



V5.0

Raised by a Canadian Farmer

FREE RANGE ON-FARM FOOD SAFETY AND ANIMAL CARE PROGRAMS: STANDARD OPERATING PROCEDURES

These Standard Operating Procedures (SOPs) are to be updated whenever a change is made and at minimum on an annual basis. The space below is to be signed and dated whenever the SOPs are reviewed or when a change is made. The farm worker (e.g. farmer, farm manager, quota holder) who was involved with the development or the review of the SOPs is required to sign and date below.

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Signature _____ Date _____ m/yr

Record any deviations from these SOPs in the Deviation Chart, along with the reasons of the deviation and any corrective actions taken to correct the deviation, on the Flock Specific Record Form or similar.

CHAPTER 1: TRAINING RECORD

- (1) Have each farm worker sign and date that they have been provided with and have understood the *Raised by a Canadian Farmer* Free Range OFFSP and ACP and your SOPs for the areas in which they are responsible. This should be updated whenever the SOPs are updated. Service personnel (e.g. feed reps, hatchery crew, catching crew) and farm workers responsible for developing the SOPs (e.g. farmer or farm manager who signed on the first page of the SOPs) are not required to sign the training log.

Name	Signature	Date

List any other training that farm workers have received with respect to biosecurity, food safety and/or animal care (including euthanasia):

Name	Training	Date

CHAPTER 2: CONTROLLING ACCESS TO THE FARM

A) Production Area Description

- (1) Describe your production system including the barns/brooder houses, the location of range(s), if moveable pens are used, the number of birds placed per brooder house, the age birds are allowed access to the range and the frequency of placement:

B) Controlling Access to the Controlled Access Zone (CAZ)

- (1) A farm diagram is available which indicates the layout of the property, barn/ brooder house, range area(s), feed bins, manure storage, visitor parking area, and the location of the CAZ and the RA
- (2) Indicate to whom you have provided your farm diagram (HR):

- (3) A sign or a physical barrier is used to identify the entrance to the CAZ
- (4) List any specific biosecurity measures required for supplier vehicles that enter the CAZ (HR):

C) Controlling Access to the Restricted Area (RA)

- (1) A sign is posted at the entrance to the RA to indicate the area is restricted
- (1) Barn doors and other entrances to the RA are kept locked when farm workers are not able to supervise the access to the barn
- (2) Gates to ranges are locked where possible and entrance is restricted
- (3) Indicate the type of barrier or demarcation used to separate the CAZ and the RA:

(4) Indicate the biosecurity measures taken by you and farm employees entering the RA:

- Barn-specific boots or disposable boots
- Barn-specific clothing/coveralls (HR)
- Premises-specific clothing (e.g. clothing worn in the barn is not worn off the premises)
- Clothing is only worn on farm operations under common management
- Hats/bonnets (HR)
- Masks (HR)
- Hand sanitization (using either soap and water or hand sanitizer)
- List any other biosecurity measures taken:

(5) Indicate the biosecurity measures taken for suppliers/visitors entering the RA:

- Barn-specific boots or disposable boots
- Barn-specific or premises specific coveralls
- Hats/bonnets (HR)
- Masks (HR)
- Hand sanitization (using either soap and water or hand sanitizer)
- Suppliers/visitors are required to sign a logbook
- Farm manager/worker accompanies visitors to ensure biosecurity is respected
- List any other biosecurity measures taken:

Are there any exceptions to the list above that suppliers/visitors must follow?

If thinning occurs, what measures are taken by the catching crew to reduce the risks associated with this activity? (if applicable):

(7) For farm workers that have contact with another poultry operation, which is not under common management, list the steps taken to avoid cross-contamination:

- Hands are sanitized prior to accessing the RA
- Clothes are changed before entering the RA or Coveralls are worn in your RA
- Boots are changed prior to entering your CAZ
- A shower is required in between farms (HR)
- There is a downtime of ____ hours or ____ days before entering your RA
- Other:

(8) Define your protocol for bringing equipment inside the RA after the barn has been cleaned and disinfected or when there are birds in the RA:

- Equipment is visually inspected to ensure no organic matter is visible; any equipment with visible organic matter is cleaned (and disinfected)
- All equipment is cleaned and disinfected
- Equipment from another premises is cleaned and disinfected
- Other:

(9) If you have a flow-through barn, list your protocols to limit cross-contamination between different aged birds:

- Movement from youngest birds to the oldest birds
- Separate biosecurity protocols used for each RA
- List any other biosecurity measures that are taken:

(10) List any other biosecurity measures used on your farm for humans or equipment when entering the RA:

D) Pest Control

(1) Pest Situation Analysis: Rate your farms' pest problems in the previous year (none, some, lots):

	None	Some	Lots
Rodents			
Wild Birds			
Flies			
Beetles			
Other Pests			

List other pests (if applicable): _____

(2) Check the boxes that reflect the pest control program used on the farm:

- Vegetation, equipment and debris kept away from the exterior of the barn(s)
- Feed spills are cleaned up immediately
- The barn is kept in good repair to reduce rodent activity
- Wild birds are prevented from entering the barn
- Domestic pets (e.g. cats and dogs) are minimized/prevented from entering the RA
- Areas where water can stagnate are filled
- Pest activity is monitored daily

(3) Indicate the control measures used to prevent direct or indirect contact from wild birds:

(4) Indicate the control measures used for flies:

(5) Indicate the control measures used for rodents:

(6) Indicate the control measures used for darkling beetles:

(7) Indicate any other pest control measures that are used on the farm:

(8) Are birds allowed on the range during the spring and/or fall migratory period?

Yes No

(9) What measures are taken to avoid chemical spray drift from adjacent fields?

(10) There are no domestic waterfowl on the premises, or

Any domestic waterfowl are not permitted in the CAZ and are fenced in

CHAPTER 3: FEED

A) Feed Handling (Critical Control Point #1)

- (1) All feed storage and feed bins on the farm are identified
- (2) Indicate how often the feed bins are inspected for feed build-up and/or rust:

- (3) Each feed delivery slip is checked for the presence of medications
- (4) Indicate the control measures used for dealing with a medication with a withdrawal period (Critical Control Point #3):
- Two feed bin system
 - Using a rubber mallet to knock the sides of the feed bin
 - Other:

- (5) What do you do with left-over feed?
- Kept in a feed bin until the next flock; Indicate feed bin #: _____
 - Stored in bags until the next flock
 - Transferred to another barn on the same premises
 - Transferred to another farm premises
 - Returned to the feed mill
- (6) Describe the type of feeders used to prevent wild birds to access the feeders:

B) Purchased Feed

- (1) Your feed mill has provided written confirmation that they are HACCP certified or are following a food safety program
- (2) A sample of feed from each delivery is maintained on farm or at the feed mill
- (3) A sample of any ingredient (e.g. wheat) added to a purchased feed or the final feed is maintained on-farm
- (4) A record of adding the ingredient must be kept on the Flock Specific Record Form, or similar
- (5) Feed delivery slips are kept on file for each feed delivery

C) On-Farm Medicated Feed Mixing (Critical Control Point #2)

(1) Do you mix medicated feed on farm: Yes No

If yes:

- a) A sample of the finished feed or feed ingredients are kept for 14 days after processing
- b) Preventing Cross-Contamination:

Describe the procedures used to prevent medication cross contamination between feed batches when mixing medicated feed, such as sequencing, flushing or physical clean-out procedures:

(2) Do you mix medication that requires a withdrawal period? Yes No

If yes:

- a) Mixer Efficiency Tests:

Describe the procedure used to perform mixer efficiency tests, and the frequency of tests (minimum once every 3 years):

- b) Scale Calibration Tests:

Describe the procedure used to perform scale calibration tests, and the frequency of tests (minimum annually):

- c) Record the date and results of the mixer efficiency tests (laboratory results are to be kept on file)

Date	Results

d) Record the date and results of the scale calibration tests

Date	Results

(3) Confirmation of the feed mill control program by the feed mill operator/supervisor:

Name	Signature	Date

CHAPTER 4: WATER

A) Water Source and Inputs used in the Water

(1) Indicate your water source:

- Municipal water supply
- Well
- Surface water (e.g. lake)
- Does the flock have access to dugouts or ponds? Yes No
- Other: _____

(2) List the type of cleaner and disinfectant used in the water/water lines (list the product names and frequency of use)

During the grow-out:

In-between flocks:

Acidifiers/pH products:

Animal health products (e.g. probiotics, vitamins, minerals, etc.):

(3) For cleaning/disinfectant products used in the water lines during the grow-out, indicate how, at what location, and at what frequency the concentration of water treatment is verified:

B) Annual Water Test

- (1) Indicate where in the barn the annual water test sample is taken from:

- (2) Results of the annual water test are maintained on file and corrective actions are taken as necessary. Record any corrective actions:

CHAPTER 5: BARN CLEANING

A) Cleaning, Disinfection and Downtime Procedures

(1) Describe how you, or the cleaning crew, clean your barn/brooder house and range area **at the end of every flock**. Use the text box or the chart below:

✓	Procedure at the end of every flock
	Remove litter/manure from barn
	Remove as much litter/manure from the range area as possible
	Dry-clean (i.e. blow down/brushing) the barn, entranceway and equipment (includes floors, walls, ceilings, fans, feeders and drinkers, drains, dedicated barn footwear, catching equipment, etc.)
	Remove dust/debris etc. from all rooms in the barn (i.e. electrical/office)
	Mortality pails/buckets are hand scrubbed or pressure washed with water followed by a detergent and/or disinfectant
	Barn and equipment (as per the above dry-clean list) is pressure washed with water
	Barn and equipment (as per the above dry-clean list) is washed with detergent
	Barn and equipment (as per the above dry-clean list) is disinfected/fumigated
	Equipment used during clean-out is cleaned (and disinfected as per barn process)
	Empty and thoroughly clean the feed bin boots and feeding systems (augers and lines) between flocks
	Feed bins are inspected for leaks
	Flush, clean and/or disinfect water lines (open drinkers disinfected if applicable)
	Indicate the desired number of days downtime (the number of days from when the flock was shipped to the placement of chicks) between flocks # Days Downtime: _____

(2) Indicate how your barns meet the OFFSP requirements for washing, disinfection and downtime:

Options 2 and 3 can only be used based on the health status of previous flocks and when the barn is not experiencing a disease/production challenge.

✓	Options	Step 1: Pressure Washing	Step 2: Use of detergent and/ or disinfectant	Step 3: Downtime
	Option 1	MD Pressure wash the barn* and equipment with water at least once per year	MD Detergent and/or disinfect the barn* and equipment at least once per year	N/A
	Option 2	MD Pressure wash the barn* and equipment with water at least once per year	MD Detergent and/or disinfect the feeders, drinkers and equipment at least once per year	MD 14-day downtime at least once per year
	Option 3	N/A	N/A	MD 14-day downtime after every flock**
	Option 4	N/A	N/A	120-day downtime at least once per year

* The barn includes the walls, floors, feeders, drinkers, ceilings, fans, drains, any other equipment (e.g. hoppers, feeding chains etc., including any catching equipment and barn boots).

** To qualify, it is recommended that manure be removed from the barn within 48 hours of the birds being shipped but that it not exceed 72 hours after shipment (i.e. the maximum time period is 72 hours). Also, given that schedule changes can occur (i.e. delivery of chicks or shipment dates), a downtime of less than 14 days can occur a maximum of 2 times in the previous 12 months. If this is greater than 2 times in the previous 12 months, then Option 3 cannot be used.

(3) If a veterinarian recommends a cleaning and detergent/disinfection due to disease, the veterinary recommendation will be followed and documented.

(4) If the cleaning and/or disinfection is contracted out, indicate the following:

Cleaning firm name: _____

Telephone number: _____

(5) Do other poultry species or livestock have access to (before the chickens are allowed access) to the same range area? Yes No

If yes, describe the rest period and/or any additional measures for the range area prior to allowing chickens access to the range:

B) Manure Management

(1) Describe your manure management plan:

(2) When do you target to remove the manure from the barn after the birds have been shipped (days)? _____

C) Equipment

(1) Equipment used in the cleanout process is:

- Only used on the one farm premises, or
- Used on multiple farm premises. If yes, indicate the control measures used to prevent cross-contamination between premises:

CHAPTER 6: MEDICATIONS AND OTHER INPUTS

A) Storage and Use of Products

- (1) Chemical products are stored separately from medications and/or feed and water additives. Indicate your storage areas for these products:

- (2) Farm workers using medications and other inputs understand how to properly handle and use the products
- (3) Containers are labelled with the name and concentration of the product being used through the water (e.g. medications, water additives, cleaning agents etc.)

B) Medications (Critical Control Point #3)

- (1) All Category I, II, and III antibiotics are used in conjunction with a veterinary prescription
- (2) Category IV antibiotics are used according to their product instructions; otherwise, a veterinary prescription is required
- (3) Recording medication use:
- All medications used are recorded on the Flock-Specific Record Form or other similar document. All antibiotics (Category I-IV) are to be recorded.
 - Medications are recorded on the Flock Information Reporting Form as per instructions
- (4) Medication withdrawal times are adhered to prior to processing as per veterinary prescription or medication instructions
- (5) After a feed with a medication withdrawal time is used during the finishing period (the last 2 weeks of production), feed in the feed lines must be minimized
- (6) Describe the method you use to test the accuracy of the medicator:

C) Chemical Products (e.g. detergent, cleaners, disinfectants, water acidifiers, rodenticides, etc.)

- (1) Chemical products being used are:
- Approved for use on farm animal premises (e.g. DIN);
 - Listed on the Canadian Organic permitted substances list;
 - Have directions for use in chicken production or livestock barns; or,
 - Are used in conjunction with a veterinarian
- (2) Chemical products are used according to the manufacturers' instructions or your veterinarian
- (3) All chemical containers are labeled with the product name, expiry date and concentration (if different from the original)
- (4) Chemicals and other inputs used in the RA during the grow-out period (e.g. insecticides) are recorded on the Flock-Specific Record Form or similar, and any withdrawal times are adhered to

D) Feed and Water additives (e.g. vitamins, probiotics, essential oils, etc.)

- (1) Water additives being used are approved by:
- CFIA and have a feed registration #;
 - Health Canada and have a Drug Identification Number (DIN); or,
 - Health Canada as a Veterinary Health Product and have a notification number
- (2) Feed and water additives are used according to the manufacturers' instructions or your veterinarian, and these are kept on file

CHAPTER 7: CHICKS AND BROODING

A) Hatchery

- (1) Indicate the hatchery federal register number: _____
- (2) Hatchery has provided written confirmation that they are HACCP certified (HR)
- (3) Hatchery invoice slips are verified for any medications (including dosage) and/or vaccines given at the hatchery

B) Bedding Materials

- (1) Indicate the type of bedding used:
 Wood Shavings; Straw; Other: _____
- (2) Bedding is checked for mold, feathers and bird droppings, and does not contain harmful compounds, is absent of sharp edges and is soft and dry prior to being laid in the barn.
- (3) Rodenticides that are used in the bedding storage area are kept separate from the bedding so as not to contaminate the bedding prior to placement.

C) Barn Preparation, Delivery of Chicks and Brooding

- (1) The barn is pre-heated in advance of chick delivery
- (2) Additional feed is available for easy access for chicks
- (3) Water lines are flushed, and water is available immediately to chicks
- (4) Indicate who places the boxes and chicks in the barn:
 Farm Workers or Hatchery employees
If hatchery employees, indicate what biosecurity measures are taken:
 Clean clothing; Farm-specific boots; Cleaned and sanitized footwear;
 Hands washed (with soap and water) or sanitized prior to entry
- (5) Chick temperatures are monitored for the first 3-4 days
- (6) Crop fill is monitored for the first few days
- (7) Chick weights are monitored at placement, day 7 and 14
- (8) Culling of unthrifty and ill chicks to reduce disease pressure
- (9) Activity level and health status is monitored at placement and throughout brooding

CHAPTER 8: FLOCK MONITORING

A) Disease Recognition

(1) Indicate when a veterinarian is contacted:

- In cases of unexplained elevated mortality or morbidity. Indicate if there is a specific mortality trigger:

- Other:
-

B) Mortalities

(1) A daily mortality and cull log is maintained for each flock and each floor of production

(2) Indicate your protocol for disposing of mortalities:

(3) Farm workers wash hands with soap and water or hand sanitizer following contact with mortalities

C) Bird Segregation

(1) Are new birds ever introduced to an existing flock?

- Yes No

If yes, describe the quarantine measures that are used:

D) Disease Response Protocols

When a contagious disease is suspected, or after a confirmation has been received from a veterinarian, the following emergency response/farm quarantine is put in place. This protocol is for a suspect or confirmed case on your farm or within the vicinity of your farm.

- Keep the barns locked and use a visitor's log to record all movement on and off the farm, not just within the RA.
- Block the laneway to the CAZ (using a gate, rope/chain, wagon, etc.) to prevent unwanted traffic or access.
- Inform your provincial board office.
- Reduce movement on and off the farm (CAZ and RA) to a minimum, including family members.
- Whenever possible, conduct activities through non-contact methods, such as telephone or e-mail.
- Eliminate or delay all activities that if undertaken, could act as a vector to spread disease. Avoid direct contact with off-farm poultry operations or poultry personnel.
- No other farms should be visited and avoid visiting common gathering places, such as local coffee shops or town meetings.
- Delay or reduce all service and other visits to the farm. Refer to your emergency contact list and exercise extreme caution when allowing necessary visits from input suppliers or service providers.
- People entering the CAZ must wear disposable boot covers (or use of foot spray) and disposable coveralls while on farm. Used disposable supplies must remain on the farm. Hand disinfecting or vigorous washing with warm water and soap prior to entering and leaving is recommended.
- Vehicles accessing the CAZ should be run through a truck wash prior to visiting the farm. Disinfectant should be spray applied to tires, wheel wells and undercarriage (upon entry and exit). The interior truck cab including areas such as the floor, pedals, steering wheel, and door handles should also be disinfected.
- Family members attending activities away from the farm such as work or school should limit access to the barn. They should avoid contact with other feathered species (including pets). Strict biosecurity protocols must be followed to minimize risks.
- Limit flock management to specific individuals. Clean laundered clothing and dedicated footwear should be utilized for each barn. Ensure that no equipment enters or leaves the area unless thoroughly cleaned and disinfected. Hand disinfecting or vigorous washing with warm water and soap is also recommended prior to leaving the barn.
- Barn entrances should be cleaned and sanitized on a daily basis.
- Dead bird disposal should be confined on farm until the situation is clear. Practice proper composting or freezing and ensure no wild or domestic animals have access the dead birds.
- Mortalities are kept in covered containers before being moved to the disposal area and, if they are being transported off farm, are transported in covered containers.

- Garbage disposal should be well thought out, so that care and control of material generated on the farm is maintained until the situation is clear.
- If the disease is in your vicinity, review your flock health records for feed/water consumption and for signs of abnormalities. Watch your flock and report any unusual illness or mortality to your veterinarian, your provincial board office and industry personnel.
- Make every effort to heighten your biosecurity protocols. Indicate any other measures that would be taken on your farm

E) Monitoring and Back-up Systems

(10) Describe your monitoring/alarm system:

- Type of system: _____
- Inputs monitored: power; temperature; feed; water; humidity;
- other: _____

(11) Describe your standby power system:

- Type of system: _____
- Testing frequency: _____

F) Preventing Post-Harvest Crop Contamination

(1) Describe the measure(s) taken to reduce post-harvest crop contamination:

- Communicate with processor for instructions on feed withdrawal
- Feed withdrawal occurs 6–10 hours pre-slaughter
- Acidification of the drinking water prior to shipping
- Other:

CHAPTER 9: FREE RANGE ANIMAL CARE PROGRAM

Temperature

- (1) Outline the temperature schedule used during the flock cycle, including the temperature set points, and what procedures you use during high or low extremes.
- (2) Describe the environmental protection provided to your birds when they are on the range (ex. access to a barn or type of shelter)

Air Quality

Describe your daily procedures for monitoring air quality (include the methods used, the frequency of monitoring and set points (if applicable) for humidity and ammonia).

Lighting

Outline the lighting schedule used during the cycle of your flock.

Do you provide a minimum of one continuous hour of darkness by at least 24 hrs from placement?

Yes No

Do you provide at least four continuous hours of darkness starting at least by day 5 from placement until 7 days prior to catching?

Yes No

Is the dark period no more than 20% of the light intensity of the light period?

Yes No

STOCKING DENSITY, HOUSING SYSTEM, AND LITTER MANAGEMENT

Stocking Density

The following static information must be available for each barn/brooder house and range area. This information can be posted or kept in a central location that is accessible to personnel. This form or a similar form can be used.

See appendix 1 for sample calculations.

Floor Area ¹				Maximum Capacity for Bird Placement							
	Floor Area ¹	Units			Target Weight	Units		Max. Density	Max. # birds @ shipping	Expected Mortality	Max. # birds at placement
Floor 1		ft ²	m ²	Floor 1		lb	kg				
Floor 2		ft ²	m ²	Floor 2		lb	kg				
Floor 3		ft ²	m ²	Floor 3		lb	kg				

¹Total floor area available to the birds. Measurements to be taken on the inside of the barn.

Available Feeders and Drinkers						
Feeders				Drinkers		
	Total # feeders or linear feeding space (1)	Manufacturers recommendation ¹ for # birds/feeder (2)	# of birds (1 x 2)	Total # of drinkers (3)	Manufacturers recommendation ¹ for # birds/drinker (4)	# of birds (3 x 4)
Floor 1						
Floor 2						
Floor 3						

¹Include the manufacturers recommendations for the number of birds per feeder or drinker for your specific type.

Litter Quality

Describe your daily procedures for monitoring the quality of the litter (include the method used and the frequency of monitoring):

BIRD MONITORING AND HANDLING

Bird Handling

Describe your procedures for handling birds (incl. chicks, and boxes of chicks), to prevent injury and minimize stress:

Daily Flock Inspections

Indicate the number of times the flock is checked per day. Does this vary throughout the cycle for your flock? Yes No

Indicate what elements are observed during the daily checks:

- | | |
|--|--|
| <input type="checkbox"/> Reduced food and water intake | <input type="checkbox"/> Behavioural changes |
| <input type="checkbox"/> Changes in activity | <input type="checkbox"/> Abnormal respiratory sounds/mouth breathing |
| <input type="checkbox"/> Abnormal feather condition | <input type="checkbox"/> Lameness and inability to rise |
| <input type="checkbox"/> Abnormal droppings | <input type="checkbox"/> Body condition |
| <input type="checkbox"/> Feather condition and cover | <input type="checkbox"/> Dead, Sick and injured birds |
| <input type="checkbox"/> Thermal comfort behaviour | |

Indicate any other checks that are performed:

HEALTH CARE PRACTICES (FLOCK HEALTH PLAN, MORTALITY, EUTHANASIA)

Flock Health

Do you receive data on your condemnation report indicating the incidence of condemnations, hockburn, breast blisters and/or footpad lesions?

Yes No

If yes, describe how you monitor the incidence of these conditions and address problems when the incidence becomes too high:

Flock Health Plan

It is recommended that a flock health plan be developed in consultation with your veterinarian. This plan supplements the records and SOP's that you are maintaining under the Animal Care and OFFSP Programs (e.g. mortality and cull records, euthanasia and cull protocols, biosecurity and pest-control programs).

Who assisted you in developing your flock health plan (e.g. veterinarian, hatchery personnel)?

List the diseases you are managing against on your farm and briefly explain how you are preventing them:

Disease	Prevention method

Outline your flock's vaccination protocols.

Age	Name of vaccine	Vaccinated for what disease	Route administered

Euthanasia

Describe your primary method of euthanasia as well as the back-up method you would use if your primary euthanasia method fails:

Do you use a device to euthanize your birds?

Yes No

If yes, please describe the device, including the maintenance routine for it:

Describe your protocol for determining when birds need to be euthanized (list the triggers that would signal you to euthanize a bird):

Describe how you inspect for loss of consciousness and death to ensure the euthanasia was effective:

EMERGENCY MANAGEMENT AND PREPAREDNESS

Contingency Planing

Describe your procedures for specific emergency situations (e.g. power failure, fire, flooding, water interruptions, generator failure etc.):

Provide a list of emergency contact numbers:

	Name	Number
Veterinarian		
Processor		
Transporter		
Manure haulage		
Feed company		
Catching crew		
Hatchery		
Bedding supplier		
Renderer		
Pest control		
Fuel company		
Electric		
Gas		
Water		
Local police (for non-911 emergencies)		
Other		

CATCHING AND LOADING

Procedures during Catching

Indicate your procedures during catching.

- Feeders withdrawn in consultation with processor to minimize time off feed
- Water available until just prior to catching
- In consultation with the processor, the flock and environmental conditions (including wet birds), as well as journey duration, are taken into consideration prior to transport
- Birds are evaluated for fitness and those deemed unfit for transport are euthanized (as soon as possible and not longer than 8 hours from the end of loading) or separated out
- Farm representative and catching supervisor meet prior to catching to discuss flock fitness for transport and barn conditions
- Care for birds not loaded and not euthanized resumes as soon as possible, and not longer than 8 hours from the end of loading
- Farmer or farm representative available locally to assist catching crews

WORKERS AND MANAGEMENT

Code of Conduct

Below is a sample Code of Conduct covering bird welfare that can be signed by farm personnel.

Farm Animal Care Policy with Employee Declaration

At _____, we are committed to providing high standards of welfare for the birds in our care, in accordance with Chicken Farmers of Canada's (CFC) *Raised by a Canadian Farmer Animal Care Program* (ACP), which is based on the standards provided in the *Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens and Turkeys*. We strive to foster a culture of understanding towards animal care principles and requirements that ensure our birds are healthy, comfortable, and well-cared for.

Our commitment to our customers

Every person who handles or comes into contact with an animal is required to support our core objective of responsible farm animal care and handling and to demonstrate that support by:

Reviewing this Farm Animal Care Policy and all SOPs for the OFFSP and ACP (the "**Program and Policy**") *before* starting any work with animals

Annually reviewing this Policy

Reviewing the SOPs for the OFFSP and ACP when any changes are made, and at a minimum annually

Signing the Employee Declaration at hiring, and after each annual review of the Program and Policy.

Our commitment to our employees

Your job is valuable and important to our animals and our business. Employees may at any time discuss a matter, or seek advice on how to proceed with a matter, from _____
contact person

When you report an incident involving possible mistreatment, illness or injury involving one of our animals, we will take it seriously. We will document your concern. We will follow up to resolve the animal's situation and/or provide additional training among employees.

Our employees' commitment to us

Every one of our employees is required to handle and treat animals with respect, in a manner that aims to prevent injury and reduce stress, and in accordance with CFC's ACP as well as the federal, provincial, and municipal regulations under which we operate. Employees are required to ensure all requirements in CFC's ACP are met, and that all SOPs are followed.

When employees are on our premises and/or performing any work for us off-site, you must not take pictures or videos or other images and/or record sounds with any kind of device (camera, smartphone, tape recorder, video, etc.) for any reason, and you must not help anybody else do so, unless _____
farm/company name has given you advance written permission.

If any employee observes or receives information about or otherwise becomes aware of an animal in our care being mistreated, mishandled, or treated in a way that is contrary to CFC's ACP or this Policy, then:

- (a) The employee **must immediately** report that information to _____ or, if he/she is not available, to _____ .
contact person
alternate contact person
- (b) The employee must cooperate fully in any investigation of the report. Employees are required to respect the need for confidentiality. Accordingly, employees must not disclose information from any reports or their involvement in any investigation or report, except to the extent required by _____ for purposes of a proper investigation and resolution, or as compelled by process of law. However, employees are permitted to disclose information to their own legal advisers and to their own spouses/domestic partners, who must be similarly obligated to maintain confidentiality.
farm/company name

Any breach of the SOPs for the OFFSP and ACP and/or of this Policy will result in disciplinary action, up to and including dismissal for cause in appropriate cases. _____ reserves the right to refer animal-abusers to law enforcement for prosecution.
farm/company name

If any employee deliberately breaches the SOPs for the OFFSP and ACP and/or this Policy, reserves the right to release the employee's personal information to law enforcement authorities.

MANAGER DECLARATION: As the Manager / Supervisor, I declare that I have reviewed the current SOPs for the OFFSP and ACP and this Farm Animal Care Policy with the employee(s) named below on the date shown below.

Manager / Supervisor Name **Manager / Supervisor Signature**

Date

