. However, completing them will help ensure you have a robust quality management system in place.



## Optional and informational

Green pages offer useful information for better managing your farm.

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# THE FOOD SAFETY PROGRAM: WHAT DOES THE FOOD SAFETY PROGRAM INVOLVE?

The Riverina Fresh Total Farm Food Safety Program has four main components:

## 1. RIVERINA FRESH FOOD SAFETY REQUIREMENTS AND GUIDELINES

The Food Safety Program section has been divided into two sections

- Objective – provides an explanation of the food safety goal specific to that area or practice.
- Minimum Requirements – Outlines what is required at a minimum to be included in the Riverina Fresh Food Safety Program or in order to comply with your State Regulatory Authority's requirements.

## 2. YOUR FOOD SAFETY MANAGEMENT PROGRAM

Combined with the above components each farm must have a Food Safety Program in place. This program must be specific to the daily operation of the farm.

The Food Safety Program is a written document which identifies potential food safety hazards specific to a farm, and the systems and records which have to be identified to control them. It is a license requirement of your State Regulatory Authority that each farm must implement an approved Food Safety Program.

This document, when filled out correctly and kept up-to-date, will meet the regulatory requirements of a suitable Food Safety Program.

## 3. RECORD KEEPING

Appropriate records must be kept to help minimise the risk of chemical residues contaminating milk and allow for traceability throughout the food chain.

Records can be kept on a daily basis within the Total Farm Dairy Diary as long as all the required detail is kept and/or they can be kept on the specific sheets in the back of the diary. Alternatively, they can be kept in another system as long as the correct detail is recorded.

Records must be kept for a minimum of four years.

## 4. ON FARM REVIEW

To ensure compliance with relevant state dairy regulations, Riverina Fresh's personnel, representative(s), agents, or state authorities, will conduct an audit of the supplier's farm or premises. Currently in New South Wales and Victoria these are conducted at least every 24 months, or more frequently, dependent on the rating received at the last audit.

Audits are designed to test the effectiveness of your Food Safety Program by assessing a series of control points that are described in your Food Safety Program.

# FOOD SAFETY ACCOUNTABILITY & MANAGEMENT

## OBJECTIVE

*The nomination of responsible persons in the Food Safety Program ensures accountability for food safety.*

## MINIMUM REQUIREMENTS

- Every farm must be licenced under the State Regulatory Authority and this licence must be available at audit.
- The owner/licensee has overall responsibility for the currency of their dairy licence, farming operation and the Food Safety Program.
- The Food Safety Program must identify
  - The name of the person(s) with the overall responsibility for the farming operation and the implementation of the Food Safety Program.
  - Where relevant the name(s) of person(s) responsible for implementation of individual sections of the Food Safety Program.
- The Food Safety Program is to be reviewed on an annual basis to ensure currency and compliance.
- The Food Safety Program must be updated any time there is a change in food safety management or after any non-conformance is raised on farm.
- All staff are made aware of the Food Safety Program and how it impacts on their responsibilities.

	OWNER	MANAGER
Name		
Home phone number		
Mobile phone number		
Fax number		
Email address		
Name of Responsible Person(s)		
Briefly describe how staff are made aware of the Total Farm Food Safety Program.		

*The responsible person must notify Riverina Fresh of any milk quality failures immediately when identified. (For examples of quality failures refer to Management of Non-Conformances).*



# PEOPLE ON FARM

## OBJECTIVE

*To ensure that people involved in dairy farming do not jeopardise food safety, all staff must be suitably trained and competent in the role they are employed to undertake.*

## MINIMUM REQUIREMENTS

In addition to ensuring uncompromised food safety and quality, there are many other regulatory and best practice aspects of people management that need to be implemented specific to your circumstances (e.g. employment agreements, pay rates including penalty rates and loading, timesheets, payslips and occupational health and safety protocols). The People in Dairy website [www.thepeopleindairy.org.au](http://www.thepeopleindairy.org.au) or the Riverina Fresh can help you with practical tools and advice in all aspects of effective people management on your farm.

## STAFF TRAINING AND COMPETENCY

- All people involved in any aspect of dairy farming (including owner, operator, sharefarmer, manager, relief or casual staff) must be instructed in and understand the risks to food safety that relate to these activities (i.e. milking, animal handling and husbandry, administration of veterinary medicines, and the application of agricultural chemicals).
- Where staff training is undertaken, a record of the training must be recorded showing:
  - Date of training
  - Subject
  - Name of trainee
  - Name of trainer

Where are staff training details recorded? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please identify and describe):
Who is responsible for recording and maintaining staff training records?	
General statement on how new farm staff are trained	

## STAFF PERSONAL HYGIENE

- Good personal hygiene is of the utmost importance. Hands and clothes can transfer bacteria to milk and also milking animals. All persons involved with the handling of milk must maintain good personal hygiene.
- Hand washing facilities (soap and clean running water) must be available within the farm dairy.

## COMMUNICABLE DISEASES

- It is a requirement of the Responsible Person (as defined on page 10) to ensure that all personnel in contact with animals or milk are free of communicable diseases. Refer to [www.health.gov.au](http://www.health.gov.au).
- Suppliers and staff ill with notifiable diseases must inform their supervisor, manager or farm owner. Staff with such illnesses must not work with raw milk or work in the farm dairy.
  - The Australian Government Department of Health ([www.health.gov.au](http://www.health.gov.au)) lists national infections and notifiable diseases transmissible by humans.
  - Foodborne diseases that can be transmitted via food contaminated by infected handlers may include, but are not limited to, gastroenteritis, hepatitis A, salmonellosis and campylobacter enteritis.
- Any person suffering from a food safety related illness or symptoms that involve vomiting, diarrhoea, fever or jaundice should not have contact with raw milk or cows producing milk.
- If a milker is suffering from any of these symptoms, they should not milk cows for a minimum of 24 hours after all symptoms have disappeared.
- If a milker is diagnosed by a doctor with a disease that may be spread through milk or to dairy cows, they must have no contact with raw milk or cows producing milk until declared free of the illness by a doctor.
- The details of the illness and dates of the person’s exclusion from milking must be recorded.

Where are records kept of all personnel (incl. owners, sharefarmers, managers, staff) exclusions from milking due to illness?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please identify and describe):
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## FIRST AID

- The Responsible Person should ensure that a first aid kit is kept at the dairy to enable workers to attend to any cuts or wounds immediately. (Minimum contents of first aid kits vary depending on the size of the workplace – refer to your relevant State OH&S legislation)
- All cuts and wounds need to be covered while harvesting milk.
- Aprons / protective clothing worn during milking must be kept clean and used solely for the purpose of milking.

Location of First Aid Kit:	
----------------------------	--

# STAFF TRAINING AND COMPETENCE REGISTER

Once any staff member (including Owner, Sharefarmer, Manager) is considered competent at a task then add the date that competency was achieved under their initials.

**If there is no date then competency has not been achieved.**

Key Tasks	STAFF MEMBER'S INITIALS (include Owner, Sharefarmer, Manager)										
Read/Understand requirements of this Total Farm Dairy Diary											
Good Animal Husbandry Practices											
Milking											
Running plant											
Cleaning yard											
Cleaning bail area											
Cleaning milk room											
Plant wash											
Vat wash											
Plant inspections											
Plant maintenance											
Hygiene checks											
Record keeping											
Veterinary Chemical Application											
Agricultural Chemical Application											
Cups on Cups off Training											
Effluent management											
Animal Husbandry											
Cow Body Condition Scoring											

# DAIRY PRESENTATION, APPROACH AND SURROUNDS

## OBJECTIVE

*The approach and surrounds of the dairy must be maintained in a manner that ensures milk is protected from contamination.*

*The Riverina Fresh Milk Supply Handbook provides further details explaining the requirements relating to dairy surrounds and access.*

## MINIMUM REQUIREMENTS

- The approach to and surrounds of dairies must be maintained in a clean and tidy manner that gives confidence that milk produced there is safe and of high quality.
- Care must be taken to minimise the build-up of mud, manure, rubbish or objectionable odours around the dairy, including grass, weeds and redundant services and / or equipment.
- The presence of rats, other vermin or non-milking animals in and around the dairy pose a risk to food safety. This is why it is crucial that the environment surrounding the dairy must be kept free of materials as it will provide a habitat for these non-milking animals.
- Tanker tracks and turnarounds must provide adequate and safe access to the dairy for tankers and remain free of obstructions.
- Roads must not be used as stock tracks or holding yards.

Identify who is responsible for ensuring the surrounds and access are maintained as required	
--	--

Regularity of Inspection:	Weekly	Fortnightly	Monthly	Other (please describe)
Mowing surrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of redundant equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal/recycling of chemical containers/drums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of general rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# DAIRY AND MILKING PLANT DESIGN, CONSTRUCTION AND MAINTENANCE

## OBJECTIVE

*The milk handling area, equipment and systems must protect the milk from contamination, maintain its quality and allow it to be harvested and collected in a clean and safe environment.*

## MINIMUM REQUIREMENTS

### DAIRY CONSTRUCTION

- The dairy and milk room must:
  - Be constructed in accordance with a recognised technical or manufacturers standard
  - Be of materials that do not pose a risk to food safety and are structurally sound.
- The milk room, dairy, milking and cooling equipment must be maintained in a condition that ensures that milk produced, stored and collected is protected from contamination.
- The milk room and dairy is to be kept free of any non-essential items.
- External surfaces of the milk room, milking machine, milk vat and cooling equipment must be cleaned on a regular basis.
- The exterior cladding, roofing, windows, doors, yards, floors, walls, metal structural components and all interior lining must provide a safe working environment, be in good repair and must be clean and tidy.
- All building and equipment faults or failures must be rectified, and an incident report must be completed (refer to the back of Total Farm Dairy Diary records section, Corrective Action and Incident Report).
- The incident report must include details of the fault or failure and how it was rectified.
- Swing lid vats and silos with unsecured or non-sealed swing lids must be fully enclosed in a pest proof vat room.
- Silo vats with a top opening inspection hatch that is required for inspection of milk prior to pumping out must be covered with a roof.

Where do you keep records and reviews of equipment corrective action, repairs and / or servicing throughout the year?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please identify and describe):
Who is responsible for the completion and recording of corrective action reports?	

- Non-milking animals are to be kept segregated from the dairy premises.
- Light fittings located above open lid vats must be suitably guarded by a protective cover.
- All milk vat openings (outlets, breathers, swing lids), must be adequately protected i.e. pest proof, prevent entry of foreign matter and can be easily cleaned.
- All materials used for milk harvesting must be food grade approved and suitable for dairy plant use. You should obtain food grade assurance (e.g. certification) when replacing parts in direct or indirect contact with the milk.
- Glass (e.g. glass thermometers, glass testing instruments / equipment) must not be used or stored



# FARM DAIRY - CLEANING, CHEMICAL AND WATER MANAGEMENT

## OBJECTIVE

*The milking plant and vat are potential sources of contamination if they are not effectively cleaned or maintained. Any milk, water or chemical residues left in the plant or vat, will cause contamination of an unacceptable level, reducing product quality and putting food safety at risk.*

## MINIMUM REQUIREMENTS

### YOUR CLEANING PROGRAM

- The milk vat and milking equipment must be thoroughly cleaned, rinsed and drained as required.
- The use of a recommended cleaning program ensures that milking equipment and the milk vat remain free of all sources of contamination, such as bacterial and chemical contaminants.
- The cleaning program used to clean the vat and milking equipment must be documented, visible and current at all times.
- Records of regular checks of hot water temperature and chemical dosage rates must be kept.

Where is your cleaning program procedure kept? (please tick one)	<input type="checkbox"/> Displayed at the point of dispensing and use <input type="checkbox"/> Other (please describe):
Is your displayed cleaning program current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date of current displayed version:

- The milking plant and vat must be regularly monitored to ensure that the cleaning program in use remains effective. Any identified cleaning non-conformances must be rectified and an incident report completed (this can be documented in the Corrective Action and Incident Report Form in the records section at the back of this diary).
- The milking plant and vat and the bacterial test results provided by the factory should be regularly monitored to ensure that the cleaning program remains effective. In the event of a cleaning nonconformance occurring, an incident report detailing the reason for the nonconformance and the steps taken to rectify it must be completed.
- The hot water unit supplying hot water for the dairy and milk room is capable of supplying an adequate volume of hot water at a suitable temperature for the cleaning program used.
- Hot water capacity and temperature must be sufficient to provide effective cleaning. Thermometers used for hot water and detergent checks must be calibrated and records kept of calibrations with any corrective actions noted (refer to the section on Milk Cooling and Storage).

## CHEMICAL MANAGEMENT

- Cleaning chemicals used to wash the milking plant and vat are used and stored in a manner that prevents contamination of milk.
- All chemicals (including teat sanitizers, teat creams, household detergents and disinfectants) used in the dairy must be registered and approved for use by the APVMA, and will be indicated by either an APVMA or NRA registration number. If they are not approved, then they must not be used and removed from the dairy.

- All chemicals used in the plant must be suitable for their intended use and used in accordance with manufacturer's instructions. The incorrect use of chemicals or the use of chemicals not approved for the purpose pose a significant risk to food safety.
- Any chemicals containing Quaternary Ammonium Compounds (QAC's) and Nonylphenol Ethoxylate (NPE's) are prohibited for use in Dairies.
- To identify if chemicals contain QAC's they can be identified on the label under active ingredients and may be labelled as, but not limited to, Quaternary Ammonium Compound, Benzalkonium Chloride, or N-Alkyl Dimethyl Benzyl Ammonium Chloride, and if labelled as such must not be used, removed from dairy and alternative non-QAC alternative sought immediately.
- Chemicals containing NPE's (e.g. teat sprays) are not always identified on label, and if not marked as "NPE Free", confirmation in writing should be sought from the manufacturer or agent prior to its' use.

Are all chemicals in your dairy clearly labelled?	<input type="checkbox"/> Yes
Where are your cleaning chemicals stored?	
Are all cleaning chemicals used approved by APVMA (check for registration numbers on the drums)?	<input type="checkbox"/> Yes  Important: Non-APVMA approved cleaning chemicals are prohibited to be used in dairies and must be removed.

## FARM DAIRY WATER MANAGEMENT

- Water used on dairy farms (including used for cleaning and rinsing) must be of a quality that will not jeopardise food safety and must not contaminate milk. This includes water used for cleaning the dairy (milking plant and vat) and washing teats and udders prior to milking.
- Where teats and udders are washed prior to milking, or water is used for teat disinfectants, care must be taken to ensure the water does not contaminate the milk.
- Milking animals must not consume or have access to contaminated water that is likely to cause disease transmissible to humans or contaminate milk.
- For water used in the dairy all water sources (and their use) must be documented.

Water used in the dairy is sourced from (please tick):  Note: amend this where any changes to your water source may occur	<input type="checkbox"/> Town Water <input type="checkbox"/> Bore <input type="checkbox"/> Dam <input type="checkbox"/> River/Creek	<input type="checkbox"/> Channel <input type="checkbox"/> Re-use (see waste water section below) <input type="checkbox"/> Other (please describe):
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- It is recommended that you conduct regular testing (annually) of your water used in your plant to ensure your water quality is maintained.

Have you conducted any water tests?	<input type="checkbox"/> Yes  <input type="checkbox"/> No	If Yes, date of last test:
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What tests are conducted?	<input type="checkbox"/> BOD/COD <input type="checkbox"/> Coliforms <input type="checkbox"/> Other (please list):	<input type="checkbox"/> E. Coli <input type="checkbox"/> Hardness
How often are these tests completed?	<input type="checkbox"/> Annually <input type="checkbox"/> Whenever there is a change to water source <input type="checkbox"/> Other (please describe e.g. every 3 years):	

- The source of the water supplied (any source additions or changes throughout the season needs to be noted).
- Any water treatments, if used, must be documented and recorded.

Do you treat water before use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, describe how it is treated:	

## CONTROL OF WASTE WATER

- Re-use dairy plant water, if used, must have a documented water management plan describing its use, and must be used in accordance with EPA guidelines.

Is dairy wash water re-used in your dairy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, describe your water management plan or state where it is located and recorded:	

- ❑ Waste water produced in the dairy is removed from the dairy shed and maintained on the farm in a manner that does not contaminate milk or pasture and must be removed from the dairy and disposed of in a manner that does not jeopardise food safety or the safety of animals or persons on farm.
- ❑ Reclaimed effluent water is not used to clean any part of the dairy plant, and must be used in accordance with EPA guidelines. Further information on management can be found under the Effluent Management section of this Dairy Diary.

# FARM EFFLUENT MANAGEMENT

## OBJECTIVE

*Effluent systems and the application of fertilisers must be adequately managed so as not to contaminate or compromise your animals, milk produced or the environment (waterways or streams).*

## MINIMUM REQUIREMENTS

An effective effluent disposal system must be in place and managed in a manner that does not jeopardise food safety (the water supply and direct contact to milk and milking equipment and plant is not contaminated by effluent).

Effluent generated from controlled areas such as sheds, feedpads and other areas where stock are held for extended periods of time must be captured and effectively conveyed to an appropriate management system.

Effluent systems must comply with the legislative requirements applicable in your local area. All those involved in the management of the effluent system on farm must be aware of industry practices as well as their legislative requirements (i.e. withholding periods for grazing) and authorities such as the Environment Protection Authority (EPA), Local Government / Municipalities, Rural Water Authorities, and Catchment Management Authorities.

The management system must ensure;

- Any run-off containing effluent does not leave the boundary of the property.
- Effluent does not enter any stream or waterway and must be reused on farm.
- Effluent does not accumulate within the surrounds of the milking shed.
- Any ponds and drains are segregated (fenced) to prevent stock access.
- Effluent is managed in a manner that does not pollute groundwater, surface water or create off-site odours.

What type of effluent system do you have on farm?	<input type="checkbox"/> Pond <input type="checkbox"/> No pond  <input type="checkbox"/> Other (Please describe):
If you use a pond system, what controls do you have in place to avoid your pond overflowing, becoming crusted or never needing emptying?	
If you use direct application, what controls do you have in place if your effluent pump is faulty?	<input type="checkbox"/> Emergency storage capacity available <input type="checkbox"/> None <input type="checkbox"/> Other (please describe):

Is your effluent contained on site and does not leave the property boundary or enter surface waters (waterways, drains etc.)?	<input type="checkbox"/> Always <input type="checkbox"/> Partially <input type="checkbox"/> No		
How many days can effluent system hold to avoid nutrient overload and run off?		How frequently do you apply effluent to crops / pasture?	
Briefly describe how you apply effluent to crops/pasture	<input type="checkbox"/> Spreader Vehicle <input type="checkbox"/> Pump & Pipes <input type="checkbox"/> Irrigation Recycle Dam <input type="checkbox"/> Other (please describe):		
Where do you record your effluent use?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):		

- The recommended disposal / spread area for your effluent is at least across 5ha per 100 cows.
- Effluent should only be applied to soils that are not saturated.

What is your effluent spread ratio?	Total farm (ha) _____ Total ha effluent is applied _____ No. of cows (peak) _____ Last date before winter _____ First date after winter _____
What are your withholding periods for grazing?	

- The effluent system is managed in a way that the effluent can be reused to effectively utilise the water and nutrients on crops and pasture.
- Application information of other fertilisers and nutrients (other than dairy effluent) used on must be recorded and traceable to ensure risks are managed.

Where do you record your effluent and fertiliser usage?	<input type="checkbox"/> The Total Farm Dairy Diary (daily pages) <input type="checkbox"/> Records Section (of this diary) <input type="checkbox"/> Other (please describe):
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## USE OF COMPOSTED MATERIALS

The application of any organic compost or biosolids (other than effluent produced on your farm) must not be used on farm unless it is pasteurised and has been processed and meets the strict restrictions in accordance with AS4454-2012: Composts, soil conditioners and mulches and has been evaluated and approved by Riverina Fresh as fit for purpose.

If bringing in any compost material onto your farm, you must obtain a Statutory Declaration from the vendor that shows the compost meets the requirements and is suitable for application in accordance AS4454 and is approved for use by Riverina Fresh.

Do you bring in any external composted materials for pasture application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, does this material contain any human biosolids / meat process waste? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe your controls in place to ensure any potential hazards are reduced?		

## FARM / NUTRIENT MAPPING

Do you have a map of your farm?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last review:
		Where is it located / displayed:
<p>A high quality map will show watercourses, wetlands, blocks of remnant bush, laneways, fence lines, sheds and other relevant farm structures. This map facilitates easier discussions with consultants, staff and other external parties to ensure your effluent and fertiliser application remains well managed.</p> <p>Whole-farm nutrient mapping is a good way to manage your farm risks and costs.</p> <p>Nutrient mapping on a farm determines where and at what concentration a range nutrients levels occur over the whole farm. Early nutrient mapping on some farms to date has resulted in farmers' fertiliser bills being reduced by up to 40%. Despite the up-front cost (for soil testing), this technique will have positive benefits to farm profitability.</p>		

The DairyGains guidelines, DairySAT (Dairy Self-Assessment Tool), Fert\$mart guidelines and the Effluent and Manure Database for the Australian Dairy Industry will be able to assist you in managing and improving environmental management on your farm, inclusive of effluent and fertiliser management.

Refer to <http://www.dairyingfortomorrow.com> or <http://www.australiandairyfarmers.com.au> for information, or alternatively contact your Milk Supply Manager for further details.



# MILK SECURITY

## OBJECTIVE

*The dairy and milk room must not be used for any purpose that has the potential to put food safety at risk.*

## MINIMUM REQUIREMENTS

- The dairy or the milk produced must not be used for any purpose that will compromise food safety.
- Milk vats must not be used to store harmful substances that may contaminate milk.
- The bridge and lid of milk vats must not be used as a bench or for storage.
- Colostrum must not be stored in the milk room unless it is in a suitably labelled vat.
- All vat inlet and outlets should be adequately protected to prevent contamination.
- All fresh cows are kept out of the milking herd for **at least the first 8 full milkings (10 for heifers)**.
- The farm dairy must have adequate facilities for the storage of animal medicines (including antibiotics) in a lockable area out of reach of children, with access controlled and not held within the vat room.

<p>How do you ensure that Colostrum is kept segregated from milk for collection? (please tick one)</p>	<input type="checkbox"/> Clearly labelled vat, i.e. colostrum: Not fit for Collection. <input type="checkbox"/> Locked / guarded vat outlet. <input type="checkbox"/> Vat located outside vat room. <input type="checkbox"/> Colostrum is not stored, i.e. It is used immediately on farm.	
<p>How long do you keep fresh cows out of the milking herd?</p>	<p>Fresh Cows _____ full milkings</p>	<p>Heifers _____ full milkings</p>



# MILK COOLING AND STORAGE

## OBJECTIVE

*To minimise the contamination of milk by pathogens and toxins, cooling systems must be capable of cooling milk to a temperature that will ensure it is stored safely until collection.*

## MINIMUM REQUIREMENTS

- It is a requirement of holding a dairy licence that your farm is capable of:
  - cooling milk to 5°C or lower within 3.5 hours from the commencement of milking and;
  - holding the milk at a maximum of 5°C until collected.
- Ensure that milk is continually agitated and refrigerated.
- Accurate milking completion times must be recorded and clearly visible in the dairy at all times using the Farm Milking Completion Time Card provided.

The image shows a 'MILKING COMPLETION Time Sheet' form. On the left is the Riverina Fresh logo, which is a circular emblem with a cow in the center, the word 'RIVERINA' at the top, and 'FRESH' at the bottom. To the right of the logo, the text reads 'MILKING COMPLETION Time Sheet'. Below this, there are two input fields: 'AM Milking:' followed by a rectangular box, and 'PM Milking:' followed by another rectangular box. At the bottom of the form, there is a black bar with white text that reads 'Transport: (03) 5859 3333'.

- A record must be maintained of milk storage temperatures. Where milk is collected in tankers fitted with calibrated temperature recorders, the tanker slip or monthly factory statement indicating collection temperature is suitable for this purpose.
- Milk chilling capability must be checked at a minimum **twice yearly**, in the summer and at the peak of the season.
- This can be done by measuring the time taken for milk to reach 5°C from the commencement of milking.
- The results of milk chilling capability checks must be permanently recorded (refer to the back of The Total Farm Dairy Diary records section, Milk Cooling Capability and Thermometer Calibration Report).
- Vat thermometers are to be checked for calibration on a **six-monthly basis** by using the temperature recorded on the tanker slip or monthly factory statement. A tolerance of +/- 1 degree is acceptable.
- Vat thermometers calibration check results must be recorded (refer to the back of The Total Farm Dairy Diary records section, Milk Cooling Capability and Thermometer Calibration Report page).
- Vat thermometers are to be calibrated by an authorised service provider if the twice-yearly calibration checks show deviation from the acceptable tolerance levels.**
- Thermometers used for cooling must be calibrated and records kept of calibrations with any corrective actions noted (refer to the back of The Total Farm Dairy Diary records section, Milk Cooling Capability and Thermometer Calibration Report).

Who is responsible for ensuring thermometer calibration and vat chilling checks are completed?	
Where are they recorded (please tick one)?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please identify and describe):

- Refrigeration systems must be checked and cleaned **annually** by a licensed refrigeration mechanic.
- A record of maintenance checks must be kept with the Food Safety Program (refer to the back of The Total Farm Dairy Diary records section, Corrective Action and Incident Report).

When are maintenance checks on the refrigeration system undertaken? (please tick one or more)	<input type="checkbox"/> At peak flow <input type="checkbox"/> At hottest time <input type="checkbox"/> Other (please identify and describe):		
When was it last done? (it is recommended to do it before summer)		When is it next due?	
Where are they recorded? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> In a computer file <input type="checkbox"/> Other (please describe):		

**Glass thermometers must not be used or stored in the dairy. This will ensure that the risks to both the milk produced and staff handling this type of equipment is avoided.**

- Riverina Fresh will risk assess milk that is over 5 degrees Celsius at time of pick up against the Early Milk Collection Index. Further information about this process is outlined in the Milk Supply Handbook.

# AGRICULTURAL CHEMICALS AND VETERINARY MEDICINES

## OBJECTIVE

*Agricultural chemicals and veterinary medicines used incorrectly and the failure to observe withholding periods, will result in the contamination of the milk supply and meat from culled animals. Procedures that ensure safe milk production must be used.*

## MINIMUM REQUIREMENTS

- Only veterinary medicines, animal health preparations and agricultural chemicals registered with the Australian Pesticides and Veterinary Medicines Authority (APVMA) and suitable for use on dairy farms may be used.
- All products registered with the APVMA will have either an APVMA or NRA approval number identified on the label.

## STORAGE AND SECURITY

- All veterinary products in the Dairy must be labelled and stored in a secure manner and not jeopardise food safety** (i.e. lockable and not accessible to unauthorised persons or for consumption by animals)

Where are veterinary medicines and animal health treatments stored?	<input type="checkbox"/> In a lockable cabinet <input type="checkbox"/> Other (please describe):
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- All veterinary medicines, animal health preparations and chemicals are adequately labelled and stored in original containers. Empty containers must not be reused for any other purpose and must be disposed of appropriately.
- All expired treatments must be discarded.
- Agricultural chemicals are stored securely away from the dairy and not accessible to unauthorised persons or for consumption by animals.

Where are agricultural chemicals stored?	<input type="checkbox"/> In a room/ building separated and kept away from the dairy <input type="checkbox"/> In an outdoor storage area with secured fence <input type="checkbox"/> In a designated agrichemical store out of reach of children and animals (e.g. lockable) <input type="checkbox"/> Other (please describe):
--	--

## AUTHORISED APPLICATION

- To ensure that food safety is not jeopardised all people administering veterinary medicines, animal health preparations or using agricultural chemicals should be competent to undertake these duties.
- All veterinary medicines, animal health preparations and agricultural chemicals are used in accordance with the instructions on the container and/or written veterinary advice (Note: evidence of this must be kept with your records).

Who is responsible for the correct application and recording of all veterinary medicines and animal health products?	
Who is responsible for the correct application and recording of all agricultural chemicals?	

## EFFECTIVE TRACEABILITY

- The method of identification of all animals (lactating, dry and replacements, including introduced animals), pastures and feeds treated with agricultural chemicals, veterinary medicines or animal health preparations must be described in the Food Safety Program and clearly visible in the dairy.
- All treated animals that have a milk withholding period are identified. These animals and/or any milk produced from them must be segregated to prevent contamination of milk.

How are treated animals identified?	<input type="checkbox"/> Leg band <input type="checkbox"/> Tail Paint <input type="checkbox"/> Segregated from herd <input type="checkbox"/> Cow ID and details recorded on whiteboard and in records book <input type="checkbox"/> Other (please describe):
-------------------------------------	--

- Treated paddocks that have a withholding period are identified and secured after treatment.

How are treated paddocks identified and secured?	<input type="checkbox"/> Fenced off <input type="checkbox"/> Gate sign of treated paddock <input type="checkbox"/> Recorded on whiteboard and in records book <input type="checkbox"/> Other (please describe):
--	--

- Animals that show any evidence of infectious diseases transferable to humans must be segregated and the milk withheld from supply. In the event of a significant disease outbreak the factory must be notified immediately. Refer to page 41.
  - Infectious diseases transferable to humans through milk generally include tuberculosis, brucellosis, listeriosis, salmonellosis and yersiniosis. Leptospirosis and Q Fever are other infectious diseases of dairy cattle which are also transmissible to humans, though generally through direct contact with the animal (Source: FSANZ Guide 4.2.4 PPP Standard for Dairy Products).

How do you isolate animals showing evidence of infectious disease?	<input type="checkbox"/> Leg band <input type="checkbox"/> Tail Paint <input type="checkbox"/> Segregated from herd <input type="checkbox"/> Cow ID and details recorded on whiteboard and in records book <input type="checkbox"/> Other (please describe):
--	--

**FARM DRUG AND CHEMICAL REGISTER:** It is recommended best practice to keep a farm drug and chemical register and to update it upon any use of the following types of chemicals: Veterinary, Cleaning, Maintenance, Agriculture or Pest Control.

Please refer to the records section at the back of the Total Farm Dairy Diary: Farm Drug and Chemical Register

## RECORD KEEPING

- All preparations** (veterinary medicines, animal health preparations and agricultural chemicals), when used, **must be accurately and permanently recorded within 48 hours of application** (as required by and in accordance with the relevant state regulations, including those with nil withholding periods).
- Records must include:
  - Date of use
  - Name of person applying
  - Chemical/drug used (including Trade Name)
  - Rate of application/dosage
  - What was treated (e.g. paddock number, cow ID, etc.)
  - Withholding period (WHP) required (where applicable).
  - Clearance Date (date milk due back in vat based off WHP)
  - Date cow returned to vat (for animal treatments)
- Where animal health treatments are used in combination, you will need to obtain advice from your Veterinary Practitioner as to the combined withholding period. **All records must be retained for a minimum of four years.**

Where are records of animal health treatments kept?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):
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- Where pastures on farm are sprayed, details of treatment including the wind speed and direction at the time of application must be recorded in accordance with State Primary Industry Department (DEDJTR / DPI) requirements.

- Details of spot spraying must also be kept.

Where are records of treated paddocks kept?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):
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## DRY COW MANAGEMENT

What dry cow treatment strategy do you use?	Heifers		
	<input type="checkbox"/> Blanket Dry Cow Type: _____	<input type="checkbox"/> Selective Dry Cow Type: _____	<input type="checkbox"/> Teat Seal Type: _____
Cows			
<input type="checkbox"/> Blanket Dry Cow Type: _____	<input type="checkbox"/> Selective Dry Cow Type: _____	<input type="checkbox"/> Teat Seal Type: _____	

# PEST CONTROL

## OBJECTIVE

*The control of pests (including all non-milking animals) around the dairy is imperative to ensure safe milk production is maintained.*

## MINIMUM REQUIREMENTS

- Pesticides must be used in accordance with the manufacturer's instructions and APVMA or NRA approved.
- Pesticides must be labelled and stored in a secure manner, so as to prevent the contamination of milk.
- Any pesticides that are used must be adequately labelled and kept in original containers.
- Chemicals not approved for use in the farm dairy, such as insecticides, fungicides, herbicides and rat baits, are required to be stored away from the dairy and securely so as to avoid any food safety risks.

Where are pesticides stored?	<ul style="list-style-type: none"><li><input type="checkbox"/> In a room / building separated and kept away from the dairy</li><li><input type="checkbox"/> In an outdoor storage area with secured fence</li><li><input type="checkbox"/> In a designated agrichemical store out of reach of children and animals (e.g. lockable)</li><li><input type="checkbox"/> Other (please describe):</li></ul>
------------------------------	--

- When pesticides are used to control pests, the Food Safety Program must describe how pesticides are used.
- Where bait stations are used, a map detailing their location must be developed and retained for four years.
- Permanent records of pest problems and pesticide use must be kept for four years (refer to back of The Total Farm Dairy Diary records section: Dairy Pest Control Management).
- The permanent records must include:
  - Date of use
  - Type of activity noted
  - Who applied
  - Pesticide used
  - Rate and method of application
  - What area was treated
- Pesticides and other treatments must be used by competent persons, in a manner that does not put food safety at risk.

Who is responsible for pesticide use and recording?	
Where are records kept? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):

- Where poisonous baits intended for pest control are used, you are required to:
- Record the date the baiting period began
  - Record the date the baiting period ended
  - Identify on a location map where bait stations are

Describe where you place your bait stations.

(Describe or draw a diagram of your farm dairy and surrounds. Place an X where you place your bait stations.)

- The farm owner/licensee is responsible for checking for any evidence of pest activity when in the dairy, suitably managing and preventing pest activity and ensuring that records are maintained.

What activities do you do to manage pests? (please tick one or more)	<input type="checkbox"/> Keeping areas and buildings surrounding the dairy free from rubbish and vegetation <input type="checkbox"/> Managing storage of animal feeds (e.g. ensuring that stock feed are free of animal products) <input type="checkbox"/> Avoiding clutter inside the farm dairy including storage areas <input type="checkbox"/> Repairing holes in the walls / ceilings of the farm dairy <input type="checkbox"/> Working with neighbours to limit the spread or impact of pests <input type="checkbox"/> Inspecting dairy stock prior to introduction to the dairy <input type="checkbox"/> Other (please describe):
---	---

# MILK DISPOSAL

## OBJECTIVE

*Milk disposal on farm must be adequately managed so as not to contaminate or compromise your animals, milk produced or the environment (i.e. waterways or streams). Milk that is unacceptable for supply or is unable to be collected by Riverina Fresh (through reasons like natural disaster), **and cannot be held on-farm for feeding to other animals**, is required to be disposed of by the methods below.*

## PREFERABLE METHOD

The milk will be collected for feeding to animals off-farm. In this instance the person/business taking collection of milk will be notified of the reason for the milk being unacceptable, the disease involved and/or the treatment used.

Note: It is important to ensure that your milk will not transmit disease to calves. If any disease transmissible through consuming unpasteurised milk is present in your herd, this milk must not be fed to calves.

Note: Discharging of milk into your effluent pond is not recommended. Effluent ponds that accept milk will produce odour and reduce treatment efficiency. Ponds that have had large amounts of milk added will take many months to recover and severe odour problems will occur for many months to follow.

## ALTERNATIVE METHOD

Your conditions for effluent disposal may not authorise the discharge of reject milk, or may impose restrictions that are more stringent than those specified below. We recommend that you discuss the legal implications of any discharge with your Local Government / Municipalities, EPA, or the Department of Primary Industries/Agriculture Victoria prior to commencing any disposal of your milk. Riverina Fresh should also be advised in these circumstances.

## OPTION 1 – IRRIGATION TO LAND

If feeding milk to your own stock or having it collected for off-farm animal consumption is not possible, utilise your effluent storage facility to practice deferred irrigation when soil and weather conditions allow. This can also assist with water dilution of the milk. If this is not possible, land-based irrigation will still be required with the same requirements, which are:

- Milk will be diluted at a rate of 1 litre of milk to 10 litres of water.
- Irrigate onto recently grazed pasture.
- Use as much land area as practically possible.
- If possible, use land that can be worked following application.
- Monitor the application to ensure that there is no ponding, run-off or other types of discharges to water bodies, such as through artificial drainage
- Do not apply more than 50,000L/Ha or 5L/m<sup>2</sup> of milk diluted with water.
- Do not apply diluted milk to land that is within 20 metres of a drain or waterway, or to paddocks that are steep, have sub-surface drainage or are prone to run-off.
- The treated effluent should be spread onto land as soon as possible.

## OPTION 2 – DEDICATED POND OR TRENCH

A trench or pond capable of holding two days milk can be constructed using a front end loader. The pond should be back filled immediately after the last discharge to reduce odour. Trenches should only be dug in areas where suitable soils exist to ensure that the milk does not leach into groundwater or a stream system.

# TRACEABILITY

## OBJECTIVE

*Farm management practices must ensure safe milk production. If stock are not identified, the maintenance of treatment records and observance of withholding periods is particularly difficult. Errors made can lead to the contamination of the milk supply.*

## MINIMUM REQUIREMENTS

- All stock including replacement calves and introduced cattle must be permanently identified.
- The method of identification must be described in the Food Safety Program.

How are all stock permanently identified? (please tick one)	<input type="checkbox"/> NLIS <input type="checkbox"/> Freeze Brand <input type="checkbox"/> Other (please describe):
--	---

- A stock register must be maintained (calving/AI/herd test records are acceptable providing all required information is covered). Refer to the back of The Total Farm Dairy Diary records section, Stock Purchase, Stock Sales and Disposal and Agistment.

Where are stock records kept (purchases, sales and stock register)? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe): <input type="checkbox"/> NLIS
--	---

- A **vendor declaration** must be obtained for all stock purchased.
- Prior to purchase, the health status and treatment history of any stock purchased must be checked with the vendor and / or agent and the withholding period must be adhered to.
- Treatment records must be checked prior to offering any stock for sale.

Who is responsible for ensuring that traceability records are completed?	
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- All stock movements on or off the property (Property Identification Code) are recorded.

Where are records kept for all stock moved on or off the property? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe): <input type="checkbox"/> NLIS
---	---

Records must be kept for all milk leaving the dairy on the daily tanker slips and/or monthly production statements.

- Statements provided by the factory and must include:
  - Date and time milk leaves the dairy
  - Name and address of recipient
  - The quantity
- Records of all farm inputs not covered elsewhere, that can impact on food safety, must be maintained.
- In Victoria if milk is supplied, sold or delivered to anyone other than a milk company, written approval must be obtained from DFSV confirming how that milk is to be treated so as to deter human consumption.

Where are records kept of farm inputs other than stockfeed?  
(please tick one)

- The Total Farm Dairy Diary
- Other (please describe):

# ANIMAL FEED

## OBJECTIVE

*Animal feed, such as pasture, conserved fodder or purchased stockfeed, is a potential source of residues.*

*If feed has been treated inappropriately or contaminated, residues or bacteria may be present in the milk from animals that consume it, jeopardising safe milk production.*

## MINIMUM REQUIREMENTS

- You must not feed any material to your animals that
  - May contaminate milk with toxins, residues or any other harmful substance.
  - Contains any material derived from animals.
- Ruminant protein must not be fed to animals, with the exception of tallow, gelatine and dairy products.
- All animal feed, including pasture, conserved fodder, stockfeed and additives purchased are suitable for dairy cattle and do not pose a risk of contaminating milk.

What do you plan to feed your cows this season?

- All feed additives purchased that are therapeutic or medicinal in nature must be registered with the APVMA and used at a level that does not exceed the registration levels.
- All stockfeed purchased, including additives, must comply with the stockfeed regulations.
- Feed additives must be used as directed by product specialists, consultants or retailers and must be stored in a manner that does not jeopardise food safety.
- Brought-in supplements must not be purchased from land that has human waste, meat processing waste and industrial waste from tanneries and pulp and paper mills applied to it.
- Copies of feed purchase dockets and delivery dockets must be kept.
- Feed of unknown or suspect status must not be used.

How do you ensure all animal feed is suitable and does not pose a risk?

- Vendor declarations** must be obtained with all stockfeed purchased.

Each declaration must include:

- The name of the supplier
- Description of stockfeed and date (or period) of supply
- Amount supplied
- Suitability for use statement for dairy cattle (e.g. does not contain any material derived from animals and complies with stockfeed regulations)
- Chemical residue status
- GM status
- Any withholding period applicable
- Signature of person making the declaration and date (or appropriate company stamp)



For further information please refer to Dairy Australia ([www.dairyaustralia.com.au](http://www.dairyaustralia.com.au) or Stockfeed Manufacturers' Council of Australia ([www.sfmca.com.au](http://www.sfmca.com.au))

Do you have a vendor declaration for <b>all</b> feed brought-in? (including any donated feed)	
Where and how stockfeed records are kept (incl. vendor declarations)?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):
Who is responsible for ensuring that stockfeed records are completed?	

- Stockfeed is to be checked prior to use to ensure there is no risk of contaminating milk.
- All stockfeed used, including additives, must be permanently recorded and maintained. Accounting records may be used for this purpose.
- Any treatments on paddocks must be recorded (refer to back of the Total Farm Dairy Diary records section: Paddock/ Channel/ Stored Grain and Stock Water Treatments).

Where do you record treatments on paddocks? (please tick one)	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):
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- All dairy animals must not feed on treated paddocks, where there is a risk of contamination.
- Any affected paddocks must be suitably identified and feeding is not to occur until the required withholding period has passed. Spray drift and other environmental factors are to be considered.
- Avoid feeding material which may cause milk taints or stock illness (e.g. mouldy feed, poisonous plants, treated paddocks).
- Hay and silage is a potential source of thermophilic bacteria that may lead to contamination of milk, if not handled correctly.

## BROUGHT-IN FEEDS

Please tick one for each question.

Does all the brought-in feed (including donated feed) arriving on farm come with documentation covering source, ingredients and whether it is fit for purpose? Must include arrival date, product, and supplier.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you sure your brought-in feed (including donated feed) contains no ruminant protein, residues or toxins that may affect animal health or milk quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the feed storage area only used for the storage of feeds and mixing of feeds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all brought-in feeds stored so that product remains dry and protected from pests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is feed preparation undertaken in a way that ensures safety and avoidance of contamination of the feed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For all questions where you have answered “No”, you are required to take corrective action to resolve (refer to the back of The Total Farm Dairy Diary records section: Corrective Action and Incident Report).

## PALM KERNEL EXTRACT

If you use PKE as animal feed we recommend a maximum of 3kg per cow per day and these guidelines are voluntary.	
Have you used PKE in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what amount did you use?  _____ kg/cow/day

# MANAGEMENT OF NON-CONFORMANCES

## OBJECTIVE

*Non-conformances must be managed in a manner that does not jeopardise food safety.*

*A non-conformance occurs where equipment or management practices do not meet minimum food safety outcomes, or where a requirement of the Food Safety Program has not been followed.*

## MINIMUM REQUIREMENTS

- When a non-conformance is identified it is the responsibility of the owner/licensee to ensure that:
  - An incident report is completed and;
  - A review of the Food Safety Program is undertaken.
- All non-conformances and corrective actions taken must be recorded and those records must be retained for four years.
- Record all non-conformances and corrective actions taken (refer to the back of Total Farm Dairy Diary records section, Corrective Action and Incident Report).
- Records of non-conformance must include:
  - Date of non-conformance
  - Action taken to control and rectify the non-conformance
  - Action taken to prevent reoccurrence; and
  - Proposed date and actual date in which the action will be/was completed.
- The Farm Dairy Operator must contact Riverina Fresh to advise of any milk quality failures as soon as possible.
- The Farm Dairy Operator must also advise Riverina Fresh of any major alterations to the farm dairy or milking machine so the correct approvals can be sought and carried out.
- The following quality failures must be notified to Riverina Fresh ASAP:
  - Cooling system breakdown
  - Contamination of milk with inhibitory substances or other chemicals
  - Contamination with water or other foreign matter
  - Serious animal health issues e.g. salmonella, listeriosis, mycoplasma, milk containing toxic residues.
  - Cows grazing treated pastures before the withholding period has lapsed.
- In the event of a suspected milk contamination:
  - Notify the Riverina Fresh milk transport contractor as soon as possible. Contract details are on page 2 of this diary.
  - A milk sample must be taken to the nearest inhibitory substance testing facility.
  - Milk is not collected until a negative result (i.e. not contaminated) has been obtained.
  - Any contaminated milk must be disposed of.
- Milk being disposed of on farm will be done in an environmentally acceptable manner so as to ensure food safety is not jeopardised. (See page 31)

Who is responsible for completing incident reports?	
Where are they kept (please tick one)?	<input type="checkbox"/> The Total Farm Dairy Diary <input type="checkbox"/> Other (please describe):

# ANIMAL DISEASE & BIOSECURITY MANAGEMENT

## OBJECTIVE

*Australia enjoys the enviable position of being free from a number of animal diseases present in many other countries. This gives our dairy industry significant productivity, food safety, quality and reputational benefits. Maintaining this position requires effort from many people both at our borders and in the livestock sector. Early reporting of potential new livestock pests and diseases is vital to increase the chance of controlling them before they can become established.*

## MINIMUM REQUIREMENTS

### ENZOOTIC BOVINE AND LEUCOSIS

Enzootic Bovine Leucosis (EBL) is a viral disease that affects cattle of any age and is widespread throughout the world. It is a notifiable disease in all the States and Territories of Australia and is included in the World Organisation for Animal Health (OIE) list of cattle diseases.

EBL is spread between animals by direct contact and is therefore more common in intensive cattle production areas such as the dairy industry. In a small percentage of cattle the virus will cause cancer. Most infected animals remain free of symptoms but become carriers of the disease for life. The virus is present in the milk of infected cows but is killed by pasteurisation.

The Australian dairy industry has achieved EBL Free Status. This means that EBL has been eradicated from dairy herds and all dairy cattle in Australia have tested negative to EBL either individually or through bulk samples. EBL Free Status is monitored by way of surveys which involve bulk milk testing of herds at least once every three years. EBL occurs in beef cattle in Australia and to maintain EBL Free Status of the national dairy herd any beef cattle introduced to dairy farms must be EBL negative.

To support EBL Free Status, suppliers must:

- Continue to supply samples for bulk milk testing every three years as requested.
- Continue biosecurity controls that prevent the introduction of EBL by testing any introduced beef cattle, particularly bulls, and minimising contact between beef and dairy cattle; and
- Meet all costs associated with the EBL scheme resulting from non-compliance within their herd.

### JOHNE'S DISEASE

The management of Johne's Disease is an industry-wide responsibility. If basic guidelines are followed the risk of disease spread is greatly reduced.

- Calves should be taken off the cow within 12 hours of birth.
- Management of the calf rearing area should ensure that no effluent from cattle, goats, alpaca or deer comes into contact with the calf.
- Calves up to 12 months should not be reared on pastures that have had adult stock or stock that are known to carry BJD grazing on them during the last 12 months.

## NOTIFICATION OF TRANSMISSIBLE DISEASES

If you notice unusual or unexplained illnesses (refer to page 29) in your cattle, please contact your veterinarian in the first instance or call your local Department of Primary Industries to report a suspect pest or disease. If the issue is significant and/or could possibly cause a food safety or milk quality issue please contact your local Riverina Fresh Milk Supply Manager immediately.

# ANIMAL HEALTH & WELFARE PLAN

*Good animal health and welfare is central to sustainable dairy farming. Moreover, customers and consumers are increasingly interested in knowing that a high standard of animal welfare is maintained throughout the supply chain of products they purchase.*

*Riverina Fresh is a world-leading dairy manufacturer due in part to the quality of care that Riverina Fresh farmers take of their animals.*

*New Australian Animal Welfare Standards and Guidelines for Cattle have been developed to safeguard the welfare of cattle on farms across Australia. The standards are essential requirements that must be met by all dairy farmers. Following endorsement, they will be implemented through State and Territory regulation, and they will replace the Codes of Practice for Cattle that previously operated at a State and Territory Level.*

The following are some areas of focus for the dairy industry – please take the time to read through and complete this section, specific to your farm. Further information and essential requirements can be found under the *Australian Animal Welfare Standards and Guidelines for Cattle*.

## BREEDING MANAGEMENT AND ROUTINE INDUCTIONS

*Breeding and management practices must be appropriate to minimise risk to the welfare of cattle in your care.*

In April 2015 the dairy industry agreed to phase-out routine (non-therapeutic) calving inductions nationally. Since then information has been circulated through dairy industry communications and dairy companies to farmers and veterinarians about the implementation of the revised ADIC policy.

The 2021 ADIC target for routine calving inductions is a maximum of 5%. The dairy industry set a phase out date of 1 January 2022.

If induction is necessary due to extraordinary situations outside of farm management control that significantly impact breeding performance, farmers will need to apply for a one-off dispensation. You should discuss this with your veterinarian who is required to apply for an exemption via Dairy Australia.

- Calving inductions must only be done under veterinary advice.
- Calving inductions must only be done when necessary for the welfare of the individual cow or calf.
- Induced calves must receive adequate colostrum or be humanely killed at the first reasonable opportunity, and before they are 12 hours old.
- Herd management strategies should be adopted to minimise or eliminate the need to induce calving.
- Cows subject to an induction program should be inspected twice daily. Any cow requiring calving assistance or treatment should receive this intervention without delay.
- Any use of induction drugs must be recorded on the Animal Health Treatment record (refer to page 3 of the records section at the back of this Dairy Diary).

Calving Induction	What was your actual 2021/2022 induction rate?
	<input type="checkbox"/> 2020/21 _____%
	What is your current routine calving induction target rate for this season?
	<input type="checkbox"/> 2022/23 _____%

Do you have a fertility management plan in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If Yes, what timeframe do you anticipate it will take to remove the need for routine inductions?	
	<input type="checkbox"/> 0 years, routine induction is not part of my fertility management plan	<input type="checkbox"/> 1-2 years
	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 3-5 years
		<input type="checkbox"/> > 5 years.
		Please indicate likely timeframe:
If Yes, briefly describe your plan (or keep a copy of it with your diary for reference):		

Support for good practice with breeding can be sourced from your local veterinarian or Dairy Australia

## CALF MANAGEMENT

*Calf welfare is an important issue in Australia and overseas. All parts of the system, including farmers, transport operators and processors, have a role to play in ensuring the welfare of these animals. All animals deserve the same respect.*

Who is responsible for the management and care of calves on your farm?	
--	--

Do all calves have access to quality water at all times?	<input type="checkbox"/> Yes. Please describe:  <input type="checkbox"/> No  Calves removed from cows must have access to water at all times. Where the water quality is known to be variable, it should be monitored regularly for harmful substances and managed to protect cattle welfare.
Are all calves provided with adequate colostrum within 12 hours of birth?	<input type="checkbox"/> Yes. Average _____ hours to provide calves with colostrum. <input type="checkbox"/> No. Please briefly describe:

## CALF HOUSING

*All calves (including bobby calves) must be raised in an environment that is clean, dry, well drained, provides sufficient bedding and space, be draught free, well ventilated, protected from the elements and free of projections and conditions that may cause injury and/or disease.*

A floor area of 1.5m <sup>2</sup> - 2.0m <sup>2</sup> should be provided for each calf to allow self-grooming and prevent overcrowding. An area of 2.0m <sup>2</sup> should be provided to calves in individual pens.	
Bobby calf pens:	<input type="checkbox"/> Less than 1.5m <sup>2</sup> per calf <input type="checkbox"/> Between 1.5m <sup>2</sup> – 2.0m <sup>2</sup> per calf
Other calf pens:	<input type="checkbox"/> Less than 1.5m <sup>2</sup> per calf <input type="checkbox"/> Between 1.5m <sup>2</sup> – 2.0m <sup>2</sup> per calf
Key actions / mitigation procedures if you tick Less than 1.5m <sup>2</sup> :	
Calf bedding	Type of calf bedding used:  Briefly describe method in keeping bedding and surrounds clean and dry:

## BOBBY CALF TRANSPORT

Do you send bobby calves to slaughter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, where are bobby calves stored / housed for collection? (Must not be on or adjacent or visible to the roadside.)	
Bobby calves must be at least 5 days old (unless consigned to a calf rearing system)	Age of bobby calves at time of transport: _____ days old
Bobby calves must be fed milk within six hours prior to transport. Record your feeding plan to ensure that this is achieved.	<input type="checkbox"/> Fed within 6 hours <input type="checkbox"/> Other (please describe):
How do you ensure bobby calves being transported are fit and healthy? What is your management of dealing with calves not fit to be transported? (briefly describe)	
How do you ensure that calves to be transported are free of antibiotics? (briefly describe)	
Bobby pens must have a roof to shelter calves from the weather. Does your pen have a roof?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, please complete section below.
Key actions / mitigation procedures if your pen does not have a roof:	

For further information, please refer to Dairy Australia's Designing a Calf Housing System:  
[www.dairyaustralia.com.au](http://www.dairyaustralia.com.au)

## PAINFUL PROCEDURES

*There is increasing scrutiny on the management of painful procedures on our farms. At Riverina Fresh we are now advising that all painful procedures on animals of any age are accompanied by the use of an anesthetic/analgesic to reduce pain suffered by the animal during the procedure.*

### DEHORNING / DISBUDDING

Cattle without horns are less likely to injure herd mates and livestock handlers, so the Australian dairy industry prefers that disbudding of calves is undertaken in preference to dehorning of cattle at an older age. Research has found that disbudding calves is less painful and less likely to cause infection than dehorning.

Disbudding calves is now the most common practice on Australian dairy farms.

- Disbudding and dehorning are surgical procedures.
- Where suitable, consideration should be given for breeding of naturally polled cattle, as part of the farm breeding management program.
- Disbudding should be done in preference to dehorning.
- Hot-iron cautery should be used in preference to excision methods for disbudding calves.
- Ideally, calves are to be disbudded between 4-8 weeks of age, with no concurrent illness or diseases present.
- This ensures calves are robust and healthy for the procedure and minimises setbacks. Older calves (beyond eight weeks of age) often do not have a successful disbudding due to horn bud size.
- Tipping should only remove a solid, nonvascular portion of the horn, and result in a blunt horn end.
- Horn regrowth or a scur that has a blunt horn end should not be dehorned or tipped.

Disbudding	Age of disbudding? (tick appropriate) <input type="checkbox"/> 4 – 8 weeks <input type="checkbox"/> Other (please describe):
Method of disbudding	<input type="checkbox"/> Hot Iron – Gas (preferred) <input type="checkbox"/> Hot iron –Electric
Use of Pain Relief	<input type="checkbox"/> Anesthesia. Type/s used: <input type="checkbox"/> Analgesic. Type/s used:
Who is responsible for conducting disbudding procedure on your farm?	<input type="checkbox"/> Vet (person responsible): <input type="checkbox"/> Vet Approved Technician (person responsible): <input type="checkbox"/> Other Contractor (person responsible): <input type="checkbox"/> Farm Staff (person responsible): <input type="checkbox"/> If other than Vet or suitably qualified contractor, what evidence of training is available?

<p>If dehorning, please describe the method used?</p>	<p><input type="checkbox"/> Anaesthetic. Please specify type:</p> <p><input type="checkbox"/> Analgesic. Please specify type:</p> <p><input type="checkbox"/> Undertaken by Veterinarian</p> <p><input type="checkbox"/> Other (please describe):</p> <p>Note: It is a current Australian standard to use pain relief for cattle older than 6 months old and a procedure that must be undertaken by a Veterinarian.</p>
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## TRIMMING AND TAIL DOCKING

*One of the practices that has been scrutinised by our customers is tail docking as it is painful to the cow and there is no research supporting its value to the production of milk. The Australian dairy industry does not support tail docking and promotes alternatives. Switch trimming is now the most common and recommended best practice used on Australian dairy farms to avoid the problems caused by dirty tails.*

- Tail docking is prohibited unless under veterinary advice, only to treat injury or disease.

<p>Tail Docking</p>	<p>Are there animals on your farm with tails docked in the last 12 months?</p>	<p><input type="checkbox"/> Yes If Yes, briefly describe reason, age and herd %:</p> <p><input type="checkbox"/> No</p>
	<p>If No, when was the last year you tail docked?</p>	<p><input type="checkbox"/> Year/s (describe):</p> <p><input type="checkbox"/> Never</p>
	<p>How are tails on this farm managed?</p>	<p><input type="checkbox"/> Tail hair trimmed</p> <p><input type="checkbox"/> Tails shortened</p>

## MANAGEMENT OF LAMENESS

*The prevention, early detection and treatment of lameness improves animal welfare by minimising suffering and distress in cows. The Australian dairy industry is working to minimise the animal welfare impacts of lameness through encouraging the adoption of practices for the prevention, early detection and effective treatment of lameness on farm.*

- A lameness management strategy should be implemented and should include the practices for prevention, early detection and effective treatment.
- Lameness assessment and/or hoof inspections should be conducted regularly and hoof trimming carried out when necessary.

Lameness	Maximum incidence of lameness per year:		
	<input type="checkbox"/> 0-5%	<input type="checkbox"/> 6-10%	
	<input type="checkbox"/> 11-20%	<input type="checkbox"/> >20%	
	When is lameness most prevalent:		
	<input type="checkbox"/> Spring _____%	<input type="checkbox"/> Summer _____%	
	<input type="checkbox"/> Autumn _____%	<input type="checkbox"/> Winter _____%	
	Mitigation strategies:		
	Longest time on yards:	Time on pasture:	Longest distance walked:
	Time on feed pad:	Time in barn:	Other risks:
	Lameness management plan, including detection:		

Further information can be found through your local Veterinarian or Dairy Australia (<http://healthyhooves.dairyaustralia.com.au>)

## BODY CONDITION SCORING

Assessment of a cow's condition score (CS) or body condition score (BCS) gives a visual estimate of her body fat reserves. It is best practice to monitor the BCS of your animals throughout the year. The minimum recommendation is 4 times a year: Before the planned start of calving (PSC), before the planned start of mating (PSM), before the summer and early autumn.

Do you body condition score your herd?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	How often/ time of the year it was performed? <input type="checkbox"/> Before Summer <input type="checkbox"/> Before the planned start of calving (PSC) <input type="checkbox"/> Early Autumn <input type="checkbox"/> Before the planned start of mating (PSM)
	Who condition scores the herd?
	Where is it recorded? <input type="checkbox"/> Dairy Diary? <input type="checkbox"/> Other report (briefly describe):
	If condition scoring is practiced, are there procedures in place to address the herd or cows that are not meeting targets for the time of the season? Please briefly describe:

Effective management of body condition and nutrition improves herd reproductive performance, milk production, feed conversion efficiency and enhances cow health and welfare.

Cows that are too thin at calving are less fertile and produce less milk, cows that are too fat at calving often have health problems and cows that loose excessive weight in early lactation are also less fertile.

Measuring and managing body condition is all about managing your herd's nutrition program. Condition scoring your cows at critical times during their lactation lets you know if you need to consider changing herd nutrition.

What other methods of herd health monitoring do you use?	<input type="checkbox"/> Weighing <input type="checkbox"/> Temperature sensors
	<input type="checkbox"/> Other electronic sensors technology (please describe):

You can complete the body condition score pages in this diary at the beginning of each month.

For more information visit the Dairy Australia web site:

<https://www.dairyaustralia.com.au/farm/animal-management/fertility/body-condition-scoring>

# NOTES



# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
Dry Cows							
Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
Totals							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	
									Totals
Total number of cows									A
Total Condition Score									B
% of sample (number of cows in CS group / Total cows)									

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	B	/	A	=	

## MONTHLY EFFLUENT SYSTEM CHECK

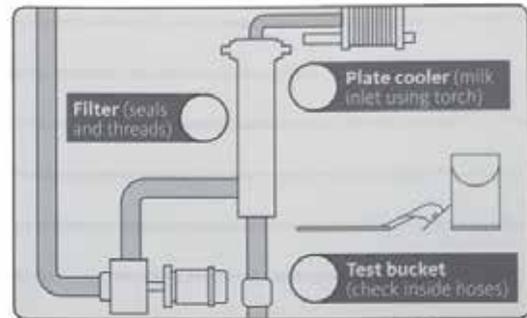
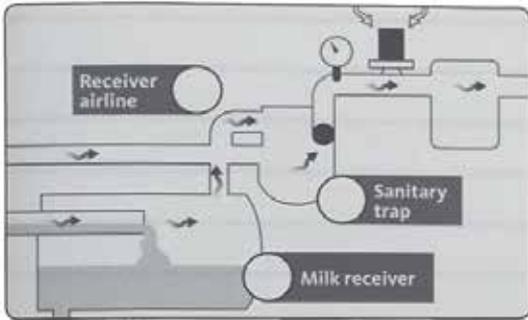
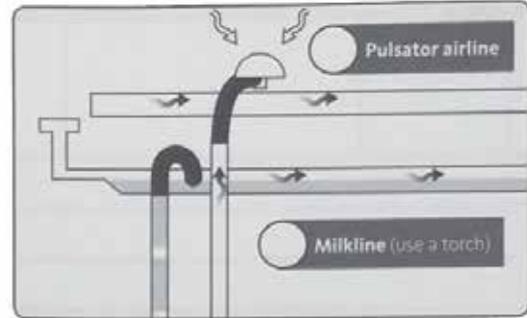
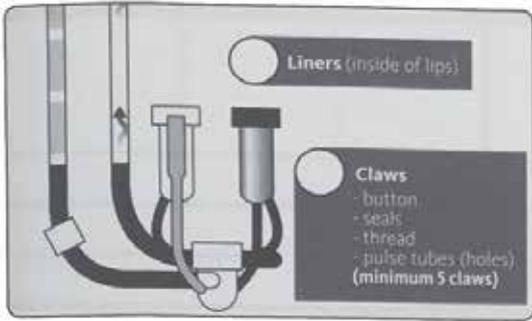
Ensure that your effluent system is being managed as described in your Food Safety Program.

Task	Completed (y/n)	Date Completed
Scheduled Maintenance on system		
Effluent planning/review discussion with staff		

If you have any concerns or questions relating to your effluent system, please call your Milk Supply Manager.

# MONTHLY HYGIENE CHECK FOR MILKING PLANT AND VAT

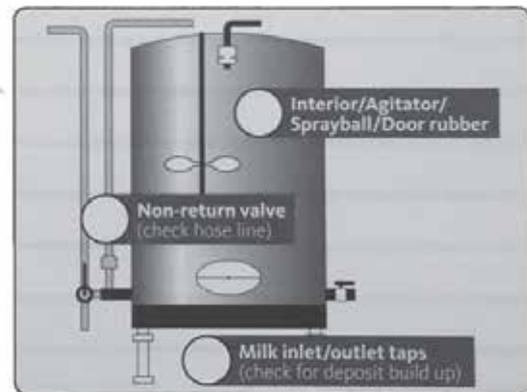
Using a  or  - record what you found and what you did to fix, under the table below.



ARE THESE AREAS CLEAN AND TIDY

- Yards and Races
- General Storage Areas
- Milking area pipework, concrete and walls
- Concrete under and collection area in front of vat
- Surrounds/Tanker loop

Note: Stainless steel should be checked when dry (as wet stainless steel looks clean)



All faults identified need to be recorded below

Date	Fault	Action Taken

TEMPERATURE READINGS							
VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant wash check that injector is working and check jetter cups for leaks and full flow				5°C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:

Date:

Signature:

**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**





































































# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
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									Totals
Total number of cows									A
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% of sample (number of cows in CS group / Total cows)									

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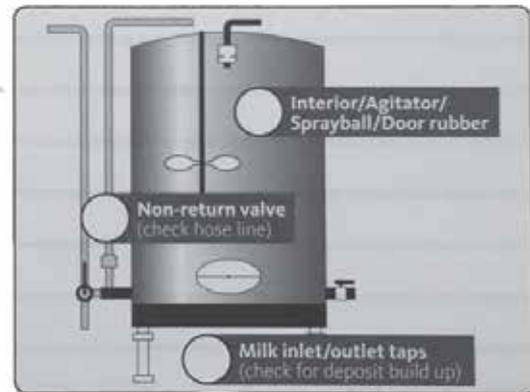
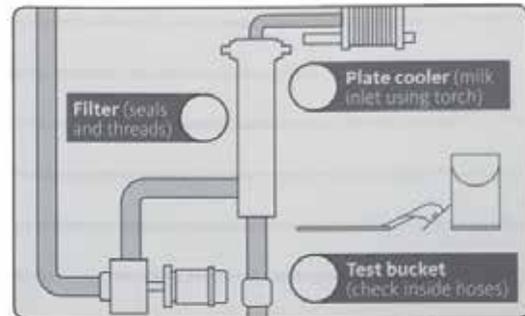
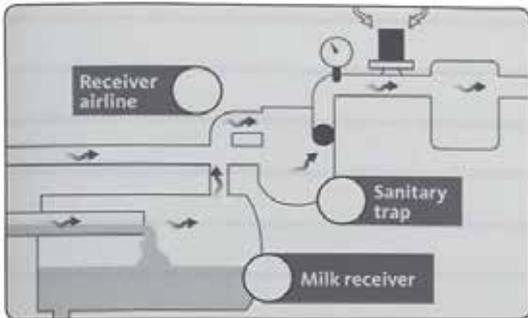
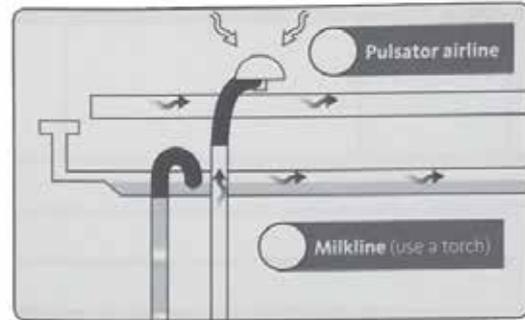
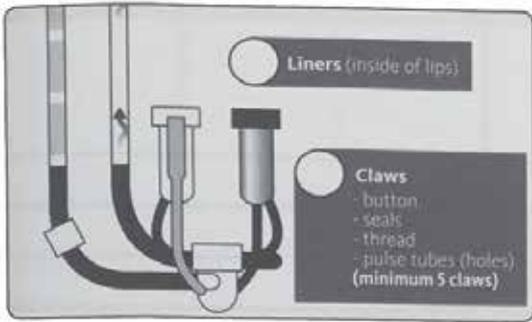
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During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
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Bulls							
Other Stock							
<b>Totals</b>							

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									Totals
<b>Total number of cows</b>									A
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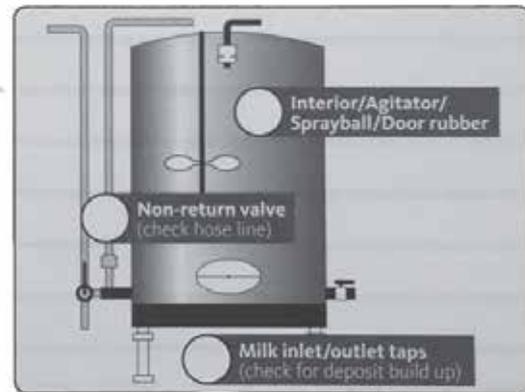
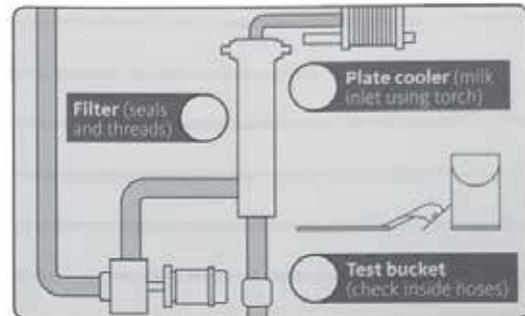
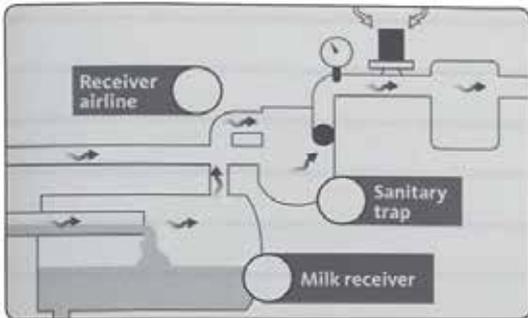
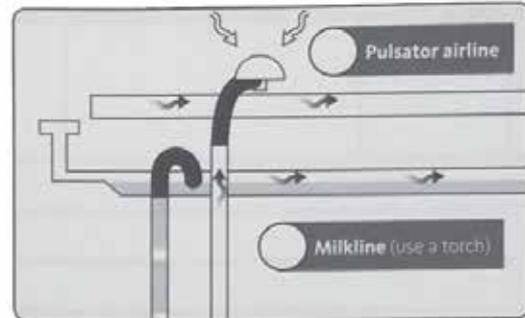
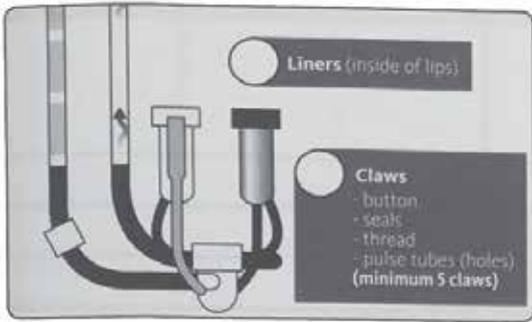
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Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

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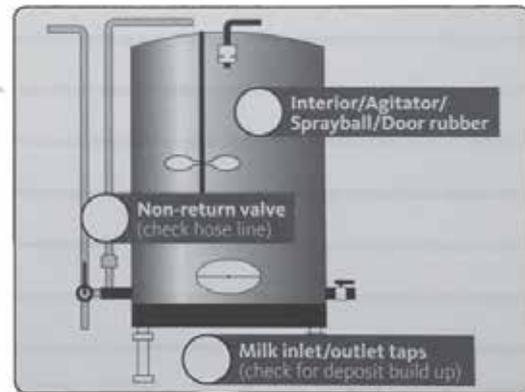
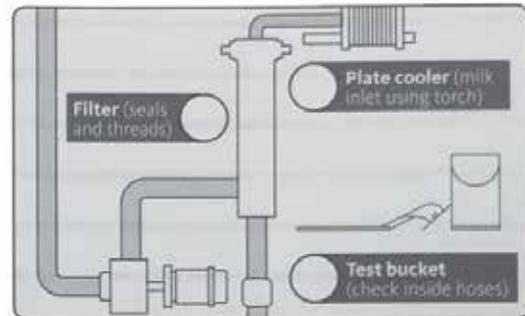
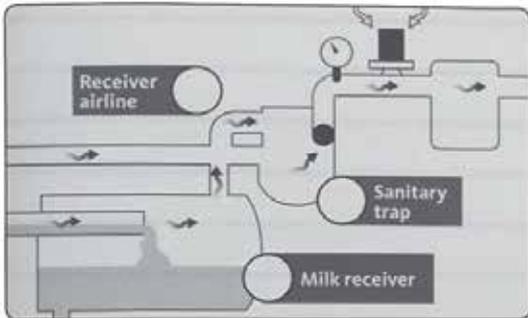
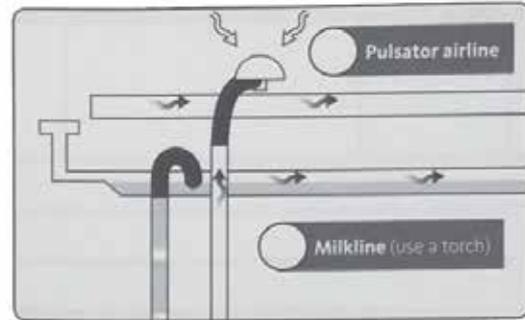
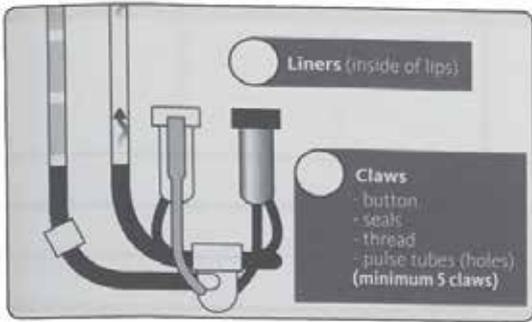
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VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking	<input type="checkbox"/> °C		

Completed by:	Date:	Signature:
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**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**





































































# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
Dry Cows							
Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
Totals							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0		
										Totals
Total number of cows										A
Total Condition Score										B
% of sample (number of cows in CS group / Total cows)										

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	B	/	A	=	

## MONTHLY EFFLUENT SYSTEM CHECK

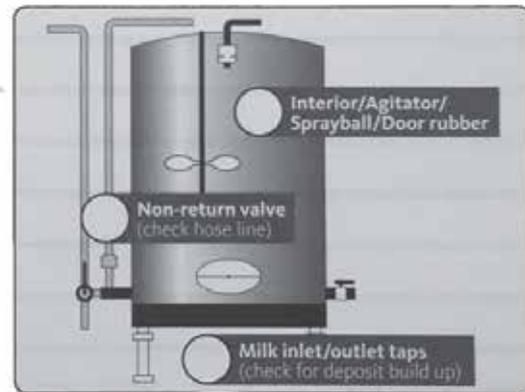
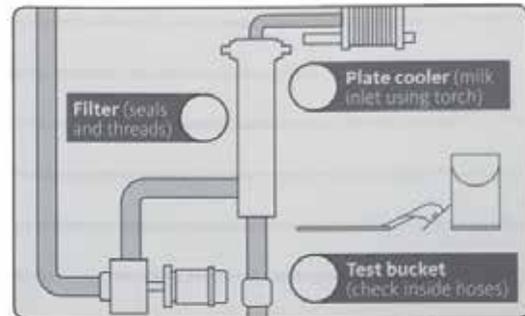
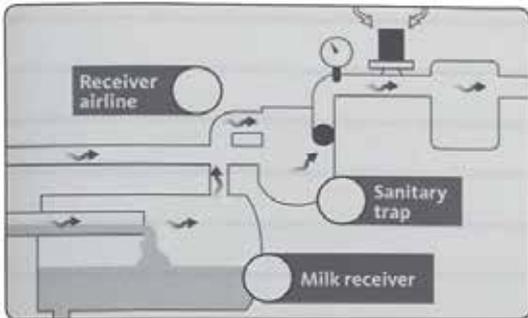
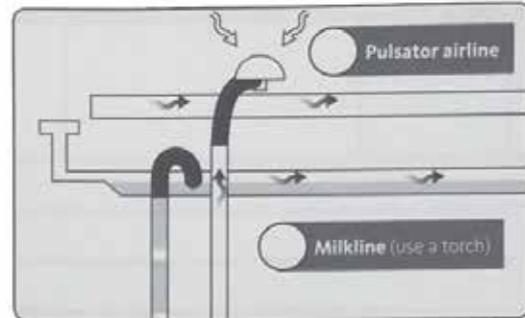
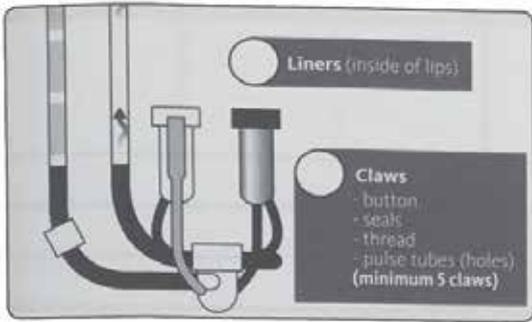
Ensure that your effluent system is being managed as described in your Food Safety Program.

Task	Completed (y/n)	Date Completed
Scheduled Maintenance on system		
Effluent planning/review discussion with staff		

If you have any concerns or questions relating to your effluent system, please call your Milk Supply Manager.

# MONTHLY HYGIENE CHECK FOR MILKING PLANT AND VAT

Using a  or  - record what you found and what you did to fix, under the table below.



ARE THESE AREAS CLEAN AND TIDY

- Yards and Races
- General Storage Areas
- Milking area pipework, concrete and walls
- Concrete under and collection area in front of vat
- Surrounds/Tanker loop

Note: Stainless steel should be checked when dry (as wet stainless steel looks clean)

All faults identified need to be recorded below

Date	Fault	Action Taken

TEMPERATURE READINGS							
VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
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Totals							

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Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0		
										Totals
Total number of cows										A
Total Condition Score										B
% of sample (number of cows in CS group / Total cows)										

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	B	/	A	=	

## MONTHLY EFFLUENT SYSTEM CHECK

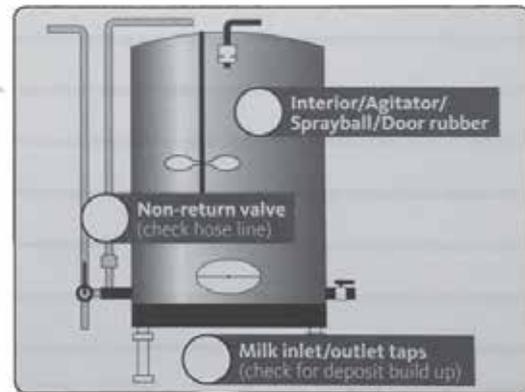
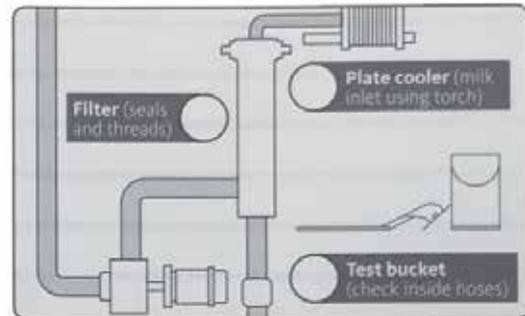
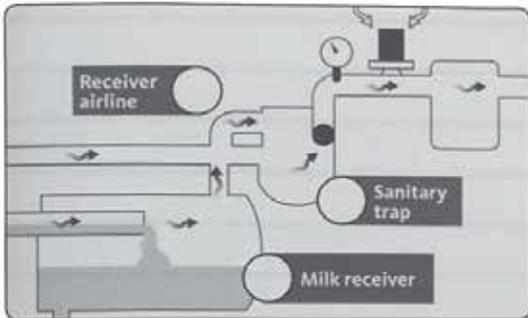
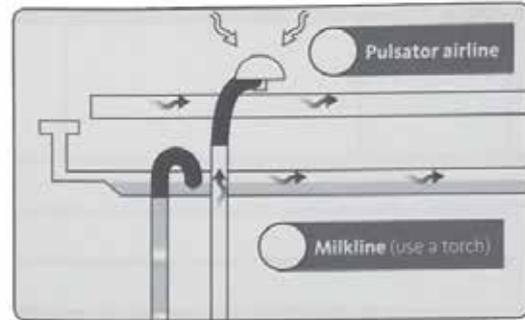
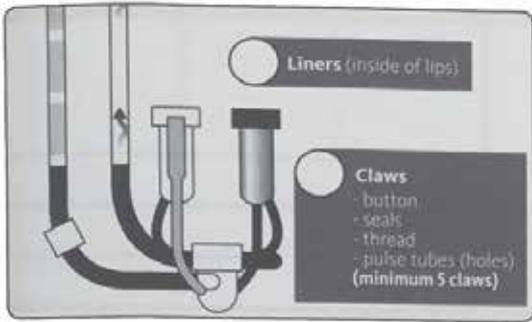
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TEMPERATURE READINGS							
VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant wash check that injector is working and check jetter cups for leaks and full flow				5°C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
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Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
<b>Totals</b>							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	
									Totals
<b>Total number of cows</b>									A
<b>Total Condition Score</b>									B
% of sample (number of cows in CS group / Total cows)									

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	B	/	A	=	

## MONTHLY EFFLUENT SYSTEM CHECK

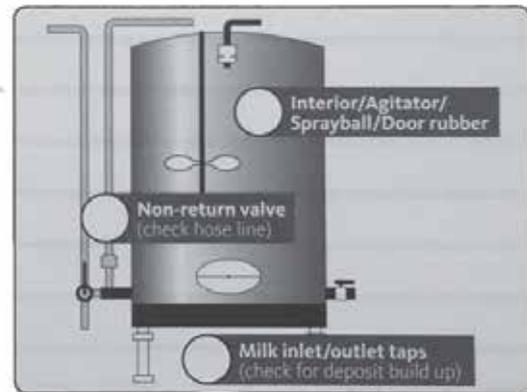
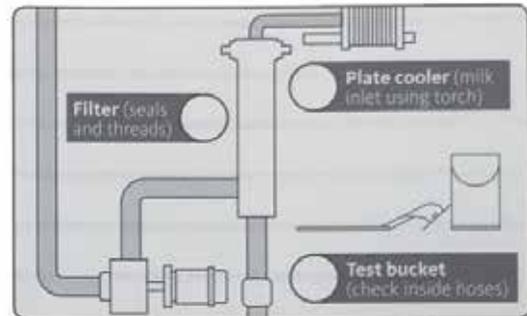
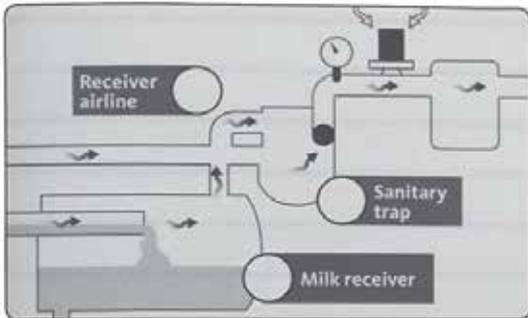
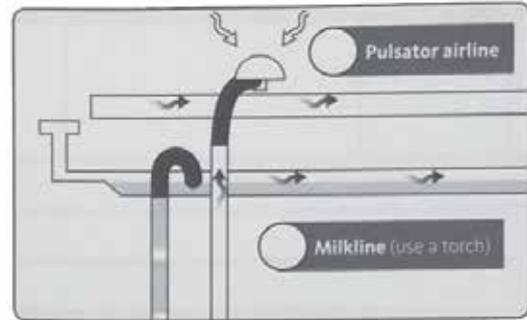
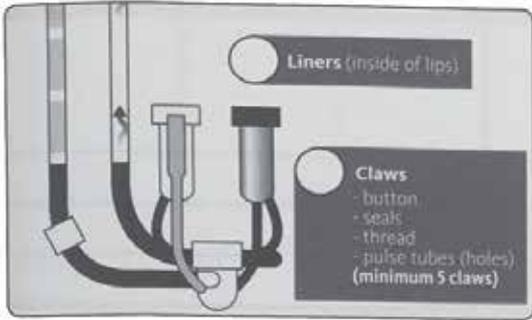
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VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**





































































# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
Dry Cows							
Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
Totals							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	
									Totals
Total number of cows									A
Total Condition Score									B
% of sample (number of cows in CS group / Total cows)									

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	B	/	A	=	

## MONTHLY EFFLUENT SYSTEM CHECK

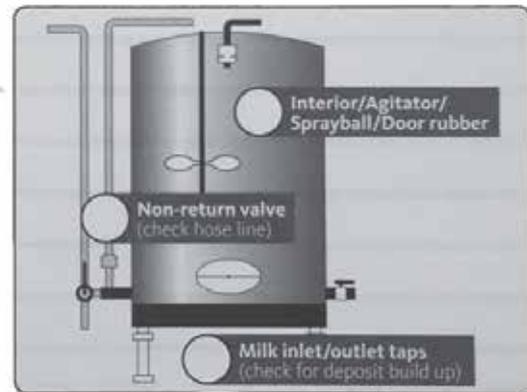
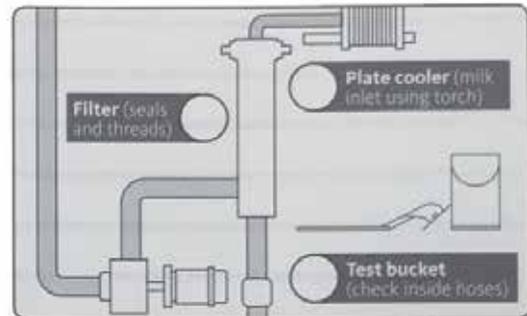
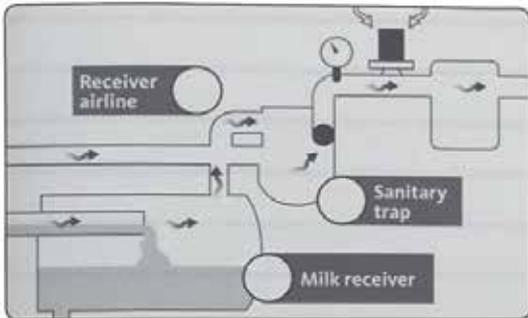
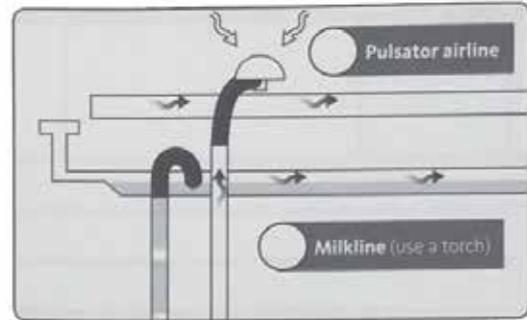
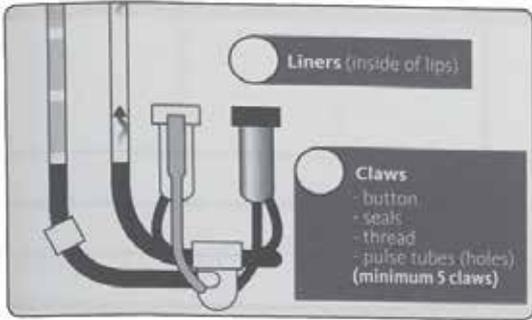
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VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

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									Totals
<b>Total number of cows</b>									A
<b>Total Condition Score</b>									B
% of sample (number of cows in CS group / Total cows)									

<b>Average Condition Score:</b>	<b>Total Condition Score (B)</b>	<b>Divided by</b>	<b>Total Number of Cows (A)</b>	<b>=</b>	<b>Average Condition Score</b>
	B	/	A	=	

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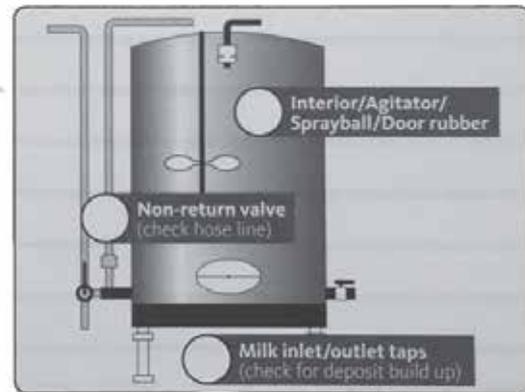
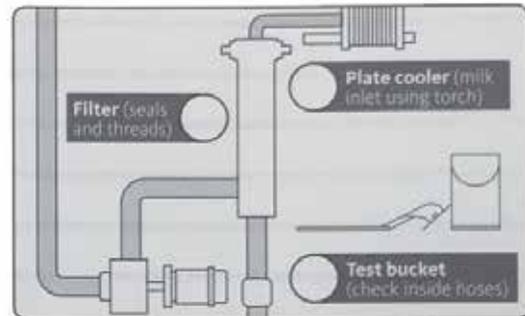
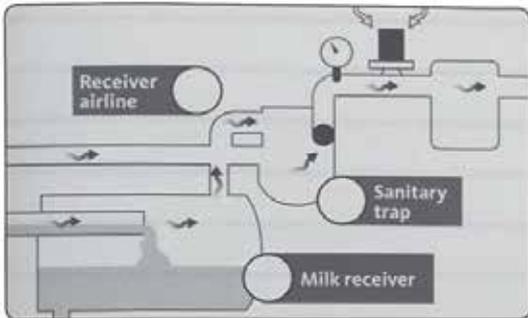
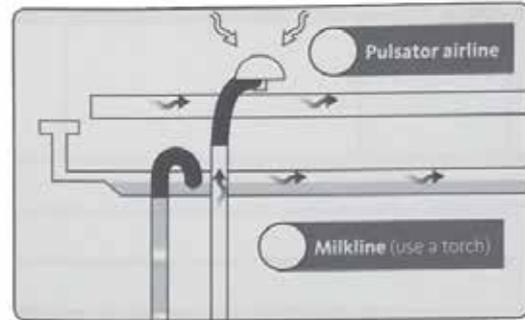
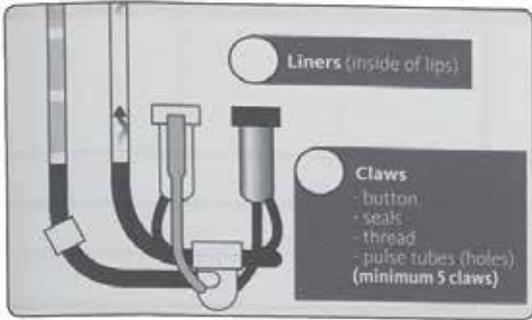
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VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**





































































# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
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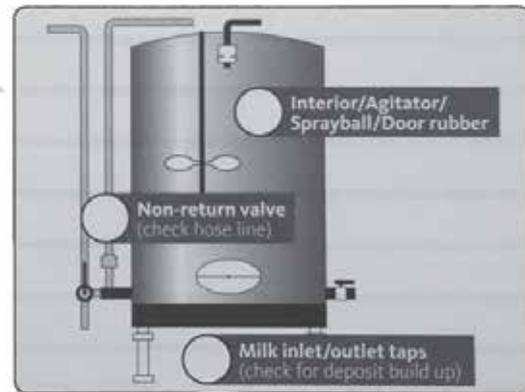
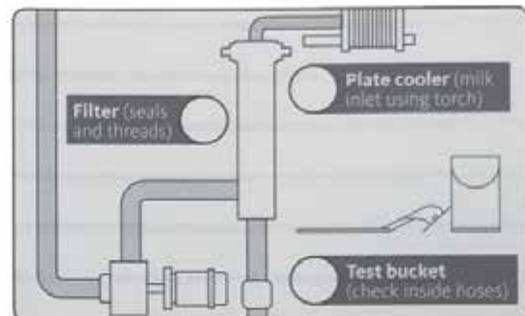
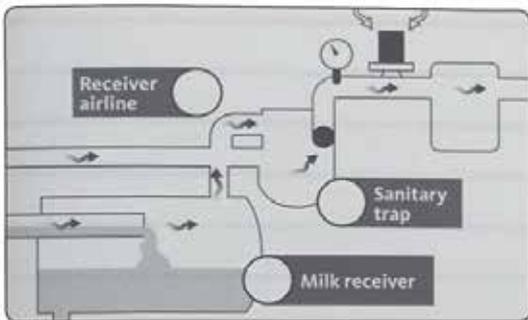
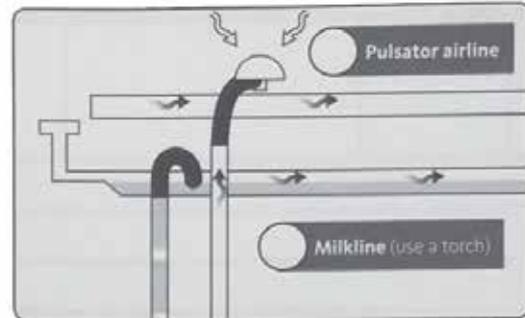
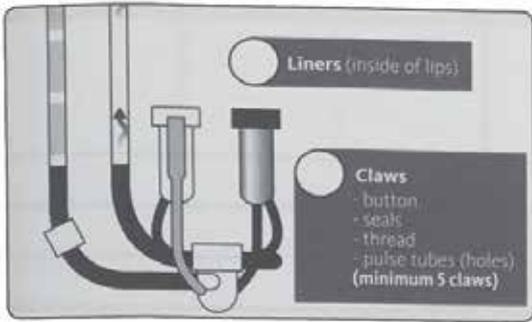
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Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
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During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
Dry Cows							
Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
<b>Totals</b>							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0		
<b>Total number of cows</b>										<b>A</b>
<b>Total Condition Score</b>										<b>B</b>
% of sample (number of cows in CS group / Total cows)										

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	<b>B</b>	<b>/</b>	<b>A</b>	<b>=</b>	

## MONTHLY EFFLUENT SYSTEM CHECK

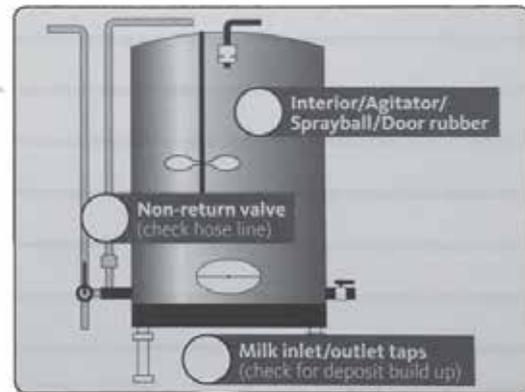
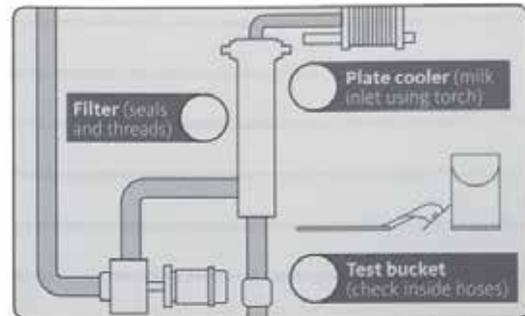
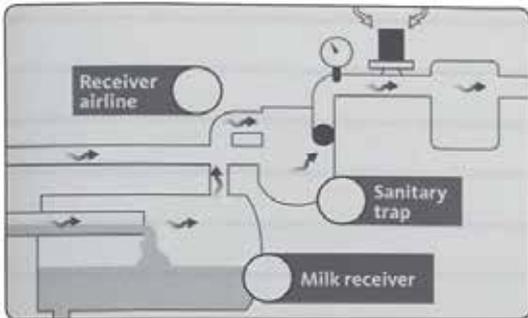
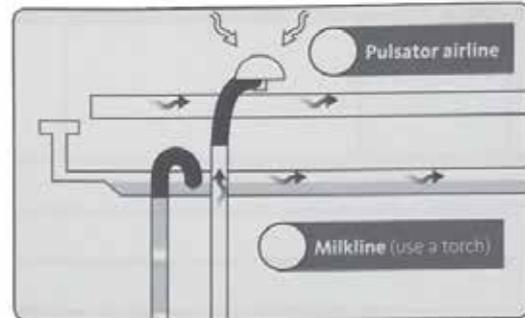
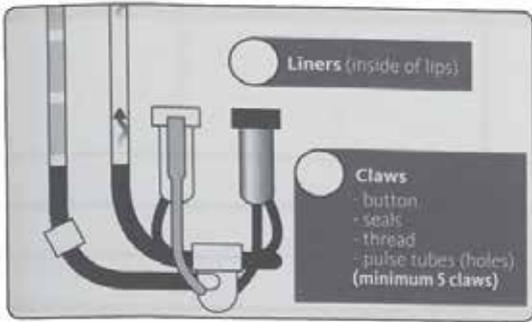
Ensure that your effluent system is being managed as described in your Food Safety Program.

Task	Completed (y/n)	Date Completed
Scheduled Maintenance on system		
Effluent planning/review discussion with staff		

If you have any concerns or questions relating to your effluent system, please call your Milk Supply Manager.

# MONTHLY HYGIENE CHECK FOR MILKING PLANT AND VAT

Using a  or  - record what you found and what you did to fix, under the table below.



ARE THESE AREAS CLEAN AND TIDY

- Yards and Races
- General Storage Areas
- Milking area pipework, concrete and walls
- Concrete under and collection area in front of vat
- Surrounds/Tanker loop

Note: Stainless steel should be checked when dry (as wet stainless steel looks clean)

All faults identified need to be recorded below

Date	Fault	Action Taken

TEMPERATURE READINGS							
VAT WASH		PLANT WASH		MILK COOLING		VAT TEMPERATURE CALIBRATION	
Wash start (tub)	<input type="checkbox"/> °C	Wash start (tub)	<input type="checkbox"/> °C	Record 1st milking after vat is emptied		Vat thermometer	<input type="checkbox"/> °C
Wash end (dump)	<input type="checkbox"/> °C	Wash end (dump)	<input type="checkbox"/> °C	Milk into vat	<input type="checkbox"/> °C	Tanker Ticket temperature	<input type="checkbox"/> °C
Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**





































































# MONTHLY STOCK RECONCILIATION AND EFFLUENT CHECKS

Class of Stock	No. on hand	Born	Sales	Purchases	Transfers		Deaths
					Out	In	
Cows (milking)							
Dry Cows							
Rising 2 year heifers							
Rising 1 year heifers							
Calves							
Bulls							
Other Stock							
<b>Totals</b>							

## MONTHLY BODY CONDITION SCORE

Herd Size =  cows

Condition Score	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0		
<b>Total number of cows</b>										<b>A</b>
<b>Total Condition Score</b>										<b>B</b>
% of sample (number of cows in CS group / Total cows)										

Average Condition Score:	Total Condition Score (B)	Divided by	Total Number of Cows (A)	=	Average Condition Score
	<b>B</b>	<b>/</b>	<b>A</b>	<b>=</b>	

## MONTHLY EFFLUENT SYSTEM CHECK

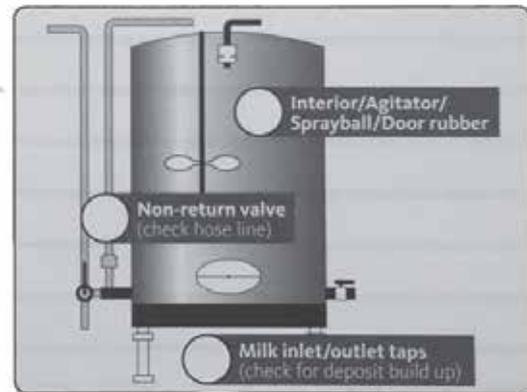
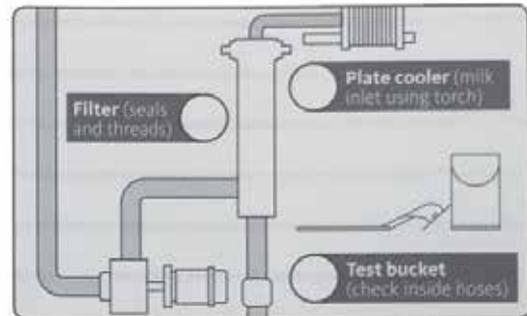
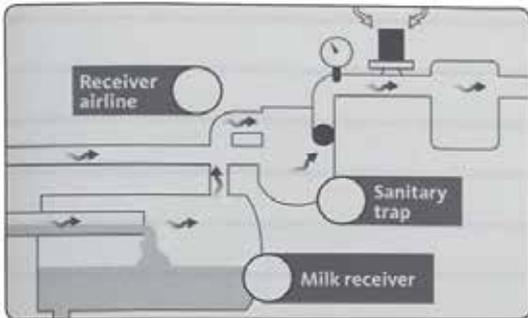
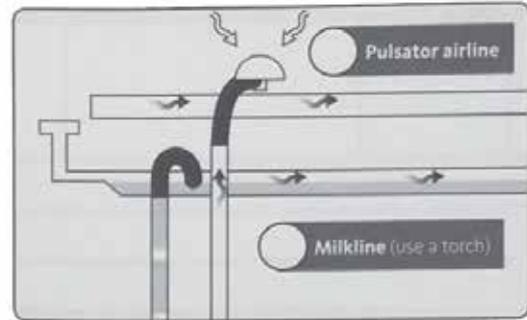
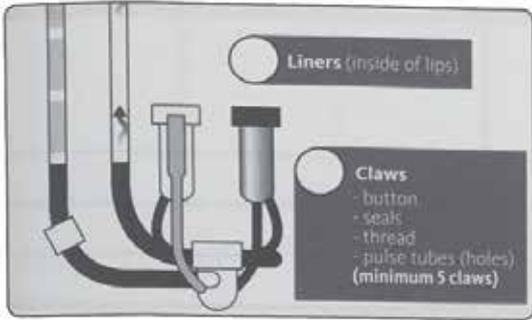
Ensure that your effluent system is being managed as described in your Food Safety Program.

Task	Completed (y/n)	Date Completed
Scheduled Maintenance on system		
Effluent planning/review discussion with staff		

If you have any concerns or questions relating to your effluent system, please call your Milk Supply Manager.

# MONTHLY HYGIENE CHECK FOR MILKING PLANT AND VAT

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Recycle wash time	min	Recycle wash time	min	Last cups off	<input type="checkbox"/> °C	Thermometer Calibration	
During plant was check that was injector is working and check jetter cups for leaks and full flow				5 <input type="checkbox"/> °C within 3.5 hours from commencement of milking		<input type="checkbox"/> °C	

Completed by:	Date:	Signature:
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**YOUR FARM DIARY SHOULD ALWAYS REFLECT A FOOD PRODUCING UNIT**































































# FARM RECORDS

Appropriate records must be kept to help prevent the risk of contaminating milk and to allow for traceability throughout the food chain.

Records can be kept on a daily basis within the Total Farm Dairy Diary as long as all the required detail is kept and/or they can be kept on the templates that follow. Alternatively, they can be kept in another system as long as the correct detail is recorded. If you require additional templates, you are able to access these via Dairyweb (dairyweb.com.au) or contact your Area Manager.

Copy these templates to keep a record of your activities and information required as part of your Food Safety Program.

Colour coding bar indicates record keeping requirements. Records with a **RED** colour are mandatory. Records with **AMBER** are recommended best practice. Records with **GREEN** are optional and informational. Records must be kept for a minimum of four years.

Record templates included are;

<b>MILK WITHOLDING PERIOD</b> .....	
<b>ANIMAL HEALTH TREATMENTS (INCLUDING DRY COW THERAPY)</b> .....	
<b>CALF TREATMENTS</b> .....	
<b>CALVING RECORDS</b> .....	
<b>CORRECTIVE ACTION AND INCIDENT REPORT</b> .....	
<b>FARM DRUG AND CHEMICAL REGISTER</b> .....	
<b>TRAINING LOG</b> .....	
<b>MILK COOLING CAPABILITY AND THERMOMETER CALIBRATION REPORT</b> .....	
<b>PADDOCK / CHANNEL / STORED GRAIN AND STOCK WATER TREATMENTS</b> .....	
<b>DAIRY PEST CONTROL MANAGEMENT</b> .....	
<b>STOCK PURCHASES</b> .....	
<b>STOCK SALES AND DISPOSAL</b> .....	
<b>AGISTMENT</b> .....	
<b>STOCK FEED PURCHASES</b> .....	
<b>ANNUAL RAINFALL CHART</b> .....	

# MILK WITHHOLDING PERIOD

## CONVERSION TABLE FOR HOURS TO MILKINGS

Hours	48	60	72	84	96	108	120	132	144	156	168
Milkings	4	5	6	7	8	9	10	11	12	13	14

Milk Withholding Periods (WHP) are calculated on the assumption that cows are milked twice a day. If milking once-a-day the label withholding must be doubled.

## CALCULATE THE MILK WITHHOLDING PERIOD (WHP)

Circle when the cow was last treated; count forward the number of WHP milkings; put a circle on the next am or pm box after you have stopped counting. For Dry Cow Treatments, please ensure both the Minimum Dry Period (MDP) pre-calving and WHP for milk post-calving is adhered to. Please consult with your local Veterinarian, when calving occurs prior to MDP, to ensure correct WHP is calculated.

am	pm																					
1		2		3		4		5		6		7		8		9		10		11		12

am	pm																						
13		14		15		16		17		18		19		20		21		22		23		24	

am	pm																						
25		26		27		28		29		30		31											

February  
 April  
 June  
 September  
 November  
 All other months

This calendar can be used all year. Only count up to months listed above. February has 28 days, April, June, September and November have 30 days and all other months have 31 days in a month. Jump back one day where applicable. Note: where treatments are used in combination, get advice from your local Veterinarian as to the withholding period for the drugs in combination.











# TRAINING LOG

Date of Training	Subject of Training	Name of Trainee	Name of Trainer















# ANNUAL RAINFALL CHART

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1													1
2													2
3													3
4													4
5													5
6													6
7													7
8													8
9													9
10													10
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25													25
26													26
27													27
28													28
29													29
30													30
31													31
Monthly Totals													Year
Average													
Days of Rain													
Cumulative Total													

