

SOP Homework Packet

This homework packet is designed to help you practice evaluating SOPs, which you will need to do when auditing on-farm.

Please bring your answers to the in-person training session and be prepared to discuss.

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Example Protocols

Assess and decide overall whether the SOP is acceptable or not based on Dairy WellSM standards.

- Biosecurity – *there is no example for this protocol*
- Cow care agreement
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- Herd health plan:
 - Vaccine schedule
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Cow care agreement

**ANIMAL CARE COMMITMENT
EMPLOYEE CONTRACT**

It is our responsibility and job to take care of and respect all animals on our premises. This means to not unduly disturb animals from their daily/natural routines.

When working with animals at [REDACTED], there will be no yelling, hitting, or disrespect shown to the animals in any way.

It is the responsibility of all employees to report any mistreatment of animals to a supervisor immediately. **Employees who mistreat animals can be dismissed immediately.**

☐ I have read and understand this Animal Care Commitment, and I am committed to providing optimal care and respect for all animals.

☐ I understand that it is my obligation to immediately report any situation that appears to be mistreatment of animals.

☐ I understand that I may be dismissed immediately if I fail to report any situation that appears to be mistreatment of animals.

Signature: _____

Date: _____

Notes:

Emergency response

Title: Disaster Planning	SOP No.: 20-102	Version: 1
Issue Date: 7/1/16	Page 1 of 3	Next Review Date: 7/1/19

1.0 Purpose:
The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations.

2.0 Scope/Responsibility:
These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

3.0 Materials:
Ag Guide
[REDACTED] Emergency/Action/Recovery Plan

4.0 Procedures:

4.1 Contact numbers for emergency

4.1.1 Facility Manager [REDACTED]

4.1.2 Facility Asst. Manager [REDACTED]

4.1.3 Facility Supervisor [REDACTED]

4.1.4 Emergency 911

4.1.5 [REDACTED]

4.1.6 [REDACTED]

4.1.7 [REDACTED]

4.1.8 [REDACTED]

4.2 Evacuation of personnel

4.2.1 All personnel will meet in the [REDACTED] west of the facility, to take roll and receive instructions

4.3 Euthanasia

4.3.1 In the event an animal needs to be euthanized contact a facility manager or [REDACTED]

4.4 Escapes

4.4.1 Immediately close perimeter gates

4.4.2 Contact [REDACTED] to aid in the recovery of any animals outside the perimeter

Multiple emergency situations are listed in this protocol, including:

4.9 Freezing Weather

4.9.1 Check weather reports and if freezing temperatures are anticipated drain unused lines and hoses or crack open the end valve on used water lines.

4.9.2 Contact a facility manager if freezing damage occurs

4.9.3 Determine what functions are affected. Most importantly availability of water and the ability to milk

4.9.4 Contact [REDACTED] to initiate repairs

4.9.5 If water cannot be restored in four hours haul water to the cows

4.9.6 Break any ice on tops of water sources to allow animals access

4.9.7 If lanes are too slippery for cows, scrape with a bobcat

4.9.8 Check for injured animals and contact managers or emergency veterinarians as needed

Notes:

Environmental management

Title: Husbandry and Handling of Dairy Cattle	SOP No.: 33-200	Version: 1
Issue Date: 7/1/16	Page 1 of 4	Next Review Date: 7/1/19

1.0 Purpose:

The purpose of this policy is to outline the minimum standards of care for cattle at the dairy facility.

2.0 Scope/Responsibility:

These procedures are to be followed by staff [REDACTED] responsible for providing the day to day needs of the cattle at the dairy facility.

3.0 Materials:

Ag Guide

4.0 Daily Procedures:

Daily tasks must be performed every day 365 days a year 7 days a week without exception:

4.1 Observations of animals are detailed in SOP 20-105 Daily Observations/Actions

4.2 Feeding

4.2.1 All rations are balanced for the requirements of the animal

4.2.2 All purchased feeds are specified free from toxins, mold & moisture damage

4.2.3 All grown feeds are inspected to be free from mold & moisture damage, if damaged feed is found it is segregated and not fed

4.2.4 Milk cows

4.2.4.1 Fed balanced, wet TMR four times/day

4.2.4.2 Salt is offered as part of TMR

4.2.4.3 Mangers cleaned every other day

4.2.4.4 Cows are locked out of feed for up to 2 hours prior to milking so they will eat and stand longer after milking to allow the teat end to close.

4.2.5 Far off Dry cows

4.2.5.1 Fed a dry TMR once/day

4.2.5.2 Feed pushed in multiple times during the day

4.2.5.3 Iodized salt blocks available free choice

4.2.5.4 Mangers cleaned once/week

4.2.6 Close up Dry Cows

4.2.6.1 Fed a dry TMR balanced for DiCa d to prevent milk fever twice/day

4.2.6.2 Feed pushed in multiple times during the day

4.2.6.3 Mangers cleaned once/week

4.2.7 Heifers over 6 months

4.2.7.1 Fed a dry TMR once/day

4.2.7.2 Feed pushed in multiple times during the day

4.2.7.3 Iodized salt blocks available free choice

4.2.7.4 Mangers cleaned once/week

4.2.8 Heifers under 6 months

4.2.8.1 Fed a dry TMR twice/day in a bunk

4.2.8.2 Iodized salt blocks available free choice

4.2.8.3 Mangers cleaned once/week

4.2.9 Calves

4.2.9.1 Fed two feedings colostrum initially (see Herd Health SOP)

4.2.9.2 Fed milk replacer and starter twice/day

4.2.9.3 Milk bottles and buckets are cleaned & sanitized after each feeding

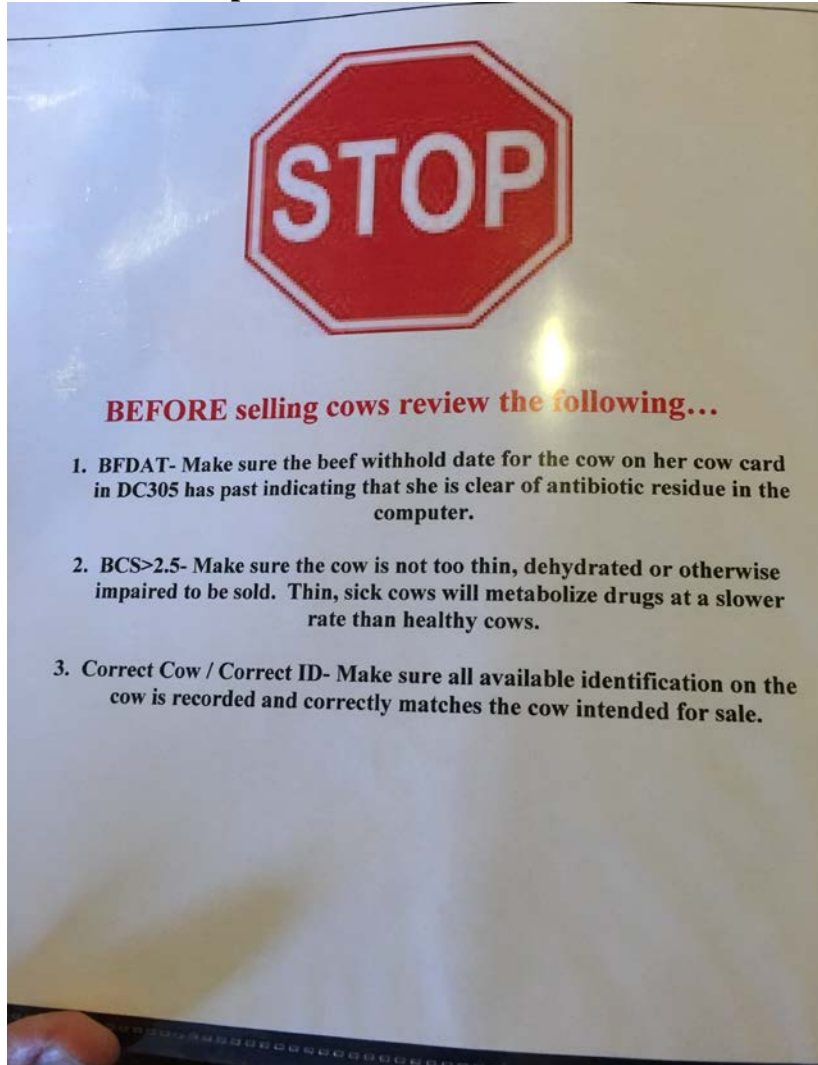
4.2.9.4 Grain buckets emptied once each day and filled twice/day

4.2.9.5 Water buckets are emptied and filled twice/day

4.2.10 Any exceptions to daily feeding must be approved in an animal care and use protocol

Notes:

Fitness for transport



Notes:

Vaccine schedule

1/24/04		<u>Calf Vaccination</u>	
<u>New Borns Day 1</u>			
<u>Before Pickup</u>	Within Hour 1	Dip Navel 1% Iodine	Navel
	Before Feeding Milk	Calf Guard	Mouth
	Within Hour 1	Bottle Colostrum (4 Qurts)	Stomach
<u>After Daily Pickup</u>			
	Hour 2	25cc Bova -Serum	Under Skin
	Hour 2	Brand-Tag-Date-What Dairy	
	Hour 8	Bottle Colostrum	Mouth
<u>New Borns Day 2</u>			
	Morn	Bottle Colostrum	Mouth
	Afternoon	Bottle Colostrum	Mouth
<u>Weening 60 Days</u>			
		2cc Pinkeye XT 4	Muscle
		2cc Bovishield 4+L5	Muscle
		2cc SpiroVac	Under Skin
<u>Move to Weening Pens 7-10 Days</u>			
		2cc Bovishield 4+L5	In muscle
<u>Dehorn Aprox 100-110 Days</u>			
		5cc La 200	Muscle
		5cc Covexin 8	Under Skin
		2cc SpiroVac	Under Skin
Note: <u>Dehorn</u> is Done Before Hfs. Move Past Treatment Alley.			
<u>Calfhood Vac. / Tatoo</u> Approx. 400lbs			
		5cc Covexin 8	Under Skin
		Perment Ear Tag	
<u>Breeding</u> 52 in. or 800lbs			
		2cc Bovishield 4+L5	Muscle
Bred Hfs. Move to XXXXXXXXXX <u>Bonus !</u>			

Notes:

Hoof health

Lame Cow Protocols

Footbath

- Automatic footbaths are used and frequency is adjusted to as needed. They are serviced weekly by an outside company. Copperhoof and formaldehyde are most often used.

Identification

- Milking crew separates lame cows on a daily basis
- Breeders indentify lame cows with a pink ribbon on the tail daily. Pregnant pens are done on a weekly basis.

Hoof Care

- Cows with Foot Rot are trimmed. Sever cases are treated with 40 cc of penicillin and moved to pen 121. This is done on a daily basis by the fresh cow team.
- Warts are wrapped with tetracycline and moved back to lame pen
- All cows are evaluated at the dry off period. Cows that need maintenance trimming are identified.

Notes:

Sick cattle monitoring

Hospital Cow

- All new cows are milked at the end of the AM shift and evaluated for mastitis.
- Light mastitis cows are identified as mastitis 1, receive a red leg band, moved to pen 15, and will be treated with 3 days of spectramast tubes. There is M-date written on the back of every treated cow.
- Sever mastitis cows are identified as mastitis 3, receive a red leg band, move to pen 15, given fluid on an as needed basis, and will be treated with 3 days of spectramast tubes. There is M-date written on the back of every treated cow.
- Mastitis cows are reevaluated at after three days of tubes and are continued on therapy if needed.
- Bloody cows are moved to pen 16, given fluids, and evaluated daily.
- All treatments are written down daily. Spectramast LC has a 72 hour milk withdraw and a 2 day beef withdraw.
- See attached treatment worksheet.

Notes:

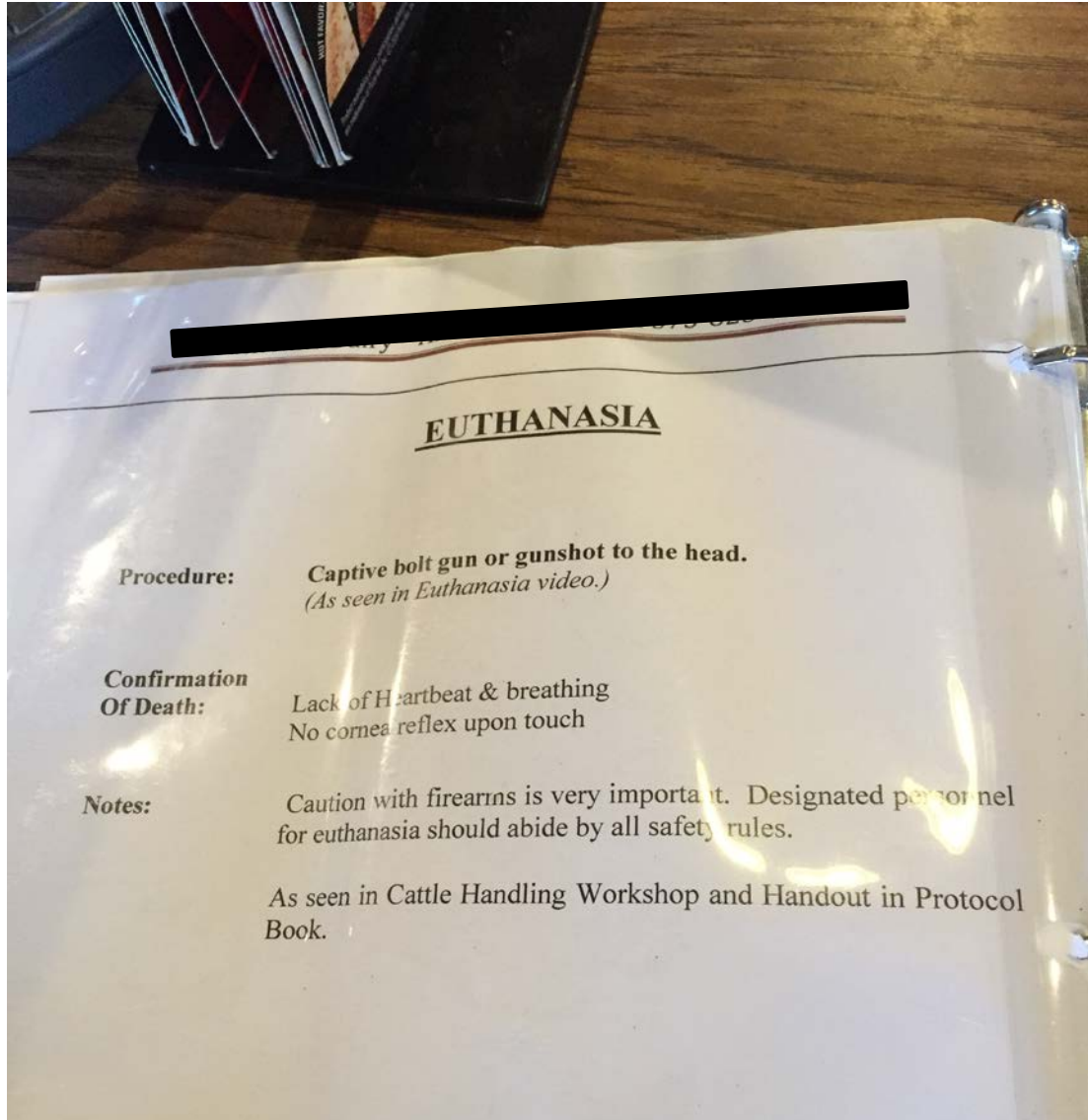
Udder health

Milking Protocols

- Pre-dip all teats
- Strip all teats. Identify cows with mastitis
- Clean cows with clean dry towel. Use one towel side per cow
- Hang unit properly.
- Post-dip each cow
- Lead milker is in charge of identifying all mastitis and lame cows

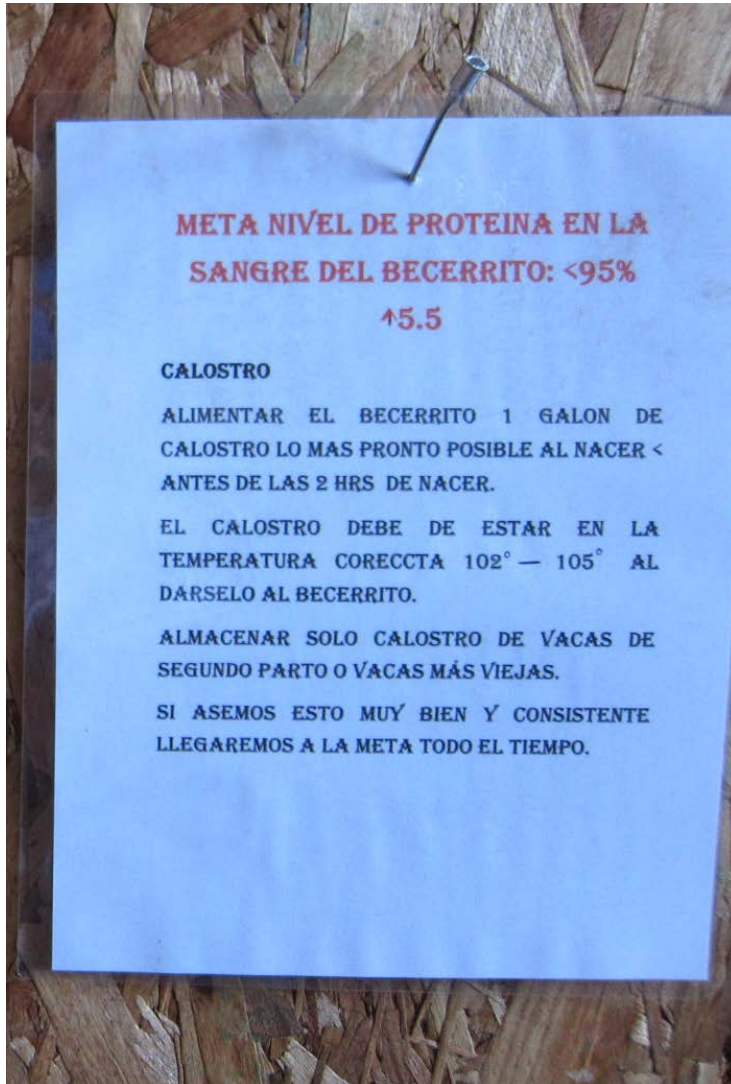
Notes:

Humane euthanasia



Notes:

Maternity management



Translation:

Meta level of protein in the blood of the calf: <95% +5.5

Colostrum:

Feed the calf 1 gallon colostrum as soon as possible at birth <before 2 hrs after birth.

The colostrum must be at the correct temperature 102-105 when given to the calf.

Store only colostrum of second lactation cows or older cows.

If we follow this consistently we will reach the goal all the time.

Notes:

Non-ambulatory cattle

DOWNER COW PROTOCOL

1. All down cows will be thoroughly examined for the cause of their condition (milk fever, broken legs, nerve paralysis, severe sickness (mastitis, metritis, etc)) and treated if possible. Treatments for each condition will be done so according to [REDACTED] sick cow treatment protocols.
2. Animals will have feed and water available to them at all times. If they cannot get to it, you bring it right to them.
3. Any down cow will be rolled over to the opposite side every 3 hours to avoid nerve/muscle damage to the down leg.
4. Animals may be helped to rise to a standing position with hip clamps, but they may not be used to try and move the cow.
5. Any cow that cannot stand after 2 days should be seen by a veterinarian or humanely euthanized according to protocols.

Notes:

Painful procedures



DEHORNING PROTOCOL

1. Calves up to 2 weeks of age may be dehorned using a caustic paste.
 - a. The hair around the horn bud must be clipped, the paste applied to the horn bud, and Vaseline applied between the horn and eye area to prevent the paste from getting into the eye of the calves. Gloves should be worn by anyone applying the paste to the calves.
2. Calves up to 1 year of age may be dehorned using a Barnes-style scoop dehorner.
 - a. This is to be performed as shown by the veterinarian.
 - b. Any animal dehorned with this method will first have a cornual nerve block performed on both sides of the head as taught by the veterinarian.
3. Any animal over 1 year of age needing to be dehorned will be done so by the veterinarian during one of the weekly vet visits.

Notes:

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Personnel training

- 1.0 Purpose:
The purpose of this policy is to outline the minimum requirements for training for personnel working with research or teaching animals at [REDACTED]
- 2.0 Scope/Responsibility:
All [REDACTED] employees will receive specific training pertaining to the production and care of dairy cattle on the facility. [REDACTED] Facility Manager will provide the training needed.
- 3.0 Materials:
Ag Guide
Facility SOP Handbook
Facility Safety Plan training Records Binder
Facility Safety Plan-MSDS Binder
[REDACTED]
- 4.0 Training Topics:
 - 4.1 Items at initial training and updated every 3 years
 - 4.1.1 Animal Care 101 initially and refresher every 3 years
 - 4.1.2 Risk Assessment Tool for ruminants [REDACTED]
 - 4.1.3 Medical Review [REDACTED]
 - 4.2 Topics at initial and yearly training
 - 4.2.1 [REDACTED] Livestock & Farm Safety SOP
 - 4.2.2 [REDACTED]
 - 4.2.3 Potential zoonotic diseases which one may be exposed to
 - 4.2.4 Animal carcass handling and disposal
 - 4.2.5 Identifying pain and discomfort in the animals one is working with
 - 4.2.6 Animal handling and husbandry
 - 4.2.7 Proper techniques for lifting and lowering [REDACTED]
 - 4.2.8 Personal hygiene in the workplace and use of personal protection equipment
 - 4.2.9 Facility general flock/herd management protocol
 - 4.2.10 Facility SOP's
 - 4.2.11 Facility flock/herd health protocol
 - 4.2.12 Heat Illness Prevention [REDACTED]
 - 4.2.13 Sterile and aseptic techniques
 - 4.2.14 Cold sterilization procedures
 - 4.2.15 Animal records with regard to pre, peri, and post-op monitoring

Notes:

Record keeping

LAME DAILY REPORT

DATE:

COWS IN

COW #	REASON	COMMENT

COWS OUT

COW #	PEN #	COMMENT

DIED

REASON

SOLD

REASON

Notes:

Veterinarian client patient relationship (VCPR)

Smith Dairy - Jane Doe DVM 555-212-5531

The following protocols have been reviewed with the manager of the dairy facility and parties responsible for administering the treatments contained within. Proper dose, administration techniques and milk and meat withdrawals have been discussed and agreed upon to ensure the safety of all employees, animals and products. These protocols are recommended for the treatment of dairy cattle for the diseases indicated by Jane Doe DVM. Future protocol changes, by Dr. Doe or the dairy's management, or changes in the regulations regarding drug availability or safety will be updated in a timely manner and replace existing protocols in this on-farm record.

Dairy: Smith Dairy

Veterinarian: Jane Doe DVM

Date:

Dairy Manager: John Smith

Date:

Dairy Herdsman: Matt

Date:

Notes: