



TURKEY FARMERS[™]
OF CANADA

TURKEY FARMERS OF CANADA ON-FARM PROGRAMS

TFC ON-FARM PROGRAMS BINDER

The Turkey Farmers of Canada (TFC) have re-released the TFC On-Farm Food Safety Program[®] and TFC Flock Care Program[®]. As you go through the binder, you will find that we have tried to reduce duplication between both programs, and have highlighted where they complement each other. As before, the two programs and certification under the programs remain separate. However, the implementation of the TFC On-Farm Food Safety Program[®] is a prerequisite for becoming certified under the TFC Flock Care Program[®], as it contains mandatory animal care related requirements that are not repeated in the TFC Flock Care Program[®].

To streamline the binder content, the record keeping forms for both programs have been moved into one section, as some forms cover both food safety and animal care related requirements. The applicable record keeping forms continue to be referenced in each program section. Also included within this binder is the certification process for the TFC On-Farm Programs and responsibilities of everyone involved with their implementation. This is to help clarify everyone's role with respect to farmer certification, and to outline who needs to do what for the successful implementation of the TFC On-Farm Programs. At the end of the binder, you will find a glossary, appendices and a section with Frequently Asked Questions for additional information.

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NOTE:

PLEASE NOTE THAT THE TFC ON-FARM FOOD SAFETY PROGRAM[®] (OFFSP) AND TFC FLOCK CARE PROGRAM[®] (FCP) ARE COPYRIGHTED AND NOT FOR FURTHER DISTRIBUTION.

PROGRAM-SPECIFIC COPYRIGHT PROTECTION DETAILS CAN BE FOUND IN THIS BINDER AFTER THE TITLE PAGE OF EACH OF THE TFC ON-FARM PROGRAMS.

ACKNOWLEDGEMENTS

The Turkey Farmers of Canada (TFC) would like to acknowledge the efforts and commitment of the current and past members of the TFC On-Farm Programs Committee and the National Farm Animal Care Council (NFACC) Animal Care Assessment Framework (ACAF) Program Development Team for the development and maintenance of the TFC On-Farm Food Safety Program[®] and TFC Flock Care Program[®].

Funding for this program has been provided under Growing Forward 2 and the Canadian Agricultural Partnership, a federal, provincial, territorial initiative.

CERTIFICATION PROCESS

AUDIT PROCESS

For an initial audit, the farmer contacts the Provincial Board to indicate that he or she has implemented one of the TFC on-farm programs and has the records for at least one flock on file. For subsequent audits, the auditor will contact the farmer. In either case, an audit date is selected based on the availability of both parties. Any other arrangements are also made (e.g., specific biosecurity requirements, snow removal). The audit's scope and estimated length of time will be reviewed with the farmer prior to the audit.

For on-farm audits, the auditor will verify compliance with the on-farm program's requirements by reviewing the required documentation and records, discussing details of on-farm procedures where necessary, and touring the farm premises, barn(s)/production area(s) and other buildings/areas. For audits that do not have to take place on the farm, the auditor will review the appropriate records and forms as provided by the farmer.

At the end of the audit, the auditor will prepare an audit report, which summarizes the audit results and includes potential corrective action requests (CARs). Before leaving the farm, the timelines for completing any issued CARs are to be agreed on between the auditor and farmer. Prior to recommending a farm for certification, the auditor must verify that all issued CARs have been completed. The results of the audit are submitted to the Provincial Board office.

BIOSECURITY DURING AN AUDIT

Auditors for the on-farm programs have received training regarding the biosecurity procedures that they should take when performing audits on the farm, and these procedures are outlined in the TFC On-Farm Programs Management Manual. These procedures outline measures that auditors must take to reduce the biosecurity risk that they present when visiting a farm. These measures include parking in designated areas, wearing clean coveralls and boots, and disposing of clothing and boots in specified areas. Auditors must also follow any additional biosecurity measures requested by the farmer at the time of the audit.

CERTIFICATION

Once the Provincial Board has reviewed all of the received documentation related to an audit, it will make a decision on granting certification. An individually numbered certificate is granted per registered farmer per audited farm premises. This certificate is generally only issued after the successful completion of a full audit. In other years, a year-specific sticker will be provided to the farmer to be placed on the certificate. Alternatively, Provincial Boards may issue certificates on a yearly basis.

Farmers can register complaints or file appeals regarding certification under the TFC On-Farm Programs with the Provincial Board. Check with your Provincial Board for details on the procedures that must be followed.

Certification for the TFC On-Farm Programs indicates that the requirements of the TFC On-Farm Food Safety Program[®] and/or Flock Care Program[®] have been met. Certification does not guarantee the product from these farms, nor does it guarantee the safety of any products.

AUDIT CYCLE

The audit cycle is a combination of full audits and records reviews, which are used to assess compliance with the TFC On-Farm Programs on an annual basis.

The audit types are defined as follows:

Full Audit: An on-farm review of all records and working documents required by the TFC On-Farm Food Safety Program[®] and/or Flock Care Program[®] and an evaluation of the farm premises and turkey barns/production areas to determine the extent that the mandatory requirements of the programs are met.

Records Review: An evaluation of a selected set of records and working documents required by the TFC On-Farm Food Safety Program[®] and/or Flock Care Program[®]. A records review may be conducted through an on-farm visit or off-farm with the submission of copies of the required records to an auditor by the farmer.

CERTIFICATION PROCESS

The following table outlines the sequence of the TFC audit cycle.

Year	Audit Type
1	Full Audit
2	Records Review

Initial and Ongoing Cycle

Triggered Audits: These can occur at any time based on laboratory or audit reports, complaints of non-conformances by other stakeholders, changes made by a farmer to farm management practices, or an event that impacts food safety. A triggered audit can only be authorized by the Provincial Board.

SUSPENSION OR TERMINATION OF CERTIFICATION

Provincial Boards have the authority to suspend or terminate certification. The reasons for the suspension or termination of a previously granted certification include the following:

- A farmer stops raising turkeys for a period of longer than one year.
- A farmer declines an audit.
- A farmer does not complete the required corrective actions within the specified timeframe, after three (3) attempts, to reach an agreeable completion date.
- A farmer no longer maintains the TFC On-Farm Food Safety Program[®] and/or Flock Care Program[®].
- A farmer exits the production sector.
- Cooperation and access to documentation, facilities and personnel are not provided by a farmer during audits.
- A farmer uses the certificate, the TFC On-Farm Programs manual or other program materials in ways that conflict with the stated guidelines or copyrights.

Once certification is suspended or terminated, the TFC On-Farm Food Safety Program[®] and/or Flock Care Program[®] certificate cannot be displayed or used to show that the farm is certified under the programs, and any materials that indicate certification under the programs must be removed. If a farmer intends to become re-certified after having had the certification suspended or terminated, the certification process must be re-initiated, starting with an application to the Provincial Board for a full audit.

RESPONSIBILITIES

TURKEY FARMERS OF CANADA

- Design and maintenance of the TFC On-Farm Food Safety Program[®] and Flock Care Program[®] manuals to ensure compliance with the Canadian Food Inspection Agency technical review requirements and the Codes of Practice.
- Ongoing review of scientific literature, federal legislation and national initiatives for potential incorporation into the TFC On-Farm Programs.
- Maintenance of the Management Manual for the TFC On-Farm Programs to ensure that all policies and procedures are followed accordingly.
- Provision of training and audit/certification materials to the Provincial Boards.
- Delivery of training programs for the provincial auditors.
- Ongoing monitoring of the implementation of the TFC On-Farm Programs to ensure consistent program delivery across all provinces.

PROVINCIAL BOARDS

- Follow the procedures set by the TFC to ensure consistent On-Farm Program implementation across all provinces.
- Distribution of the TFC On-Farm Programs manual and revision packages to farmers.
- Provision of TFC On-Farm Programs training to farmers.
- Delivery of farm certification services for the TFC On-Farm Programs.
- Management of any complaints and appeal procedures.

FARMERS

- Implementation of the TFC On-Farm Programs and maintaining compliance with all mandatory program requirements.
- Application for the initial On-Farm Programs Audit.
- Demonstrate orderly filing of all the required documents for the TFC On-Farm Programs.
- Undergo audits according to the TFC certification process and to undertake corrective actions, should deviations from the program requirements be detected by an auditor.
- To inform the Provincial Board office of any significant changes in farm management (e.g., operating a new barn that has not been previously audited or a change in ownership).
- Report any food safety incidents to the Provincial Board (e.g., error on medication withdrawal prior to shipping a flock).

If there are hazards on your farm not addressed by the TFC On-Farm Programs that present a food safety or animal welfare risk, these hazards need to be addressed and minimized, even if they are not mentioned in this manual.

If you have questions or concerns regarding the implementation of the TFC On-Farm Programs, specific program requirements or individual audit results, contact your Provincial Board office.

General comments on the TFC On-Farm Programs may be submitted by:

- Using the contact tab on the TFC On-Farm Programs portal (www.tfconfarmprograms.ca).
- Emailing info@tfc-edc.ca
- Mailing the TFC office:
Turkey Farmers of Canada
Attention: On-Farm Programs Department
7145 West Credit Ave.
Building 1, Suite 202
Mississauga, ON L5N 6J7



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DU CANADA

TURKEY FARMERS OF CANADA ON-FARM FOOD SAFETY SAFETY PROGRAM[©]

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c.o.b. TURKEY FARMERS OF CANADA

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INTRODUCTION

The Turkey Farmers of Canada (TFC) have been proactive with respect to food safety for many years. In 1993, TFC developed its first *Best Management Practices for Turkey Production*, focusing on biosecurity only. This was followed by a more comprehensive on-farm food safety manual entitled “Raising Turkeys – Producing Food”, which was distributed to farmers in early 1997.

In 2001, TFC undertook a complete review and update of the manual to bring it in line with the principles of HACCP (*acronym for Hazard Analysis Critical Control Point*). HACCP is an internationally recognized system to control food safety during the production process based on sound science. It identifies biological, chemical and physical hazards related to food safety at each production step, establishes measures to keep appropriate control over these hazards, and requires record keeping to verify that the measures established are being undertaken. In essence, the HACCP concept entails to say what you do, do what you say and prove it. The first edition of the new manual was distributed to all Canadian turkey farmers in 2003. Since then, the implementation of the TFC On-Farm Food Safety Program[®] has been made mandatory for turkey farmers across the country.

In April 2018, the TFC On-Farm Food Safety Program[®] received full government recognition under the Canadian Food Inspection Agency (CFIA) Food Safety Recognition Program. This status demonstrates that the TFC On-Farm Food Safety Program[®] and its management system have been effectively implemented. It was verified through a full system audit by a qualified third-party audit provider and subsequent review of the audit results by CFIA and participating federal, provincial and territorial (FPT) governments. In order to complete the full recognition process, the TFC On-Farm Food Safety Program[®] previously also underwent the CFIA Technical Review Part I and Part II, which confirmed that the program meets HACCP principles, is scientifically sound and fulfills administrative requirements.

The TFC On-Farm Food Safety Program[®] provides turkey farmers with the most current measures to:

- Control salmonella and other pathogens on-farm;
- Minimize the risk of animal disease transmission to commercial flocks;
- Ensure that turkeys marketed are free of medication or other chemical residues that may adversely affect food safety and the consuming public; and,
- Ensure that farm personnel are appropriately trained.

Its on-farm implementation will ensure that:

- Turkeys marketed by Canadian farmers continue to be of high quality, safe and wholesome for consumers in Canada and abroad; and,
- Canadian farmers are on the leading edge of production with respect to food safety and quality, and are prepared to meet the requirements of processors and upstream sectors in the food production and distribution chain as HACCP is implemented in these sectors.

INSTRUCTIONS

Scope

The Turkey Farmers of Canada (TFC) On-Farm Food Safety Program[®] provides turkey farmers with templates to adapt the program to individual farm practices and types, including confined, semi-confined and range operations. The program and record keeping sections contain options for the various types of production. By reviewing and completing these templates, a farmer will develop a customized on-farm food safety program and demonstrate proper management of food safety risks related to turkey production.

In addition to the program requirements outlined in the TFC On-Farm Food Safety Program[®], there may be legislation and regulations that apply to your specific situation at the municipal, provincial or federal levels. For example, there are regulations regarding mortality management, biosecurity, manure management and medication usage. The TFC On-Farm Food Safety Program[®] does not supersede these requirements and they also need to be adhered to; however, only the program requirements in this manual will impact the TFC On-Farm Food Safety Program[®] certification.

Setup

The program contains program (PRO) and record keeping (REC) sections. The program sections reflect the 'say what you do' part of a HACCP-based approach, while the record keeping sections represent the necessary proof that 'you do what you say'. The program section templates include options farmers can choose from and space to write how a task is performed on an individual farm. All areas that need further development by the farmer and all of the program elements/activities requiring documentation have been identified or referenced.

Customization

All activities/elements require a detailed description of the task as it occurs at YOUR farm.

- There are six (6) program sections (PRO 001 to PRO 006) and seven (7) record keeping sections (REC 001 to REC 007) for the TFC On-Farm Food Safety Program[®].
- Read the content of the entire program carefully.
- Note that for operations without employees, the terms Farm Manager and Farm Personnel may be used interchangeably.
- For clarification regarding specific terms used throughout the program, refer to the Glossary section.
- Records for at least **one (1) flock** must be available before conducting the first audit of a farm.

Please note that the TFC On-Farm Food Safety Program[®] is also available electronically on the TFC On-Farm Programs Portal at www.tfconfarmprograms.ca. This access-restricted site houses the electronic version of the TFC On-Farm Programs, Turkey Farming Info Sheets, research resources, information on disease and flock health, medication references, antimicrobial use, industry statistics and related links. Through the portal, farmers also have the opportunity to provide feedback regarding both programs directly to TFC.

Farmers who have not yet registered on the portal are encouraged to do so.

INSTRUCTIONS

PROGRAM SECTIONS (PRO)

To customize the program to your farm operation, the following is to be completed for each program section (PRO 001 to PRO 006):

1. Background, Purpose and Responsibility

Read the **background** information and **purpose** described at the beginning of each program section. Make sure that the assigned **responsibility** (e.g., to the Farm Manager, Farm Personnel or both) is appropriate for each task. If it is not, indicate the correct person in the program section.

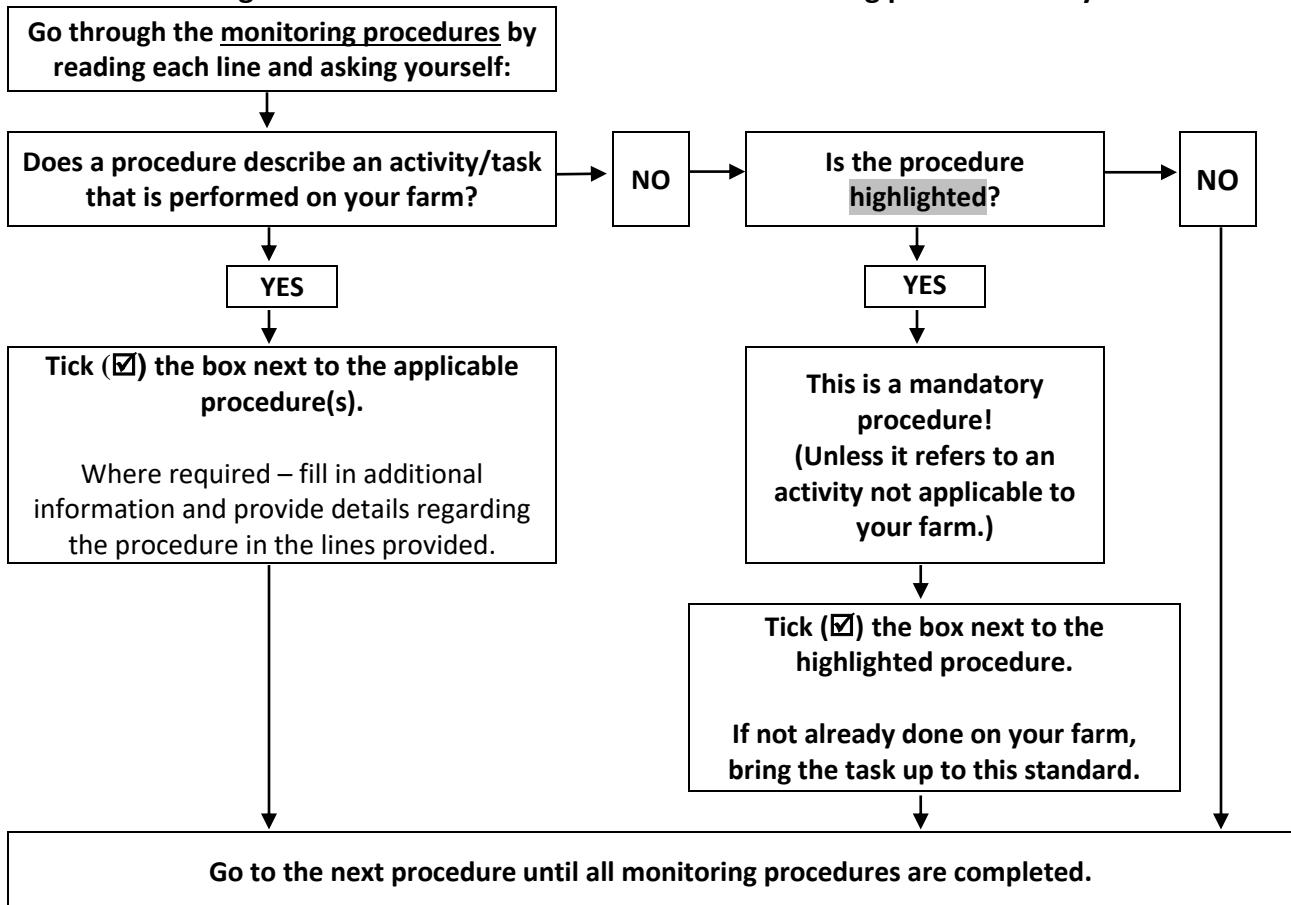
2. Monitoring Procedures

Set out below the background, purpose and responsibility are the **monitoring procedures**. The monitoring procedures provide options for:

- describing how specific activities/tasks are performed on your farm;
- how to monitor that all activities/tasks are continuously carried out as described; and,
- indicating what record(s) you use to document when an action is carried out.

IMPORTANT: The **mandatory procedures** of each program section are **highlighted**. These procedures reflect the basic program standards for an activity/task carried out on your farm. You may find that there are highlighted procedures, which are not applicable to your particular operation (for example procedures regarding on-farm feed mixing if you buy commercial feed). If this is the case, the requirement will not apply to your farm. All of the other items listed in the program and record keeping sections are **highly recommended**.

Follow the flow diagram set out below to customize the monitoring procedures to your farm:



INSTRUCTIONS

Notes:

- Pay attention to program-specific instructions at the beginning of the Cleaning and Maintenance Program (PRO 003).
- The Farm Personnel Training Program (PRO 006) may not be applicable to farm operations without any employees or part-time workers.

3. Deviation and Corrective Action

Placed to the right of the monitoring procedures are the **deviations and corrective actions**. The deviations and corrective actions provide measures to be taken in situations where a specific activity/task is not carried out on your farm as described in the monitoring procedures (i.e., there was a failure to undertake the necessary task).

IMPORTANT: All deviations and corrective actions related to mandatory program elements require a record to be kept. Pay attention to the situations that entail record keeping.

- **Go through the deviation and corrective actions by reading each line.**
- **Pay attention to what record is indicated for recording a deviation and correction for a specific situation.**
- **If the record is not specified, fill in what record you use for recording the deviation and corrective action.**

4. Verification Procedures

The **verification procedures** are set out below the monitoring procedures. The verification procedures provide options for how you will prove/verify that all activities/tasks were performed on your farm as described in the monitoring procedures.

IMPORTANT: You must have verification procedures in place for each program section (PRO). The mandatory verification procedures are highlighted.

- **Go through the verification procedures by reading each line.**
- **Tick (☑) the boxes next to the verification procedures you will use, or are already using, on your farm. Where required, fill in the additional information in the lines provided.**

5. Related Documentation and Records

The **related documentation and records** are set out at the end of each program section (PRO). They provide a summary of what documentation and records are kept on file with respect to each PRO.

- **Go through the related documentation and records by reading each line.**
- **If you keep records not listed in the options provided, fill in the additional records in the lines provided.**

6. Critical Control Points (CCPs)

The TFC On-Farm Food Safety Program[®] contains two (2) Critical Control Points (CCPs). CCP # 1 relates to the administration of medications and vaccines; CCP # 2 covers feed bin and feed system emptying of medicated feed, prior to the use of non-medicated feed at the end of a flock, to ensure that the withdrawal time is followed. Procedures covering the two (2) CCPs are described in PRO 005 and are identified with **[CCP]** next to them. In addition, there are other sections throughout the manual related to the CCPs, which are identified accordingly.

INSTRUCTIONS

IMPORTANT: The verification procedures that relate to the two (2) CCPs (described in PRO 005) are to be carried out by someone other than the person performing the monitoring procedures (e.g., by the Farm Manager if personnel performs the monitoring procedures, or, in case the Farm Manager performs the monitoring procedures, by a trained person, spouse or an on-farm food safety program auditor at the time of an audit).

7. Continuous Improvement

Review your documented program once per year, as you change the procedures for an activity, or set up new equipment on your farm (e.g., when new equipment is purchased or a new barn is built).

RECORD KEEPING SECTIONS (REC) AND ADDITIONAL DOCUMENTATION

The record keeping sections (REC) provide you with templates to record the information required by the program sections (PRO).

- **Go through the record keeping templates and use them as required.**
- **Keep additional documentation required by the program sections on file** (e.g., poult, bedding, or feed invoices).

IMPORTANT: You **do not** have to use the record keeping templates provided in this binder and may decide to develop your own forms. If you do so, make sure that your own records and related documentation at least capture all of the requirements for monitoring procedures, deviations, corrective actions and verification procedures laid out in this program, and demonstrate orderly filing at the time of auditing.

ALL RECORDS AND RELATED DOCUMENTATION ARE TO BE KEPT ON FILE FOR A MINIMUM OF TWO (2) YEARS.

IMPORTANT: Refer to the Summary of Record Keeping on the following page, which provides an overview of when and how often the records required by the program need to be filled out or renewed.

SUMMARY OF RECORD KEEPING

The table below provides an overview of the frequency of completing, renewing and updating the main records required by the TFC On-Farm Food Safety Program[®].

RECORD	INITIALLY	AS NECESSARY	EVERY FLOCK	WEEKLY	DAILY	MONTHLY	ANNUALLY
Barn Entry Log (REC 001)		X					
Cleaning and Maintenance Procedures (REC 002)	X	X					
Pest Control Log (REC 003)		X				X	
Flock Information Reporting Form (Flock Sheet) (REC 004)			X				
Flock Log (REC 005a)			X		X		
Flock Log for Semi-Confined and Range Production (REC 005b)			X		X		
Personnel Training Log (REC 006)		X					
OFFSP Self-Audit Checklist (REC 007)	X						X
Farm and Surroundings Map (Appendix 1a)	X	X					
Barn Schematic (Appendix 1b)	X	X					
Water Test Record							X
Letter of Feed Supplier	X	X					

FOOD SAFETY PROCEDURES AND RECORD INDEX

Approval of Written Program

Farm Name: _____

Name of Farm Manager: _____

Signature of Farm Manager: _____ Date: _____

TFC Document Control	Section Number	Title	Date implemented on farm (d/m/y)
September 2018	PRO 001	Biosecurity and Premises Assessment Program	
March 2022	PRO 002	Input Materials and Water Quality Program	
September 2018	PRO 003	Cleaning and Maintenance Program	
September 2018	PRO 004	Pest Control Program	
September 2018	PRO 005	Turkey Production Program	
September 2018	PRO 006	Farm Personnel Training Program	
September 2018	REC 001	Barn Entry Log	
September 2018	REC 002	Cleaning and Maintenance Procedures	
September 2018	REC 003	Pest Control Log	
Current Version	REC 004	Flock Information Reporting Form (Flock Sheet)	
March 2022	REC 005a	Flock Log	
March 2022	REC 005b	Flock Log for Semi-Confined and Range Production	
September 2018	REC 006	Personnel Training Log	
March 2022	REC 007	OFFSP Self-Audit Checklist	

Background: Biosecurity is a set of management practices which, when followed, reduces the potential for the introduction and spread of disease-causing organisms onto the farm and between barns. Disease-causing organisms can be introduced or transmitted to turkeys in a variety of ways, including but not limited to: predators, rodents, flies, insects, wild birds, dust, feathers, manure, water and air. Biosecurity has three (3) major components: (i) isolation (e.g., separating turkeys by age group and preventing contact to other animals); (ii) traffic control (e.g., movement of people between barns); and, (iii) cleaning and disinfecting/sanitizing.

Purpose: To ensure the biosecurity protocol is adequate to minimize potential cross-contamination and is followed by Farm Manager, Farm Personnel and all others entering the barn(s).

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Farm Assessment and Biosecurity:

This farm is run by:

- Farm Manager and Personnel
- Farm Manager only

Other animals kept at this farm include:

- Other poultry production (*list species*):

Turkey production at this farm includes:

- Confined production
- Semi-confined production
- Range production

- Other livestock production (*list species*):

- Farm pets (*list species*):

Flock movement on this farm is scheduled as follows:

- All-in/all-out scheduling for each restricted area (i.e., all birds are placed within seven (7) days and all birds are shipped within seven (7) days).
- Multiple shipments per restricted area over a period of greater than seven (7) days.
- Other:

- Farm Manager establishes a Controlled Access Zone (CAZ) around the barn(s) and/or outdoor production area(s) with a clearly defined entry point that can be closed if necessary (*e.g., laneway that can be closed with a gate or by placing a wagon across; for details refer to the Glossary*).

- As applicable, other entry points to the CAZ are also identified and can be closed if necessary.

The CAZ:

- Extends _____ meters from the barn(s) and/or outdoor production area(s) in all directions (*15 meters is recommended*).
- Is clearly defined on all sides (*please specify method, e.g., fencing, landscaping*):
- Includes fuel tanks, feed bins and other utilities close to the barn.
- Excludes the designated area for parking (*if applicable*).
- Excludes areas that manure is spread on.
- Excludes longer-term manure storage (*it is highly recommended that the manure storage be located at least 15 meters from the barn*).

Deviation and Corrective Action

If the barn location or set up could lead to potential contamination, the Farm Manager assesses how the situation can be managed and records it on (e.g., Farm and Surroundings Map):

Monitoring Procedures

Farm Assessment and Biosecurity (cont'd):

- Farm Manager initially, after a renovation or as neighbouring activities change, develops or revises a turkey Farm and Surroundings Map that includes the CAZ.
Note: The map must at least cover the area from the laneway to the turkey barns, including feed storage areas, manure storage areas, on-farm mortality storage and disposal area(s) and water sources if located within close proximity to the barns. For more details refer to the Glossary; a sample map can be found in Appendix Ia.
- Farm Manager assesses property for the risk of potential biological (e.g., manure storage, disease risk from wild birds on pond, neighbouring farms), chemical (e.g., crop spraying around the farm) and physical contamination and hazards (e.g., attack from predators), and records/illustrates potential risks on the Farm and Surroundings Map.
- Sign indicating “biosecurity in effect” is placed at the entrance of the farm.
- Sign indicating “biosecurity in effect” is placed at the entrance to the CAZ.
- Sign(s) indicating “biosecurity in effect – no entry” are placed at the main entrance of each turkey barn or the most easily accessed door from the entry to the CAZ (for details, refer to the Glossary).
- Mail box is installed outside of the barn(s) to allow suppliers to drop off invoices.
- The farm’s biosecurity requirements are posted in a conspicuous location (indicate where):

Deviation and Corrective Action

If biosecurity signs are not installed, the Farm Manager gets new signs (if required) and ensures that signs are put in place as soon as possible.

Restricted Area Assessment and Biosecurity:

- Farm Manager establishes Restricted Area(s) (RA) inside the barn(s) and/or outdoor production area(s) that are clearly defined on all sides (e.g., walls, fencing).
- Flow-through barns have a separate RA for each zone.
- Transition area is established at the entrance to a RA, which provides a hard surface that can be kept clean, storage for biosecurity supplies and space to perform biosecurity procedures.
Note: A transition area may be concrete pavers or a gravel surface, and a tote for biosecurity supplies.
- Barn entry room is present at the entrance to a RA.
Note: When building a new barn, a barn entry room must be included in the building design.
- The entrance to a RA is clearly defined by a physical barrier:
 - Line on the floor in the barn entry room.
 - Door between the barn entry room and RA.
 - Barn door (entire barn is RA; a sealable container is placed on the outside of the barn to house RA-specific biosecurity supplies e.g., boots).
 - Other:

Monitoring Procedures

Restricted Area Assessment and Biosecurity (cont'd):

- Farm Manager initially, or after a renovation, develops or revises Barn and/or Outdoor Production Area Schematic(s) that include the RA(s) and records/illustrates potential risks.
Note: The schematic must cover the entire turkey production area and barn entry room, if available, including doors and other openings, air intakes, exhaust fans, feeders, waterers, heaters, lights, feed bins and water container. For more details refer to the Glossary; a sample schematic can be found in Appendix 1b.
- No animal species (including farm pets), other than turkeys, enter the barn(s) during turkey production (for details refer to the Glossary).

Deviation and Corrective Action

If the barn location or set up could lead to potential contamination, the Farm Manager assesses how the situation can be managed and records it (e.g., Barn Schematic):

If other animals are kept, the biosecurity protocol to prevent cross-contamination with turkey production includes:

- Barn(s) dedicated to turkey production only.
- Barn(s) used for different animal production (e.g., chicken and turkey) receive a dry cleaning prior to placing turkeys (e.g., all litter, organic matter and dust is removed prior to placing turkeys).
- Where turkeys are being raised in the same barn(s) with other animals, the area being used to raise turkeys is designated as its own RA.
- Other:

- Barn(s) are capable of maintaining adequate microclimate over normal weather fluctuations.

Deviation and Corrective Action

If doors are not locked as indicated, the Farm Manager must be able to determine if unauthorized entry has occurred. All unauthorized entry or tampering is to be recorded on the Barn Entry Log (REC 001).

Entrance(s) to the barn(s) and/or outside production area(s) are:

- Always locked.
- Locked when personnel are not in the barn(s)/on the premises.

- Toilet facilities are available and used by the Farm Manager, Farm Personnel, visitors and catchers at all times (indicate where):

Visitor Biosecurity:

A visitor is a person that enters a barn at a non-daily frequency (e.g., program auditors, service and maintenance people, veterinarians, delivery, etc.).

When visiting the farm, visitors are to:

- Make an appointment with the Farm Manager.
- Park vehicles in a designated parking area outside of the controlled access zone (CAZ).
- Wear premises-specific clothing/coveralls if intending to visit a RA.
- Travel from youngest to oldest birds.
- Not visit any other poultry production unit the same day.
- If poultry production unit is visited the same day, the Farm Manager ensures:

Deviation and Corrective Action

If a visitor does not follow biosecurity procedures, the Farm Manager does not let the visitor into the barn and/or restricted area or asks the visitor to leave the barn immediately and records the incorrect entry on the Barn Entry Log (REC 001).

Monitoring Procedures

Visitor Biosecurity (cont'd):

When entering a barn (including barn entry room), prior to entry into the RA, visitors are to:

- Review the biosecurity protocol.
- Sign in on the Barn Entry Log (REC 001).
- Follow RA-specific foot biosecurity procedure, which is:
 - Putting on plastic boot covers/booties.
 - Changing into RA-specific shoes/boots.

Note: This requires the change of boots or plastic boot covers between visiting different animals (e.g., chickens and turkeys) housed in the same barn.
- Follow a hand cleaning and sanitation biosecurity procedure, which is:
 - Hand washing for 20 seconds with soap and water.
 - Rubbing hand sanitizer on hands.
 - Rubbing hands with a pre-packaged wipe.
- Each farm has coveralls/clothing, boots/disposable boot covers and masks available for visitors or service personnel, or for use in emergency situations.
- Farm Personnel/Farm Manager accompany visitors and ensure the biosecurity protocol above is followed.
- Other:

Personnel Biosecurity:

Upon working on the turkey farm, Farm Personnel are:

- Not to own or keep exotic birds (e.g., peacocks, parrots, budgies).
- Not to own or keep domesticated poultry (chicken broilers, egg layers, pheasants, ostrich, emus, rheas, etc).
- Not to own waterfowl.
- Not to own or keep hogs.

Note: Flu vaccinations are recommended for all farm and service personnel.

Prior to entering a RA, Farm Personnel:

- Change into clean barn-specific clothing/coveralls not worn off the farm.
- Are prohibited from wearing clothing worn in the RA on agricultural premises that are not under common management.
- Follow RA-specific foot biosecurity procedure, which is:
 - Changing into RA-specific shoes/boots.
 - Putting on plastic boot covers/booties.
- Wear gloves, wash their hands or use a hand sanitizer following contact with mortalities.
- Follow a set routine which is travelling from youngest to oldest birds.
- Wash hands using soap and hot water located at *(indicate where)*:

- Use hand sanitizer or pre-packaged disinfecting wipes.
- Other:

- Farm personnel wear the following protective gear (e.g., gloves) when performing euthanasia of diseased birds:

Deviation and Corrective Action

- If Farm Personnel have any of these animals, it is recommended that they are not allowed to work on the farm.
- If a bird health problem arises, the Farm Manager determines an alternative biosecurity protocol, communicates it to Farm Personnel and writes it in these procedures.
- If the biosecurity protocol is not followed by Farm Personnel, the Farm Manager determines an appropriate corrective action (e.g., re-training) and records it on the Personnel Training Log (REC 006).

Monitoring Procedures

Catching Crew Biosecurity:

The biosecurity protocol for the catching crew is:

- Directed by the farmer and is communicated to the catching crew by the Farm Manager or designated Farm Personnel prior to the catching appointment.
- Directed by the processor.
- A documented biosecurity protocol for catching personnel is available.
- Farm Manager or designated Farm Personnel checks liner trucks for cleanliness before turkeys are loaded on the truck.
- Farm Manager or designated Farm Personnel monitors catching crew activities and biosecurity for each load out.
- Farm Manager or designated Farm Personnel ensures that the name of the catching crew foreman/leader is kept on file (*indicate where*):
 - Barn Entry Log (REC 001)
 - Other:

Deviation and Corrective Action

If the catching crew does not follow biosecurity protocol, the Farm Manager corrects as appropriate and communicates non-compliance to the catching crew foreman and/or processor.

The Farm Manager may choose to impose additional biosecurity requirements on the catching crew if it is provided by the processor. The farm-specific biosecurity protocol for the catching crew includes:

- Stepping into a fresh sanitizing dip station and brushing shoes prior to entering barn.
- Being contained to the assigned barn.
- Wearing premises-specific clothing/coveralls when a flock is being thinned.
- Requiring that a flock being thinned is first on the schedule that day.
- Other:
- Biosecurity of catching crew equipment (e.g., fork lift, loader crates) is ensured by:

Additional Requirements Specific to Semi-Confined and Range Production:

- At least once per flock during production, the Farm Manager monitors the CAZ and RA(s) of the outdoor area(s) used for semi-confined or range production by using the Additional Monitoring Checklist on the Flock Log for Semi-Confined and Range Production (REC 005b), and records observations on this record.

Deviation and Corrective Action

If non-compliances are found, the Farm Manager assesses and determines appropriate corrective action and records actions on the Flock Log for Semi-Confined and Range Production (REC 005b).

Verification Procedures

- Farm Manager or _____ (*alternate*) continuously reviews biosecurity related activities of Visitors, Farm Personnel and Catching Crew.
- Farm Manager or _____ (*alternate*) reviews Barn Entry Log (REC 001) for completion.
- Review is recorded by initialling and dating reviewed logs.
- During the yearly self-audit, the Farm Manager or _____ (*alternate*) ensures that monitoring procedures are followed and that records are completed.
- Observations are recorded in the OFFSP Self-Audit Checklist (REC 007).

Deviation and Corrective Action

- If biosecurity procedures are not followed, the Farm Manager follows an appropriate corrective action with individual and records it on the Barn Entry Log (REC 001) or the Personnel Training Log (REC 006).
- If monitoring procedures are not followed and/or records are not completed as required, the Farm Manager performs an appropriate corrective action and records it on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- | | |
|--|---|
| <ul style="list-style-type: none">▪ Biosecurity Signs▪ Sample Farm and Surroundings Map (APP 1a)▪ Sample Barn Schematic (APP 1b)▪ Barn Entry Log (REC 001)▪ Farm Personnel Training Program (PRO 006)▪ Personnel Training Log (REC 006) | <ul style="list-style-type: none">▪ Flock Log for Semi-Confined and Range Production (REC 005b)▪ OFFSP Self-Audit Checklist (REC 007)▪ Other: |
|--|---|

Background: Input materials include bedding, feed, water, health management products and other chemicals, such as pest control and cleaning chemicals. Proper handling and storage of feed prevents potential cross-contamination with pathogens, mycotoxins and medications. Monitoring and maintaining water quality ensures that water is safe and not a source of contamination to turkeys. A protocol for purchasing, receiving and storage of bedding, health management products and other chemicals entering the farm can prevent cross-contamination and ensure the correct application of these products.

Purpose: To ensure materials entering the farm are acceptable for the production of turkeys.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Obtaining Bedding Material:

Farm Manager uses bedding materials:

- Produced on own farm (e.g., own straw, etc.).
- Obtained from neighbouring farm(s).
- Purchased from reputable commercial suppliers (invoice/delivery slip is kept on file).

Type of bedding used (please indicate more than one, if applicable):

- Wood shavings/sawdust.
- Straw.
- Other (please specify):

- Farm Manager provides commercial supplier(s) with bedding requirements (i.e., does not contain harmful compounds and contaminants, is dry, mould and chemical free) (describe details requested):

Deviation and Corrective Action

If bedding is received that does not fulfill the requirements (e.g., wet, mouldy, etc.), the Farm Manager determines an appropriate corrective action (e.g., rejects load), contacts supplier and records actions on (indicate record, e.g., invoice/delivery slip for bedding):

- Written record, including the date and name of the person contacted at the bedding supplier if a verbal agreement was reached, is kept on file.
- Letter from commercial bedding supplier indicating that all bedding requirements specified by the Farm Manager will be met is kept on file (refer to Appendix II for sample letter).
- At receiving, the Farm Manager visually inspects commercial bedding supply to ensure it meets specified requirements.
- All bedding (including material produced on own farm or purchased from neighbouring farm) is visually inspected for mould, wild bird droppings, feathers and pests (e.g., mice, etc.) upon placement (refer to PRO 005 – Turkey Production Program).

Bedding Storage:

- Not applicable. Bedding material is immediately used after receiving (includes straw bales brought in from the field).
- Farm Manager stores bedding in an appropriate, pest monitored location (refer to Farm and Surroundings Map).
Note: A dry, covered storage facility that limits wild bird access is recommended.

Deviation and Corrective Action

If bedding is not stored appropriately, Farm Manager fixes the problem and records actions (e.g., on the Pest Control Log – REC 003).

Monitoring Procedures

Commercial Feed Purchasing, Ordering and Receiving:

- Not applicable (i.e., feed mixed/manufactured on farm).
- Commercial supplement feed is blended on-farm with another feedstuff (e.g., wheat, barley). Go to section “On-Farm Mixed Feed Production” and complete the section under the second tick box.
- Farm Manager purchases from a feed supplier with a feed quality/safety program in place for the manufacturing of poultry feed.
- Farm Manager purchases from a HACCP-certified feed supplier.
- Letter of Confirmation is obtained from the feed mill that feed is produced under a HACCP program or according to appropriate standards (mixer validation, sequencing procedures).
Refer to Appendix III: Template – Draft Confirmation Letter from Feed Mill Regarding Quality Assurance and Nutrition.
- The Farm Manager verifies, on an annual basis, that the feed mill’s quality assurance program is still valid by: a confirmation letter from the mill, or a call to the mill and a record kept on file with the contact name and date or a review of the paperwork provided by the mill with feed delivery.
- Other:

Deviation and Corrective Action

If a Letter of Confirmation is not received from the feed mill, the Farm Manager requests one immediately.

Feed and Feed Ingredient Receiving [related to a CCP]:

- Farm Manager ensures the correct delivery of feed and/or feed ingredients by:
 - Comparing the feed and/or feed ingredients on the delivery slip or label with what was ordered and received (e.g., feed texture, medications, appearance, etc.).
 - Checking that the feed and/or ingredients were placed in the correct bin.
 - Other:
- Farm Manager indicates correct feed delivery by *(describe, e.g., initialling the delivery slip):*

Deviation and Corrective Action

- If the wrong feed was delivered, the Farm Manager contacts the feed mill and determines the best corrective action.
- If feed is spilled during delivery, the spilled feed is picked up immediately by the Farm Manager or designate; only clean feed that has had no contact with the ground is fed; the rest is disposed of by *(how):*
- Deviations and corrective actions are recorded on *(indicate record, e.g., delivery slip/invoice):*

Note: The procedures for feed delivery/feed receiving apply to both commercial and on-farm mixed feed.

Monitoring Procedures

On-Farm Mixed Feed Production:

- Not applicable.
- Farm Manager has a quality assurance program for on-farm feed mixing in place that includes:
 - Mixer efficiency tests at least every three (3) years to ensure proper feed mixing, which are carried out as follows (*indicate frequency and method used; test results are kept on file*):
 - Calibration of feed mills/feed mixing equipment at least once per year according to manufacturer’s directions to ensure the addition of correct quantity of feed ingredients (calibration records are kept on file).
 - Procedures for mixer equipment clean-out to prevent potential cross-contamination, which include:
 - Vacuuming.
 - Sweeping.
 - Washing.
 - Flushing.
 - Sequential production of feed.
 - Other:
 - Feed samples are tested regularly for content (*test results are kept on file; testing should be done at least when a new formula or new equipment is used*).
 - A record of feed ingredients used (inventory list) is kept on file.
 - Feed mixing facilities and equipment are kept sanitary, dry and protected from pests during all phases of manufacturing, storage and handling of feed.

Deviation and Corrective Action

If on-farm feed mixing is not carried out as per procedures, the Farm Manager determines an appropriate corrective action that does not affect the production of safe turkey meat (*e.g., if an efficiency test is not satisfactory, mixer is re-calibrated and tested again*) and records it.

Feed and Feed Ingredient Storage [related to a CCP]:

- Feed bins have outside access for filling.
- Feed bins are clearly identified through (*e.g., numbering, refer to Sample Farm and Surroundings Map and/or Sample Barn Schematic*):
- Feed and/or feed ingredients are stored in dry, clean, properly sealed bin(s).
- Ground/cement pad underneath the feed bin is kept clear of debris.
- Leftover feed is handled as follows (*describe details, e.g., used for next flock, transferred to other premises*):
- Two-bin system in place for all barns.

Deviation and Corrective Action

If storage conditions are not ideal, the Farm Manager fixes the problem and records it on (*indicate record, e.g., delivery slip/invoice*):

Grit Purchasing and Storage:

- Grit is purchased from a reputable supplier (*invoices/delivery slips are kept on file*).
- Grit is stored in a dry, clean, pest-controlled, identified location (*refer to Sample Farm and Surroundings Map and/or Sample Barn Schematic*).

Deviation and Corrective Action

If storage conditions are not ideal, the Farm Manager fixes the problem and records it on (*indicate record, e.g., delivery slip/invoice*):

Monitoring Procedures

Participation in the Canadian Ractopamine-Free Poultry Certification Program:

- Not applicable; this farm is not enrolled in the Canadian Ractopamine-Free Certification Program.
- This farm is enrolled in the Canadian Ractopamine-Free Certification Program and maintains the required program and record keeping provisions on-farm.

For details, refer to Appendix IXa and IXb. Appendix IXa provides an overview of the Canadian Ractopamine-Free Certification Program enrolment steps. Appendix IXb is a summary of its requirements to be implemented on-farm. The Canadian Ractopamine-Free Certification Program is available on the CFIA website (type program name in search engine) or can be obtained from your CFIA plant veterinarian.

Deviation and Corrective Action

- If a deviation is identified during the annual Canadian Ractopamine-Free Certification Program assessment audit, the Farm Manager corrects it within 14 days after the audit or prior to the next flock from this farm being shipped to the processing plant (whichever comes first).
- If a deviation related to the program is identified throughout the year, the Farm Manager fixes the problem, and communicates the deviation to the processing plant in writing if it cannot be corrected prior to the next shipment of a flock from this farm.
- Deviations and corrective actions are recorded and kept on file.

Water Quality Program:

The farm's source of water is: Municipal Drilled well Dugout Other:

- To ensure that only potable water is provided to turkeys, the water from all sources, including municipal water, is tested by a certified laboratory for:
 - Bacteriological contamination minimally once a year (*test for coliforms per 100 ml must be requested*) inside the barn at bird access level (e.g., at the nipple or outlet pipe).
Water is considered bacteriologically acceptable if, at a minimum, the following national tolerances are not exceeded: (i) no sample contains more than ten (10) total coliforms per 100 ml of water; and, (ii) none of the coliforms detected are fecal coliforms (Escherichia coli). However, as the objective level, farmers should strive for no detectable coliforms per 100 ml water.
 - Contamination with chemical compounds when using well water or dugouts, if determined necessary by local health authorities.

Deviation and Corrective Action

- If the water is found to be non-suitable, the Farm Manager determines the appropriate corrective action based on advice from the local health authorities (e.g., well is shocked with bleach, installation of a water treatment system) and the water is retested. Actions are recorded on (*indicate record, e.g., laboratory test result record*):
- If the water storage conditions are not ideal, the Farm Manager fixes the problem and records the corrective actions on (*indicate record, e.g., Flock Log REC 005a*):

- New barns with a previously untested water source have a bacteriological and, if applicable, a chemical water test prior to the first placement.
- In cases where a water source supplies more than one barn, water samples are taken in different barns in subsequent years.
- If applicable, all water treatment chemicals (e.g., chlorine, peroxide) are tested at bird access level at the furthest point from the source on a monthly basis, at a minimum, and a record is kept on file.
- Water obtained from a surface source is continuously treated to ensure acceptability.
- Well surrounding (covering, casing) is kept in good repair (free of cracks and damage) to prevent contamination.
- Cistern used for water storage is kept clean, properly maintained and covered during use.
- On-farm regular treatment of water includes (e.g., chlorinating or ozonation, indicate details, refer to Cleaning and Maintenance Program PRO 003/REC 002 – Sample 4):

Monitoring Procedures

Health Management Products (Non-Feed Medication, Vaccines, Vitamins, Probiotics):**Purchasing [related to a CCP]:**

- Farm Manager purchases health management products from licensed suppliers (*invoices/delivery slips are kept on file*).
- Medications purchased are approved by Health Canada for use in turkeys. *For information on what products are approved, visit the TFC On-Farm Programs Portal for the Compendium of Veterinary Products (www.tfconfarmprograms.ca), or contact Health Canada's Veterinary Drugs Directorate.*
- Medications not approved for use in turkeys (*for a definition, refer to the Glossary*) are only purchased if prescribed by a veterinarian. Other potential treatment options must be discussed with the veterinarian prior to use.
- Alternative veterinary health management products are only purchased if they are included in the *Permitted Substances Lists* (CAN/CGSB-32.311) of the *Organic Production Systems General Principles and Management Standards* (CAN/CGSB-32.310) (refer to: www.tpsgc-pwgsc.gc.ca/ongc-cgsb/programme-program/normes-standards/comm/32-20-agriculture-eng.html), or in the Veterinary Health Products List (refer to: www.canada.ca/en/public-health/services/antibiotic-antimicrobial-resistance/animals/veterinary-health-products.html#a1).

Deviation and Corrective Action

If products do not fulfill the requirements (e.g., wrong product, expired, etc.), the Farm Manager contacts the supplier and/or properly disposes the product according to manufacturers' instructions, and records actions on (*indicate record, e.g., invoice/delivery slip*):

Receiving [related to a CCP]:

- Farm Manager checks that health management products are received in sealed containers, with original packaging and have not expired.
- Farm Manager receives correct product by (*explain how it is ensured that correct product is taken in, e.g., by comparing label with veterinary prescription*):

Storage [related to a CCP]:

- Health management products are stored in original container according to manufacturers' instructions separate from non-health management chemicals and separate from the production area.
- Expired, spoiled or improperly labelled health management products are being disposed of according to manufacturers' instructions.
- Health Management Products are used according to the first in/first out principle (i.e., oldest products are used first).

Other Chemicals (e.g., pest control chemicals, cleaning chemicals, water treatment chemicals) Purchasing and Storage:

- Other chemicals intended for use in turkey production, such as pest control and cleaning chemicals, are purchased from reputable suppliers (*invoices/delivery slips are kept on file*).
- All other chemicals are stored and properly labelled in a sealed container separate from the health management products and separate from the production area, in an access-controlled location.
- Expired or improperly labelled chemicals are being disposed of according to manufacturers' instructions.

Deviation and Corrective Action

If products do not fulfill the requirements, the Farm Manager contacts the supplier and/or properly disposes the product according to manufacturers' instructions, and records actions on (*indicate record*):

Monitoring Procedures

Other Chemicals (e.g., pest control chemicals, cleaning chemicals, water treatment chemicals)

Purchasing and Storage (cont'd):

- Labels with instructions for use are available for all other chemicals purchased for use in turkey production.
- All other chemicals are used according to the first in/first out principle (i.e., oldest products are used first).
- Cleaning chemicals are stored in (specify farm location):

- Pest control chemicals are stored in (specify farm location):

Verification Procedures

- During the yearly self-audit, the Farm Manager or _____ (alternate) ensures that monitoring procedures are followed, and required records are available and completed.
- Observations are recorded on the OFFSP Self-Audit Checklist (REC 007).

Deviation and Corrective Action

If records are not complete and monitoring activities are not followed, the Farm Manager reviews procedures and records it on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Feed purchase orders ▪ Letter of Confirmation from feed mill ▪ Feed delivery slips/invoices ▪ Feed labels ▪ Water test records ▪ Bedding invoices/delivery slips ▪ Written record or letter from bedding supplier ▪ Health management products invoices/delivery slips ▪ Veterinary prescriptions ▪ Chemical invoices/delivery slips | <ul style="list-style-type: none"> ▪ Chemical products labels with instructions ▪ Material Safety Data Sheet (MSDS) records ▪ Sample Farm and Surroundings Map (APP Ia) ▪ Sample Barn Schematic (APP Ib) ▪ Template – Draft Confirmation Letter from Feed Mill Regarding Quality Assurance and Nutrition (APP III) ▪ Turkey Production Program (PRO 005) ▪ Personnel Training Log (REC 006) ▪ OFFSP Self-Audit Checklist (REC 007) ▪ Other: |
|---|--|

Background: Some disease-causing organisms die quickly, while others may survive for longer periods of time (e.g., months). Proper cleaning and maintenance of barns and equipment is essential in reducing the risk of biological and chemical contamination to subsequent flocks. Every farm operation has different barn and equipment cleaning and maintenance procedures in place; therefore, there is a need to describe these procedures on an individual basis.

Purpose: To ensure barn and equipment cleaning and maintenance procedures are described and followed by Farm Personnel as scheduled.

Instructions: In PRO 003, you are required to indicate the cleaning and maintenance tasks applicable to your farm. Once this is completed, you will be required to write farm-specific Standard Operating Procedures (SOPs) on how each identified task is carried out on your farm. A template form and sample procedures are provided in REC 002 (Cleaning and Maintenance Procedures).

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

The Cleaning and Maintenance Program is divided into:

- (1) Empty barn cleaning and maintenance; and,
- (2) During production cleaning and maintenance.

Farm-specific Cleaning and Maintenance Procedures (REC 002) for the tasks identified below are maintained by *(indicate by whom)*:

Empty Barn Cleaning and Maintenance:

- Brooder barn(s) or area(s) are completely cleaned out after every flock.
- Grow-out barn(s) or area(s) are completely cleaned out at least once per year.
- Combined brooder and grow-out barn(s) or area(s) are completely cleaned out after every flock.
- A heat treatment is applied to the barn(s) between flocks (a temperature of 37 - 40°C or 100°F is recommended) *(describe details)*:
- A downtime of *(indicate length; 14 days is recommended)* _____ once per year is provided for all barns.
- Clean-out takes place as soon as possible after a flock is shipped to maximize the benefits of a downtime.
- Barn(s) are cleaned and disinfected after a suspected or confirmed disease outbreak.
Note: Refer to your veterinarian for specific advice on diseases that warrant a barn cleaning and disinfection.
- A downtime of at least seven (7) days is provided after a suspected or confirmed disease outbreak.

Note: The required frequencies for a complete clean-out apply to all barns, irrespective of the type of flooring installed. When building a new barn, dirt floors should be avoided because they cannot be adequately cleaned.

Monitoring Procedures

Empty Barn Cleaning and Maintenance (cont'd):

The empty barn cleaning program includes procedures for:

- Manure/litter removal and storage (which includes timely disposal in an environmentally acceptable manner; manure must be stored to prevent contamination back into the Restricted Area).
- Barn cleaning (refer to REC 002 – Sample 1).
 - Wet cleaning procedures (includes time allowed for the barn to dry after a wet clean).
 - Dry cleaning procedures.
 - Barn disinfecting.
- Waterer cleaning and disinfecting.
- Other equipment cleaning (e.g., feeders, heaters, fans, mortality pails, barn specific boots, cleaning equipment, etc.).
- Air intake/outlet cleaning.
- Cleaning and flushing of water lines (refer to REC 002 – Sample 2).
- Cleaning of the water container/tank used for medicating.
- Cistern cleaning.
- Proportioner/medicator cleaning [related to a CCP].
- Feed bin and feed system emptying [related to a CCP] (refer to REC 002 – Sample 3).
- Cleaning of electrical/office room in barns.
- Barn entry room cleaning.
- Barn exterior wall cleaning.
- Other:

The empty barn equipment maintenance program includes procedures for:

- Water container/tank.
- Fans, belts, greasing motors, etc.
- Pressure washer.
- Ventilation system.
- Feed bin(s) and feed system.
- Water system (e.g., replacing filters, water line maintenance).
- Drainage system inside and around barns.
- Other:

- All chemicals used for cleaning and maintenance procedures between flocks are applied according to product labels (refer to Appendix IV for Conversion Table Imperial-Metric Measures).
- All repairs to the barn structure and equipment necessary between flocks are completed without delay.
Note: Whenever possible, repairs should be done prior to the completion of cleaning.
- Farm Manager records the empty barn cleaning and maintenance activities on:
 - Flock Log (REC 005a)
 - Flock Log for Semi-Confined and Range Production (REC 005b)
 - Other:

Deviation and Corrective Action

- If a task cannot be completed as per the schedule and procedures, the Farm Manager is informed.
- Farm Manager decides on an appropriate corrective action that does not affect the production of safe turkey.
- Farm Manager or designate fixes the problem and records the corrective action on (indicate record, e.g., Flock Log REC 005a):

Monitoring Procedures

During Production Cleaning and Maintenance:

The during production cleaning program includes procedures for:

- Feed bin and feed system emptying [related to a CCP].
- Cleaning of the water container/tank used for medicating (must be clean and covered during use).
- Proportioner/medicator cleaning [related to a CCP].
- Cleaning and disinfection of equipment used for euthanasia of diseased birds after obtaining a veterinary diagnosis. *Note: Also recommended if there is suspicion of disease.*
- Other equipment cleaning (e.g., dusting of feeders, heaters, fans).
- Cleaning and flushing of water lines.
- Barn entry room cleaning.
- Ventilation system cleaning.
- Other:

Deviation and Corrective Action

- If a task cannot be completed as per the schedule and procedures, the Farm Manager is informed.
- Farm Manager decides on an appropriate corrective action that does not affect the production of safe turkey.
- Farm Manager or designate fixes the problem and records the corrective action on *(indicate record, e.g., Flock Log REC 005a)*:

The during production maintenance program includes procedures for:

- Sanitizing water supply (water treatment), if applicable (see PRO 002) *(refer to REC 002 – Sample 4)*.
- Calibrating proportioner/medicator [related to a CCP] *(refer to REC 002 – Sample 5)*.
- Water container/tank.
- Water system (e.g., replacing filters, water line maintenance).
- Generator test procedures.
- Ventilation system.
- Feed bin(s) and feed system.
- Other:

- All chemicals used for cleaning and maintenance procedures during production are applied according to product labels *(refer to Appendix IV for Conversion Table Imperial-Metric Measures)*.
- All repairs to the barn structure and equipment necessary during production are completed without delay.
- Farm Manager records during production cleaning and maintenance activities on:
 - Flock Log (REC 005a)
 - Flock Log for Semi-Confined and Range Production (REC 005b)
 - Other:

Garbage Handling:

- Garbage inside and around barns (including barn entry room) is properly contained to neither become a potential source of contamination nor to attract pests.
- Garbage is kept dry and is properly disposed of.

Deviation and Corrective Action

If garbage becomes wet, Farm Personnel remove it from the barn on the same day.

Verification Procedures

- During the yearly self-audit, the Farm Manager or _____ (*alternate*) reviews the farm-specific cleaning and maintenance procedures for accuracy, and ensures that monitoring procedures are followed and records are completed.
- Observations are recorded in the OFFSP Self-Audit Checklist (REC 007).
- Farm Manager reviews external cleaning service reports and indicates that they are read by initialling.

Deviation and Corrective Action

- If not up-to-date, the Farm Manager revises the farm-specific cleaning and maintenance procedures.
- If records are not completed and monitoring activities are not being followed, the Farm Manager reviews the procedures and edits, if necessary, to ensure that all mandatory activities are being completed. This is recorded on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Cleaning and Maintenance Procedures (REC 002) ▪ Flock Log (REC 005a) ▪ Flock Log for Semi-confined and Range Production (REC 005b) | <ul style="list-style-type: none"> ▪ Material Safety Data Sheets (MSDS) ▪ OFFSP Self-Audit Checklist (REC 007) ▪ Other: |
|--|--|

Background: An effective pest control program controls the presence of rodents, insects and wild birds, which are potential carriers of pathogens. Proper use of rodenticides and insecticides avoids potentially unacceptable, unsafe chemical residues in turkey meat.

Purpose: To ensure pest monitoring and control program is followed and not a source of contamination to the turkey production system.

Responsibility: Farm Manager

Monitoring Procedures

Pest Control Program Background:

- Farm has its own pest control program.
- Pest control program is maintained by an outside service/firm.
- Other:

Pest Control Program and Monitoring Procedures:

A pest control program is in place and followed as per the procedures specified below:

- A rodent control program that includes:
 - Mechanical traps.
 - Chemical control.
 - Other:
- An insect/fly control program that includes:
 - Glueboards.
 - Fly strips.
 - Electrocuting devices.
 - Sprays.
 - Fly bait.
 - Other:
- A wild bird control program that includes:
 - Screening of all windows, vents and other barn openings (for confined production).
Note: The openings of the screening must be small enough to prevent any kind of bird entry; as a guideline, it is recommended that the mesh openings do not exceed 2.5 cm (1 inch).
 - Screening or netting of all open areas (for semi-confined and range production).
 - Other:
- A predator control program that includes:
 - Mechanical traps.
 - Fencing.
 - Guardian animals (for semi-confined or range production; refer to Glossary for details).
 - Other:

Monitoring Procedures

Pest Control Program and Monitoring Procedures (cont'd):

It is ensured that:

- Surroundings of the barn(s) are free of long grass, debris, garbage and discarded equipment.
- Shrubs, trees and bushes in the Controlled Access Zone (CAZ) are not overgrown (e.g., not touching or hanging over the barn).
- No shrubs, trees and bushes are in close proximity to the barn(s).
- Potholes/depressions in close proximity to the barn(s) are filled where water can stagnate.
- No standing water (e.g., pond) within the CAZ.
- Course gravel border is installed around the perimeter of the barn(s).
- Cement pads are installed in front of all doorways.
- Metal rodent guard strip between the foundation and the siding of the building is maintained.
- Barn(s) are free from noticeable holes on the inside and outside.
- Doors and door frames fit tight.
- Concrete floors are not broken/holes are patched.
- Pest control chemicals are alternated (e.g., rodenticides, insecticides) to reduce resistance to one particular compound.
- Farm Manager or external service firm use approved pest control products and follow manufacturers' recommendations/label instructions.

Deviation and Corrective Action

If pest control measures are not in place as per procedures, the Farm Manager fixes the problem and records the corrective action on the Pest Control Log (REC 003).

The pest control monitoring program entails:

- Monitoring pest activity on the premises and inside the barn(s) on an ongoing basis (i.e., as part of the daily flock supervision).
- Darkling beetles inspection between flocks inside the barn(s).
- Inspection of pest control devices _____ (indicate frequency, which is to be determined by the Farm Manager based on past experience; must be done on a regular basis and at least once per month).

Deviation and Corrective Action

- If an increase in pest activity is observed, the Farm Manager records observation on the Pest Control Log (REC 003).
- Farm Manager determines the appropriate corrective action, modifies the program accordingly (e.g., increasing frequency of monitoring, installing more traps), and records measures on the Pest Control Log (REC 003).

Pest activity and inspection of pest control devices is recorded on:

- Pest Control Log (REC 003).
- External Pest Control Company Service Report.

Pest control measures applied (e.g., use of pesticides, insecticides) are recorded on:

- Pest Control Log (REC 003).
- External Pest Control Company Service Report.

Verification Procedures

- During the yearly self-audit, the Farm Manager or _____ (*alternate*) ensures that monitoring procedures are followed and pest control records are completed.
- Observations are recorded on the OFFSP Self-Audit Checklist (REC 007).
- Farm Manager reviews external Pest Control Company Service Report by initialling.

Deviation and Corrective Action

If records are not completed and monitoring activities are not being followed, the Farm Manager reviews procedures and records it on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Pest Control Log (REC 003) ▪ External Pest Control Company Service Report ▪ Input Materials and Water Quality Program (PRO 002) | <ul style="list-style-type: none"> ▪ Pest Control Licence of contracted company (<i>if applicable</i>) ▪ OFFSP Self-Audit Checklist (REC 007) ▪ Other: |
|---|---|

Background: Turkeys are especially susceptible to disease-causing organisms within the first few weeks of life. To ensure that birds are in a state of appropriate well-being, farmers should always follow good management practices. Good husbandry and thorough inspection of individual birds on a regular basis are essential.

Purpose: To reduce the risk of disease transmission and contamination to turkeys on-farm and promote bird welfare during brooding and grow-out.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Turkey Poult Purchasing:

- Farm Manager purchases turkey poults from domestic suppliers accredited by the Canadian Food Inspection Agency (CFIA) under the Canadian Hatchery Registration and Inspection Program.
- Imported turkey poults meet all Canadian import requirements established by the CFIA and the requirements concerning Category I, II and III antibiotic use (*for details on these requirements, refer to the Administration of Medications and Vaccines section below*).
- Poults are purchased from a HACCP recognized supplier.
- Poults are purchased from a hatchery that has an animal care program in place.
- Farm Manager orders the appropriate number of birds based on finisher barn space (*refer to the Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys*).

Turkey Poult Receiving:

Once poults arrive at the farm, at the time of unloading, the Farm Manager checks for:

- Outside/inside cleanliness of the truck.
- Comfort level of the poults.
- Dehydration.
- Farm Manager records the state or condition of the truck and poults on (*indicate record, e.g., delivery slip/invoice*):

- Poults are not placed by hatchery delivery personnel (the poult boxes are received at the barrier between the CAZ and the RA).
- If hatchery personnel enter the RA, the producer provides a documented biosecurity protocol and/or verbally communicates the protocol to the hatchery personnel.
- Poults and/or boxes of poults are unloaded into the barn in a manner that minimizes temperature fluctuation and rough handling to prevent injury and minimize stress. At this farm, this is ensured by (*e.g., checking truck temperature, using enough personnel, etc.*):

- As poults are placed into the barn, the Farm Manager assesses state of the poults for (*write down for what, e.g., number of dead birds, dehydration, general condition, etc.*):

Deviation and Corrective Action

- If poults do not meet specifications, the Farm Manager immediately phones the hatchery, informs of problems and requests visit by a hatchery veterinarian.
- If the truck does not meet specifications, the Farm Manager notifies the hatchery.

Monitoring Procedures

Turkey Poult Receiving (cont'd):

- Farm Manager reviews the invoice detailing vaccines, medications and other requested procedures if applicable (e.g., beak treatment, administration of additional health management products) for accuracy.
Note: Vaccine and medication information from the hatchery is required for completing the Flock Information Reporting Form (Flock Sheet – REC 004).
Note: For commercial production, beak treatment is generally not performed on-farm. It should be performed at the hatchery.
- Plastic containers used to carry poults are returned to the hatchery via delivery truck.
- Cardboard boxes used for poult shipping are handled as follows:
 - Used as bedding.
 - Removed from the barn and are properly disposed of.
 - Other:

Barn Preparation (Brooder and Grow-Out Barn, Outdoor Production Area):

Farm Personnel prepares barn(s) by:

- Only dry, clean clay or fill is used to level the barn floor (if applicable).
- Pre-heating barn as necessary.
- Setting bedding as necessary.
- Only dry, clean bedding is used in the brooder barn. Refer to PRO 002 for more details concerning bedding requirements.
- If litter is re-used for grow-out, litter quality is ensured by (add details):

- Setting feeders/waterers at appropriate height and location.
- Adding supplemental feeders and waterers if needed.
- Providing feed and water.
- Other:

- Range/semi-confined production: Setting up the outside production area includes (describe details):

- Farm Manager visually inspects proper barn or outdoor production area set-up prior to accepting poults and records it on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).

Deviation and Corrective Action

If the barn or outside production area is not properly set up, the Farm Manager fixes the problem (e.g., removes mouldy bedding material) and records all corrective actions on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).

Moving Birds between Barns and/or between Barn and Outdoor Production Area:

- Not applicable.
- Birds are transferred from the brooder barn or area to the grow-out barn or area as follows (explain, e.g., transported in crates, birds are walked):

- Range production: Birds at the age of (indicate age, e.g., 6 weeks) _____ are transferred to the outdoor production area as follows (explain, e.g., transported in crates, birds are walked):

- Semi-confined production: Birds have access to the outside from the age of (indicate age, e.g., 6 weeks):

- Farm personnel is present when birds are transferred to assess the physical condition of the birds.

Monitoring Procedures

Flock Supervision (Brooding and Grow-out):

- Farm Manager or _____ (alternate) observes turkey flock minimum twice a day for:
 - Sick/injured birds.
 - Mortalities/cull birds.
 - Abnormal bird behaviour.
 - Functioning equipment (e.g., feeders/waterers, ventilation*, lighting, etc.).
 - Water quality (i.e., checking for odour, slime, mould, cloudiness and rust).
 - Litter quality and/or range area conditions.
 - Temperature*.
 - Relative humidity*.
 - Ammonia levels (max. 25 ppm) (please see the glossary section for monitoring methods)*.
 - Feed and water consumption.
 - Other:

* Monitoring procedures for ventilation, temperature, relative humidity and ammonia levels are not applicable to outdoor production areas in the case of semi-confined or range production.

- Farm Manager shows increased vigilance after higher risk activities like placements, vaccination crew or catching crew visits, seasonal risks (e.g., migratory birds on farm) and during local outbreaks.
- Farm Manager records daily flock supervision for each flock on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).

Deviation and Corrective Action

If birds, equipment or barn conditions are not ideal, the Farm Manager determines an appropriate corrective action and records it on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).

Dead Bird Removal:

- If dead birds are found, the Farm Personnel dispose of them without delay outside of the Restricted Area (RA) in a way that prevents contamination of feed and water sources and rodents/scavengers from accessing the carcasses.
Note: It is recommended that mortalities are not stored in the barn entry room unless it is for a short period of time (e.g., for less than a day) or in a freezer. Freezers are allowed in the barn entry room.
- The dead bird disposal method used on this farm is as follows:
 - Incineration.
 - Composting.
 - Freezing and pick-up by rendering facility. (If rendering is used, there should be a designated pick-up location outside of the CAZ.)
 - Other:
- Mortalities that are stored or moved off the farm when a disease is suspected or confirmed within the vicinity of your farm must be covered.
- A daily mortality log is kept for each flock.

Deviation and Corrective Action

If dead birds are not removed as per procedures, the Farm Manager determines the appropriate corrective action and records it on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).

Monitoring Procedures

Litter Management:

- Wet and/or caked litter, especially around drinkers and feeders, is removed regularly.
- Dry bedding is added over wet areas as needed.
- Moisture/water is added in the case of dry litter conditions to avoid dusting.
- Litter is tilled as follows (*describe details, i.e., frequency, how*):

- Litter treatment products are used as follows (*describe details, i.e., what products, frequency, how much*):

- Other:

Equipment Transfer During Production:

- Manure handling equipment (e.g., shovels, manure truck, etc.) is cleaned/free of visible organic material prior to being transferred from one barn into another.
- Barn specific equipment (e.g., feeders, waterers) is cleaned/free of visible organic material prior to being transferred from one barn into another.
- Equipment from other premises not under common management is cleaned and disinfected prior to entering a Restricted Area (RA) on this farm.

Administration of Medications and Vaccines [CCP]:

Medication and Vaccines are administered by:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Puck. | <input type="checkbox"/> Water-soluble. |
| <input type="checkbox"/> Injections. | <input type="checkbox"/> Feed (<i>includes medicated feed</i>). |
| <input type="checkbox"/> Aerosols. | <input type="checkbox"/> Other: |

- Medication and vaccines are administered according to label indication and/or veterinary prescription.
- Medications not approved for use in turkeys are only used if prescribed by a veterinarian and if no other treatment method is available (*refer to Purchasing of Health Management Product – PRO 002*).
- Category I antibiotics are not administered to turkeys at any time of their life, including at the hatchery, in a preventive manner.
- Category II and Category III antibiotics are not administered to turkeys at any time of their life, including at the hatchery, in a preventive manner after December 31, 2018 and December 31, 2019, respectively.

For more information on the categorization of antibiotics, please refer to the Glossary.

Deviation and Corrective Action

If medications and vaccines are not administered as per procedures, the Farm Manager contacts a veterinarian for advice and determines the appropriate corrective action and records it on (*indicate record, e.g., Flock Log REC 005a*):

Monitoring Procedures

Administration of Medications and Vaccines [CCP] (cont'd):

- Medically important antibiotics (Category I, II and III) are only used with a prescription after careful consideration and justification, in consultation with a veterinarian.
For more information on the medically important antibiotics, please refer to the Glossary.
Note: All categories of antibiotics continue to be available for treatment with a veterinary prescription.
- Letter of confirmation is obtained on an annual basis from the poult supplier(s) that no Category I and II antibiotics are used in a preventive manner, at the hatchery, for all poults delivered to this farm (*letter is kept on file*).
Refer to Appendix VII – Confirmation Letter from Poult Supplier Regarding Antibiotic Use.
- Farm Manager/Farm Personnel prepares the administration system by (*describe how, e.g., flushing the water lines and medicator tank*):
- If medicator/proportioner is used, calibration is ensured (*for details refer to Cleaning and Maintenance Procedures – REC 002 – Sample 5*). The medicator/proportioner calibration must be verified at least once every three (3) months; if it is used less frequently, prior to each use.
- When administering medication, the Farm Manager/Farm Personnel checks that the correct product is used and that the correct measures are used (*fill in additional information*):
- Water lines are cleaned or flushed under high pressure after a medication with a withdrawal period is used.
- Medication and vaccine usage, withdrawal times and safe marketing dates (*including medicated feed*) are recorded on the Flock Information Reporting Form (Flock Sheet – REC 004).
For more information, refer to the Glossary or the back of the Flock Information Reporting Form (Flock Sheet – REC 004).
Note: The information required on the Flock Sheet must be maintained when shipping to provincially inspected plants.
- Farm Manager has discussed/requested information on the issue of antibiotic resistance with/from a veterinarian.
- Farm Manager discusses/inquires about alternative therapeutic options prior to initiating antibiotic therapy with a veterinarian.
- The administration of Active Pharmaceutical Ingredients (APIs) and veterinary drugs obtained under the Own Use Importation (OUI) provision of the *Food and Drugs Act* and *Regulations* are prohibited for use in turkey production under the TFC On-Farm Food Safety Program®.
For more information on APIs and OUI, refer to the Glossary.

Deviation and Corrective Action

- If medication is not withdrawn according to label indication or veterinary prescription, the Farm Manager contacts the processor and delays flock shipment until the proper withdrawal time has passed.
- If birds have been shipped without following the proper withdrawal time, the Farm Manager immediately calls the processor. The Farm Manager records the deviation and its corrective action on (*indicate record, e.g., Flock Log REC 005a*):

Monitoring Procedures

Feed Bin/Feed System Emptying Prior to End of Flock [CCP]:

- Prior to end of flock, Farm Manager/Farm Personnel completely empties feed bin(s) and feed system of any medicated feed with a withdrawal time prior to refilling with non-medicated feed to ensure that the withdrawal time is met (*for details, refer to the Cleaning and Maintenance Program PRO 003/REC 002 – Sample 3*).
- Feed bin and feed system emptying is recorded on the Flock Log (REC 005a) or on the Flock Log for Semi-Confined and Range Production (REC 005b).
- Other:

Deviation and Corrective Action

- If a medicated feed with a withdrawal time was not completely removed from the feed bin/feed system prior to the required withdrawal time, the Farm Manager completely empties the feed bin/feed system after the non-medicated feed is used up, and reschedules shipment to ensure that the required withdrawal time has been met.
- If birds have been shipped, the Farm Manager informs the processor immediately about the potential of medication residues. The Farm Manager records the deviation and corrective action on (*indicate record, e.g., Flock Log REC 005a*):

Feed Withdrawal Prior to Shipping and End of Flock arrangements:

Feed withdrawal prior to shipping is an important management tool to reduce the risk of fecal contamination during processing. Withdrawal times are generally dictated by the processor. However, withdrawal times must be managed to minimize the time that birds are off feed.

- Farm Manager communicates with the processor to confirm:
 - Scheduled processing time.
 - Feed withdrawal time.
 - Other delivery details:
- Farm Manager discontinues access of birds to feed based on:
 - Loading time.
 - Other:
- Water is available to the birds until catching commences.
- Farm Manager records end of flock details (e.g., slaughter time and withdrawal details) on the Flock Information Reporting Form (REC 004).
- Catching crew arrangements are set up by (*indicate who, e.g., processor, farmer*):
- Farm Manager ensures that the catching crew follows biosecurity protocol (*refer to PRO 001*).

Deviation and Corrective Action

- If the feed withdrawal time has not been provided by the processor prior to shipping, the Farm Manager contacts the processor or indicates on the Flock Information Reporting Form (REC 004) that a withdrawal time has not been provided.
- If the feed withdrawal is not carried out as per time provided by the processor, the Farm Manager informs the processor and records it on (*indicate record, e.g., Flock Information Reporting Form REC 004*):

Monitoring Procedures

Disease Management:

- Farm Manager has a working relationship with a veterinarian.
- In cases of unexplained elevated mortality or flock illness, the Farm Manager contacts a veterinarian.
- Farm Manager prepares a farm-specific disease/emergency response plan that is to be initiated in case a contagious disease is suspected on this farm, or confirmation of a contagious disease has been received by a veterinarian on this farm or within the vicinity of this farm.

Deviation and Corrective Action

If a disease/emergency response plan is not available, the Farm Manager prepares a plan that covers all of the required items.

Note: The written disease/emergency response plan must cover, at a minimum, the following items:

- Contacting a veterinarian in cases where a disease is suspected.
- Discussing the situation with family members and farm staff.
- Blocking the entranceway to the CAZ (using a gate, rope/chain, wagon or other means) to prevent unwanted traffic or access.
- Limiting movement of people and equipment on and off the premises.
- Enhanced cleaning and disinfection process for vehicles entering and exiting the CAZ.
- Enhanced barn cleaning and disinfection and mortality management.
- Notifying the Provincial Board office and other industry personnel that a disease is suspected or confirmed. Refer to Appendix VI for a sample plan.

- If a reportable disease is suspected or confirmed, the Farm Manager immediately informs a CFIA district veterinarian and the Provincial Turkey Marketing Board office.

Refer to Appendix V for a List of Reportable Poultry Diseases.

Verification Procedures

- For each flock, the Farm Manager or designate reviews flock-related activities and records (e.g., Flock Information Reporting Form REC 004, Flock Log REC 005a) and ensures that the turkeys meet the requirements of the flock management program.
- Processing plant personnel reviews the Flock Information Reporting Form (REC 004) received from the farmer three-four (3-4) days prior to shipping and informs the farmer in case of any non-compliances (e.g., missing information, Flock Sheet not received, etc.).
- During the yearly self-audit, the Farm Manager or _____ (alternate) ensures that monitoring procedures are followed and that records are completed.
- Observations are recorded in the OFFSP Self-Audit Checklist (REC 007).

Deviation and Corrective Action

- If the flock management program has not been followed, the Farm Manager determines the appropriate corrective action and records it on (indicate record, e.g., Flock Log REC 005a):
- If monitoring procedures are not followed and/or records are not completed as required, the Farm Manager performs an appropriate corrective action and records it on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Poultry Purchase Order ▪ Poultry delivery slip/invoice ▪ <i>Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys</i> ▪ Flock Information Recording Form (REC 004) ▪ Flock Log (REC 005a) ▪ Flock Log for Semi-Confined and Range Production (REC 005b) | <ul style="list-style-type: none"> ▪ Confirmation Letter from Poultry Supplier Regarding Antibiotic Use (APP VII) ▪ Input Materials and Water Quality Program (PRO 002) ▪ Cleaning and Maintenance Program (PRO 003) ▪ Cleaning and Maintenance Procedures (REC 002) ▪ OFFSP Self-Audit Checklist (REC 007) ▪ Other: |
|---|--|

Background: Thorough training of farm personnel is vital for implementing and maintaining all aspects of the TFC On-Farm Food Safety Program® and ensures that employees are familiar with basic animal husbandry and animal care standards.

Purpose: To ensure training program is in place for all farm personnel and employees are competent in carrying out assigned tasks.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

New Employee Biosecurity and Task-related Training:

Prior to working in the barn, new employees are trained on:

- Biosecurity procedures and personal hygiene (*refer to Biosecurity and Premises Assessment Program - PRO 001*).
- General bird care and handling (*refer to the Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys*).
- Animal Care Code of Conduct (*refer to Sample Animal Care Code of Conduct in Appendix VIII*).
- Emergency procedures to be followed in case of barn equipment failure or disease situation.
- Emergency contact information.
- As necessary, new employees are trained on task-related procedures in order to become knowledgeable and competent personnel, and carry out the assigned task(s) in an appropriate and safe manner.
- Training is provided by (*list qualified trainers, how they are qualified as such, and (optional) what topics they train, e.g. Farm Manager, 20 years experience; employee X, 3 years experience, biosecurity training*):
- New personnel is trained by (*explain how people are trained, e.g. shadowing*):

Deviation and Corrective Action

If employees are not trained, they are not permitted to work alone in the barn without guidance.

Other:

Personnel employed prior to the implementation of the TFC On-Farm Food Safety Program®:

- May be exempted from documented formal training, provided that they follow all procedures as described in the program.
- Are (re-)trained on procedures that are substantially changed, or on tasks never performed prior to program implementation.

Monitoring Procedures

Ongoing Personnel Evaluation and Training:

- Annually, Farm Manager reviews Farm Personnel performance (*refer to Personnel Training Log – REC 006 for more detail*).
- Farm Manager updates his/her knowledge of the TFC On-Farm Food Safety Program® and other technical issues as necessary.
- Employees are re-trained on farm-specific tasks, as necessary.
- Monitoring takes place for all employees.
- Farm Manager maintains and updates a training record for each employee working at the farm by indicating details on the training received on (*where*):
 - Personnel Training Log (REC 006)
 - Other:

Deviation and Corrective Action

- If employees are not working according to procedures, the Farm Manager is made aware.
- Farm Manager determines the appropriate corrective action and records deviation and corrective action taken on the related record or the Personnel Training Log (REC 006).

Verification Procedures

- During the yearly self-audit, the Farm Manager or _____ (*alternate*) reviews training records to ensure employees are appropriately trained and training records are completed.
- Observations are recorded in the OFFSP Self-Audit Checklist (REC 007).

Deviation and Corrective Action

If required training or training records are not completed as required, the Farm Manager performs an appropriate corrective action and records it on the OFFSP Self-Audit Checklist (REC 007).

Related Documentation and Records

- Personnel Training Log (REC 006)
- OFFSP Self-Audit Checklist (REC 007)
- Animal Care Code of Conduct

- *Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys*
- Other:



TURKEY FARMERS™
OF CANADA
LES ÉLEVEURS DE DINDON
DU CANADA

TURKEY FARMERS OF CANADA FLOCK CARE PROGRAM®

March 2007© CANADIAN TURKEY MARKETING AGENCY
c.o.b. TURKEY FARMERS OF CANADA

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INTRODUCTION

The Turkey Farmers of Canada (TFC) are proactive with respect to animal and flock care. TFC has been involved in the development of the Codes of Practice since the 1980s; has facilitated research on turkey welfare through its contributions to the Canadian Poultry Research Council (CPRC); and, is a founding member of the National Farm Animal Care Council (NFACC).

Canadian turkey farmers are committed to ensuring the comfort of their birds and continuously strive to produce high-quality, safe and wholesome turkey meat. To emphasize to consumers and supply chain partners the overall high level of flock care provided by Canadian turkey farmers, the TFC Board of Directors agreed in March 2003 to proceed with the development and implementation of an auditable flock care program. The first version of the TFC Flock Care Program[®] was distributed to all Canadian turkey farmers in the spring of 2007. Since then, the TFC Flock Care Program[®] has been made mandatory for turkey farmers across the country and has been regularly updated to ensure it remains current with respect to scientific developments and regulatory requirements.

In June 2016, the updated *Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys* was released. In November 2016, the TFC Board of Directors passed a motion to proceed with following the NFACC Animal Care Assessment Framework process to update the TFC Flock Care Program[®] with respect to the new Poultry Code of Practice, to enhance transparency of the program. The Framework sets a credible process for developing or updating animal care programs based on Codes of Practice. A diverse range of stakeholders were involved in the update, including turkey farmers, auditors, welfare researchers, veterinarians, processors, retailers, genetics companies, commodity association staff and animal welfare group representation. This process was also utilized to add turkey breeder operators to the scope of the TFC Flock Care Program[®], which ensures complete coverage of flock care on-farm and for all turkey meat entering the market.

In June 2018, the content of the TFC Flock Care Program[®] was independently reviewed by the NFACC and found to have met all requirements outlined in Canada's Animal Care Assessment Framework.

The TFC Flock Care Program[®] complements the animal care and health related measures already covered by the TFC On-Farm Food Safety Program[®], and it is meant to be put into practice in conjunction with, or after the implementation of, the TFC On-Farm Food Safety Program[®]. It is organized in the same manner as the TFC On-Farm Food Safety Program[®] with program and record keeping sections and, where relevant, refers to complementary TFC On-Farm Food Safety Program[®] sections (e.g., training, biosecurity measures, barn preparation). In addition, a self-audit checklist is included as a tool for evaluating whether the TFC Flock Care Program[®] requirements are implemented on-farm.

The three (3) key objectives of the TFC Flock Care Program[®] are to:

- (1) promote awareness of good turkey care and handling techniques among existing farmers;
- (2) provide guidelines for new farmers regarding the proper care and handling of turkeys; and,
- (3) ensure consistent flock care by demonstrating adherence to the Poultry Code of Practice.

INSTRUCTIONS

SCOPE

This program provides turkey farmers with the templates required to adapt the TFC Flock Care Program[®] to individual farm practices and types, including confined, semi-confined, range and breeder farms using a HACCP-based approach. The program and record keeping sections contain options for the various types of production and reflect the 'say what you do' and 'do what you say' components of HACCP. By reviewing and completing these templates, a farmer will develop a customized flock care program and be able to demonstrate adequate flock care practices specific to his or her turkey operation.

In addition to the program requirements outlined in the TFC Flock Care Program[®], there may be legislation and regulations that apply to your specific situation at the municipal, provincial or federal levels. For example, there are regulations regarding mortality management, biosecurity, manure management and medication usage. The TFC Flock Care Program[®] does not supersede these requirements which need to be adhered to; however, only the program requirements in this manual will impact TFC Flock Care Program[®] certification.

SETUP

The TFC Flock Care Program[®] contains program (FCP) and record keeping (REC) sections. The program section templates include options the farmer can choose from and space to write how a task is performed on an individual farm. Where a description of a specific practice or procedure on a turkey operation is required by the farmer, all of the program elements/activities requiring documentation have been identified or referenced. The FCP Self-Audit Checklist (REC 012) serves as a tool for the Farm Manager to evaluate whether the requirements for proper handling and care of turkeys are implemented on-farm, and reflects what will be evaluated during a flock care audit.

CUSTOMIZATION

All activities/elements require a detailed description of the task as it occurs at YOUR farm.

- There are 12 program sections (FCP 001 to FCP 012) and five (5) record keeping sections (REC 008 to REC 012) for the TFC Flock Care Program[®]. In addition, the program sections refer to specific TFC On-Farm Food Safety Program[®] record keeping sections that are also mandatory and relevant for the TFC Flock Care Program[®] (e.g., Flock Log – REC 005a, Flock Log for Semi-Confined and Range Production – REC 005b, or Personnel Training Log – REC 006).
- Read the content of the entire program carefully.
- Note that for operations without employees, the terms Farm Manager and Farm Personnel may be used interchangeably.
- For clarification regarding specific terms used throughout the program, refer to the Glossary section at the back of your binder.
- Records for at least **one (1) flock** must be available before conducting the first audit of a farm.

Please note that the Flock Care Program[®] is also available electronically on the TFC On-Farm Programs Portal at www.tfconfarmprograms.ca. This access-restricted site houses the electronic version of the TFC On-Farm Programs, Turkey Farming Info Sheets, research resources, information on disease and flock health, medication references, antimicrobial use, industry statistics and related links. Through this portal, farmers also have the opportunity to provide feedback regarding both programs directly to TFC.

Farmers who have not yet registered on this website are encouraged to do so.

INSTRUCTIONS

PROGRAM SECTIONS (FCP)

To customize the program to your farm operation, the following is to be completed for each program section (FCP 001 to FCP 012):

1. Background, Purpose and Responsibility

Read the **background** information and **purpose** described at the beginning of each program section. The intent of the background information is to provide farmers with a rationale for a particular program requirement and to provide guidance on additional, **highly recommended** actions that can be taken on-farm. Make sure that the assigned **responsibility** (e.g., to either the Farm Manager, Farm Personnel or both) is appropriate for each task. If it is not, indicate the correct person in the program section.

2. Monitoring Procedures

Set out below the background, purpose and responsibility are the **monitoring procedures**. The monitoring procedures provide options for:

- a. describing how specific activities/tasks are performed on your farm;
- b. how to monitor that all activities/tasks are continuously carried out as described; and,
- c. indicating which record(s) are used to document when an action is carried out.

IMPORTANT: All of the program criteria indicated with tick boxes are **mandatory and highlighted**. If applicable, exceptions or notes are included underneath the specific criterion that they apply to (e.g., litter depth). These procedures reflect the basic program standards for an activity/task carried out on your farm. All of the other items listed in each of the program and record keeping sections are included as methods a farmer can use to assess a particular criterion on-farm.

3. Deviations and Corrective Actions

Placed to the right of the monitoring procedures are the **deviations and corrective actions**. The deviations and corrective actions provide measures to be taken in situations where a specific activity/task is not carried out on your farm as described in your farm-specific standard operating procedures (i.e., there was a failure to complete a necessary task).

IMPORTANT: All deviations and corrective actions related to program elements require a record to be kept. Pay attention to the situations that entail record keeping.

- Go through the deviation and corrective actions by reading each line.
- Fill the record you use (e.g., Flock Sheet, day-to-day monitoring forms, mortality log) for recording the deviation and corrective action in the lines provided.

4. Standard Operating Procedures

Space is provided in each program section (FCP) for you to describe **Standard Operating Procedures (SOPs)** for how TFC Flock Care Program[®] criteria are met. SOPs are a detailed description of how you would like a task completed on your farm each time it is undertaken. When writing SOPs, break it down into pieces as if you were teaching someone how to complete a task on your farm.

IMPORTANT: If you have already recorded SOPs or farm-specific procedures (e.g., lighting program) that apply to your farm, you do not have to re-write them for the TFC Flock Care Program[®]. Simply indicate where they can be found in the space provided in the program section.

INSTRUCTIONS

Example SOP

One of the criteria in the TFC Flock Care Program[®] is that “*Adequate litter quality is maintained*”. To explain how this is done on your farm, the SOP you would write may look something like this:

Name of person responsible: _____

Litter is placed on the barn floor prior to the entry of poults to a depth of ___ cm. Each day the litter is checked for excessive moisture and dust by _____.

Waterers are checked for leaks. The feather condition on the turkeys is checked to ensure that they are not dirty or wet. Corrective actions to take if the litter is in an unacceptable condition include: _____

5. Related Documentation and Records

The **related documentation and records** are set out at the end of each program section (FCP). They provide a summary of what documentation and records should be kept on file with respect to each program section.

- **Go through the related documentation and records by reading each line.**
- **If you keep records not listed in the options provided, fill in the additional records in the lines provided.**

6. Continuous Improvement

Review your documented program once per year, as you change the procedures for an activity or set up new equipment on your farm (e.g., when new equipment is purchased or a new barn is built).

RECORD KEEPING SECTIONS (REC) AND ADDITIONAL DOCUMENTATION

- The record keeping sections (REC) provide you with templates to record the information required by the program sections (FCP).
- **Go through the record keeping templates and use them as required.**
- **Keep additional documentation required by the program sections on file** (e.g., Flock Sheet, mortality logs, veterinary prescriptions).

IMPORTANT: *With the exception of REC 012 (FCP Self-Audit Checklist), you **do not** have to use the record keeping templates provided in this binder and may decide to develop your own forms. If you do so, make sure that your own records and related documentation capture all of the requirements for monitoring procedures, deviations, corrective actions and SOPs laid out in this program, and that you can demonstrate orderly filing at the time of auditing.*

REC 012 – FCP Self-Audit Checklist

The FCP Self-Audit Checklist is to be used **initially**, after implementing the program on-farm and then **once per year**.

- Using the checklist, the Farm Manager will review each section and assess if the indicated requirements are properly implemented on-farm.
- Details on how specific requirements are implemented on an individual farm are to be provided in the *Comments & Farm-Specific Details* section.
- Compliance (or non-compliance) is indicated on the FCP Self-Audit Checklist by ticking () *Yes* or *No* or *N/A*. Any deviation or necessary corrective action is to be identified in the *Comments & Farm-Specific Details* section.

INSTRUCTIONS

- The checklist covers **all flocks that are on the premises** at the time of the self-audit. If a particular barn/flock is not in compliance with any of the requirements, it must be noted in the *Comments* section and corrected as needed.
- After completion of all the required documentation, farmers are to sign and date the FCP Self-Audit Checklist.

IMPORTANT: A non-compliance on the part of the farmer does not indicate a failure on his or her part. By noting any detected non-compliances and the associated corrective action(s), a farmer is demonstrating that a thorough review of a program requirement or farm-specific practice was performed.

ALL RECORDS AND RELATED DOCUMENTATION ARE TO BE KEPT ON FILE FOR A MINIMUM OF TWO (2) YEARS.

FLOCK CARE PROCEDURES AND RECORD INDEX

Approval of Written Program:

Farm Name: _____

Name of Farm Manager: _____

Signature of Farm Manager: _____ **Date:** _____

TFC Document Control	Section Number	Title	Date implemented on farm (d/m/y)
September 2018	FCP 001	Housing and Facilities	
September 2018	FCP 002	Care and Handling	
September 2018	FCP 003	Litter Quality	
September 2018	FCP 004	Barn Microclimate	
September 2018	FCP 005	Lighting	
September 2018	FCP 006	Stocking Density	
September 2018	FCP 007	Feed and Water	
March 2022	FCP 008	Culling and Mortalities	
September 2018	FCP 009	Catching and Loading	
September 2018	FCP 010	Emergency Preparedness	
September 2018	FCP 011	Turkey Breeder Production	
September 2018	FCP 012	Semi-Confined and Range Production	
March 2022	REC 008	Stocking Density Log	

FLOCK CARE PROCEDURES AND RECORD INDEX

TFC Document Control	Section Number	Title	Date implemented on farm (d/m/y)
September 2018	REC 009	Euthanasia Training Record	
September 2018	REC 010	Emergency Plan	
March 2022	REC 011	Turkey Load-Out Report	
March 2022	REC 012	FCP Self-Audit Checklist	

Background: The design, construction and maintenance of turkey housing and facilities has an impact on bird care and welfare. Barns and equipment need to provide appropriate space, ventilation and temperature. Accessibility to transport vehicles improves the humane handling of birds.

Purpose: To ensure that turkey housing and facilities are designed, constructed and maintained in a manner that allows for the proper care of turkeys.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

- Barn(s) and equipment are designed and constructed in a manner that:
 - Minimizes the potential for injury and allows for inspection of all birds.
 - Allows good ventilation and air quality as outlined in FCP 004 Barn Microclimate.
- The catching and loading process is considered when building or renovating barn(s) to facilitate safe and humane handling (i.e., transfer of birds).
- Openings used during catching and loading are large enough to transfer birds without injury.
- Driveways and yards are maintained to facilitate easy access for transport vehicles.

Barn/Records Check:

- ✓ Building design or renovation plans, as applicable.

Visual Check:

- ✓ Easy access for daily flock inspection and transport vehicles.
- ✓ Barn and equipment is functioning as required.

Deviation and Corrective Action

If barn(s) and equipment do not allow inspection of all birds, and for good ventilation and air quality, the Farm Manager takes this into consideration for barn repairs and potential renovations.

Related Documentation and Records

- OFFSP PRO 005 Turkey Production Program
- FCP 004 Barn Microclimate
- FCP 009 Catching and Loading
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are (cont'd):

Background: All personnel entrusted with the day-to-day care of birds are responsible for maintaining bird welfare. Correct handling methods are essential to prevent stress and injury, and to allow Farm Personnel to monitor the health of the flock. Special care should be taken when handling poults and boxes with poults when receiving and placing so that they can settle in well to their new environments. Feather pecking can be a problem in turkey flocks and may be influenced by genetics, stocking density, changes in feed or the environment.

Purpose: To ensure that birds are handled and cared for in a manner that minimizes stress and injury from poult placement to load-out.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Bird Care:

- A Code of Conduct covering bird welfare is developed and communicated with Farm Personnel.

Records Check:

- ✓ An Animal Care Code of Conduct and a record of training of Farm Personnel is kept on file.

Deviation and Corrective Action

If Code of Conduct is not available, one is developed and communicated with Farm Personnel.

Bird Handling:

- Birds are handled in a manner that minimizes stress and injury and are not carried solely by the head, neck, one wing or tail feathers.
- Poults, as well as boxes with poults, are handled in ways that minimize stress and injury and are not dropped from heights that may cause injury.

Records Check:

- ✓ Training records are on file for Farm Personnel responsible for the care and handling of turkeys.

Visual Check:

- ✓ There are no visible injuries to birds as a result of improper care and handling of turkeys.

Deviation and Corrective Action

If Farm Personnel responsible for the care and handling of turkeys have not been trained or if retraining is necessary, they are trained and a record is kept on file.

Bird Behaviour:

- Action is taken to manage bird behaviour at the onset of an outbreak of feather pecking.

Feather pecking may be managed by removing overly-aggressive birds, modifying lighting, reviewing the feeding program and diet and providing enrichment (e.g., straw bales and foraging materials).

Bird Behaviour:

- ✓ Monitor birds for evidence of feather pecking on an on-going basis.

Deviation and Corrective Action

If feather pecking is evident, Farm Manager determines actions necessary to manage the outbreak.

Monitoring ProceduresRecords Check:

- ✓ Incidences of feather pecking and actions taken are recorded as part of the daily flock supervision (as abnormal behaviour) on the Flock Log (REC 005a) or the Flock Log for Semi-Confined and Range Production (REC 005b).

Related Documentation and Records

- APP VIII Sample Animal Care Code of Conduct
- OFFSP PRO 006 Farm Personnel Training Program
- REC 006 Personnel Training Log
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Maintaining good litter quality in the barn helps to ensure good animal care for a turkey flock. Wet litter conditions can lead to flock health problems, increased condemnations at the processing plant, foot pad and hock lesions, breast blisters and increased ammonia levels in the barn. Litter that is too dry results in higher dust levels, which can lead to respiratory problems. Environmental factors, such as ventilation, temperature and relative humidity, diet and bedding materials can all affect litter quality. Litter also provides opportunities for birds to express normal behaviour, such as scratching, foraging and dust bathing.

Purpose: To ensure that adequate litter quality is maintained for all flocks from poult placement to load-out.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

- The floor is covered with fresh, adequate bedding when poults are first placed in the barn.
- The floor is covered with adequate litter for grow-out.
- Adequate litter quality is maintained.

“Adequate bedding/litter” means that the floor has complete coverage during both brooding and grow-out to a depth that is able to absorb water and wet fecal matter. The litter should be checked in multiple locations throughout the barn.

Deviation and Corrective Action

Visual Check:

- ✓ Litter is moist but cannot easily be squeezed into a ball, as the ball falls apart.
- ✓ There is minimal dust when the litter is disturbed.
- ✓ The birds are not excessively dirty (i.e., caked with fecal material), which can indicate wet litter conditions.

Smell:

- ✓ Ammonia levels increase with wet litter conditions (refer to FCP 004 Barn Microclimate).

Barn/Records Check:

- ✓ Litter quality is monitored and recorded on a daily basis.

If the litter is found to be too wet or too dry, the Farm Manager corrects the situation following established SOPs and notes all corrective actions and the date(s) that they were performed.

Related Documentation and Records

- FCP 004 Barn Microclimate
- OFFSP PRO 005 Turkey Production Program
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Conditions in the barn, or its microclimate, can have a direct effect on flock health and welfare. Effective ventilation in a barn helps maintain a comfortable and healthy environment for birds by reducing excessive moisture in the air and avoiding the build up of noxious gases, such as ammonia and carbon dioxide. Ideally, carbon dioxide should fall below 2500 ppm and ammonia below 25 ppm. Relative humidity can affect litter quality and temperature in the barn and should fall between 50 and 70 percent. When assessing the effectiveness of barn temperature, bird behaviour is more important than a measured temperature. When measuring barn temperature, it should be done at bird level. Relying solely on smell when assessing ammonia levels is not sufficient since individuals' sense of smell can become accustomed to the odour, and reliable tools (e.g., test strips or tubes) should be used. When air and litter quality is adequate, the conditions in the barn are optimal for good flock health and overall production.

Purpose: To ensure that an adequate barn microclimate is maintained so that acceptable environmental conditions are provided to the flock.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Temperature:

- Appropriate barn temperatures are kept during brooding and grow-out.
- Barn temperature is measured and recorded on a daily basis, and adequately maintained and assessed by the behaviour checks noted below.

Recommended Temperature Ranges:

The temperature ranges provided in this table are taken from the Code of Practice. If the temperature range provided differs from this table, the bird behaviour criteria below can be used to assess flock comfort.

1-7 days	32-35°C (90-95°F).
1-5 weeks	Lower by 2-3°C (4-6°F) each week
6-10 weeks	15-24°C (59-75°F)
11 weeks on	13-24°C (55-75°F)
Breeders	7-24°C (45-75°F)

Barn/Records Check:

- ✓ Barn temperature is recorded on a daily basis on the Flock Log (REC 005a) or the Flock Log for Semi-Confined and Range Production (REC 005b).

Bird Behaviour Check:

- ✓ Optimal temperature → Even distribution of turkeys throughout the barn.
- ✓ Temperature too high → Spreading and flapping, crowding away from the heat source, panting, poor feathering.
- ✓ Temperature too low → Feather ruffling, huddling and piling near the heat source.

Deviation and Corrective Action

If the temperature of the barn is found to be too hot or too cold, the Farm Manager corrects the situation following established SOPs and notes all corrective actions and the date(s) that they were performed.

Monitoring Procedures

Relative Humidity:

- Relative humidity is measured and recorded on a daily basis, and adequately maintained and assessed by the visual checks noted below.

Note: It is expected that maintaining or adjusting the relative humidity in a barn will be subject to external weather conditions. Condensation on the barn walls is acceptable only periodically during very cold weather periods.

Visual Check:

- ✓ There is no condensation on the barn walls.
- ✓ Wet litter is kept to a minimum.
- ✓ The dust level in the barn is kept to a minimum.

Barn/Records Check:

- ✓ Relative humidity is recorded on a daily basis on the Flock Log (REC 005a) or the Flock Log for Semi-Confined and Range Production (REC 005b).

Deviation and Corrective Action

If the relative humidity in the barn is found to be too high or too low, the Farm Manager corrects the situation following established SOPs and notes all corrective actions and the date(s) that they were performed.

Ammonia:

- Ammonia levels are adequately managed and monitored on a daily basis using the checks noted below.
- Ammonia levels are measured using tools and recorded weekly starting after four (4) weeks of age.

Symptoms of elevated ammonia levels:

- ✓ Elevated ammonia levels can be smelled.
- ✓ High levels of ammonia (i.e., 25 ppm or more) will irritate eyes, nose and throat in humans, and can cause breast blisters and leg problems in turkeys.

Barn/Records Check:

- ✓ Ammonia is monitored as part of the daily flock supervision using the senses, and measured and recorded on a weekly basis starting after four (4) weeks of age on the Flock Log (REC 005a) or the Flock Log for Semi-Confined and Range Production (REC 005b).

Deviation and Corrective Action

If the ammonia level in the barn exceeds 25 ppm, the Farm Manager corrects the situation following established SOPs and notes all corrective actions and the date(s) that they were performed.

Related Documentation and Records

- FCP 010 Emergency Preparedness
- REC 010 Emergency Plan
- FCP 003 Litter Quality
- OFFSP PRO 005 Turkey Production Program
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- Other:

Standard Operating Procedures:

Farm-specific monitoring criteria and corrective actions are:

Background: Lighting programs are critical for turkey flock health and performance. Providing dark periods benefits birds by allowing them to sleep and develop day/night rhythms, which is important for immune function, growth rate, digestion, lameness and general health. The use of dawn-to-dusk lighting programs, which gradually turn the lights on and off, can decrease the amount of birds rushing to the feeders when the lights turn on. To create a day/night rhythm, distinction between day and night needs to be created.

Purpose: To ensure that a lighting program is used on-farm that provides dark periods for rest and enough light to allow the flock to eat and drink normally and for flock inspection.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

- The minimum light intensity during the first three (3) days of brooding is adequate for the birds to find feed and water.
- Adequate light intensity is maintained after the first three (3) days to ensure normal activity of the birds.
- A light meter is used to determine the light intensity levels for each stage of production at bird eye level (*light intensity measurements only need to be completed once initially, or as changes are made and recorded*).
- Light intensity is only reduced temporarily to correct abnormal behaviour.
- By 24 hours from placement, poults are provided with a minimum of one (1) hour of darkness in each 24-hour period.
- The dark period is gradually increased so that by day five (5) of placement, the dark period is a minimum of four (4) consecutive hours in each 24-hour period.
- From day five (5) of placement to seven (7) days prior to catching, a dark period of a minimum of four (4) consecutive hours is provided in each 24-hour period.
- Dark periods are no more than 20% of the light intensity of the light period.

“Normal activity” of the birds means that the flock is able to find and consume enough food and water to grow according to expected growth rates. Guidelines can be found through primary breeder companies.

Recommended Light Intensities:

The light intensities provided in this table are recommended guidelines. Variance from these guidelines may be required due to differing husbandry practices, barn set-up and lighting programs. If the light intensity is lower than recommended, the visual checks and bird behaviour are to be used as indications that the appropriate lighting is provided.

First three (3) days of brooding	50 lux (5 foot candles) or higher at bird eye level
Brooding after the first three (3) days	25-50 lux (2-5 foot candles) at bird eye level
Grow-out period	10-30 lux (1-3 foot candles) at bird eye level

Monitoring Procedures

Visual Check:

- ✓ An adequate light intensity is provided to ensure that the turkeys can find the feed and water.
- ✓ Lighting is provided with minimal shadowing.
- ✓ Light fixtures are kept clean, with all bulbs/fixtures in working condition to provide the expected light level.
- ✓ Daytime lighting levels allow turkeys to be visually inspected without difficulty.

Bird Behaviour:

- ✓ Light intensity too high: feather pecking, flighty behavior.
- ✓ Light intensity too low: poor feed intakes, poor growth and feed conversion.

Deviation and Corrective Action

If the lighting program is not being followed, corrective actions are taken following established SOPs. All corrective actions and the date(s) that they were performed are noted.

Related Documentation and Records

- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Optimal stocking density is affected by housing factors (e.g., ventilation, litter management and feed and water systems) and management. Stocking densities should be reduced if problems such as heat or humidity, litter quality or disease challenges cannot be controlled by management practices. On-farm assessments will help to determine if stocking densities are affecting bird health, including mobility, feather cover and cleanliness and bird behaviour. Health and injury data (e.g., foot pad and breast lesions, scratches, cellulitis, bruises) available from some processors can also be used to help determine if stocking densities are contributing to health problems. Thinning a flock is a method that can be used to reduce the stocking density in a barn should the Farm Manager determine that it is too high after a flock is placed. It is highly recommended that enhanced biosecurity measures be taken when this option is selected (please refer to the TFC On-Farm Food Safety Program[®]).

Purpose: To ensure that turkeys have enough space to move around freely.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

- The maximum stocking densities in Column (a) are followed (see table below).
- The conditional maximum stocking densities in Column (b) are followed (see table below) and the following additional conditions are maintained:
 - Daily measurement and recording of:
 - Temperature* (acceptable range maintained).
 - Relative humidity* or ammonia (acceptable range maintained).
 - Water intake.
 - Flock Health Plan is developed and followed (*refer to the Glossary for more information on what should be included in a Flock Health Plan*).
 - Alarms are installed, maintained and can alert personnel when environmental conditions are out of range.
 - On-going health and/or injury data indicate that the increased stocking density does not compromise bird welfare.

**These measures are already required to be measured and recorded under FCP 004 Barn Microclimate on REC 005 Flock Log, regardless of stocking density levels.*

- Stocking densities for each flock are recorded on the Stocking Density Log (REC 008).
- Stocking densities are not contributing to recurring health and/or welfare problems as indicated by available health and/or injury data.

Recommended stocking densities for the brooding period:

- Age 0-6 weeks: approximately 0.8ft² per bird (0.07 m² per bird)

Monitoring Procedures

Maximum stocking densities for the grow-out period (at time of shipping):

Average Turkey Weight	Column (a)		Column (b)	
	Maximum Stocking Density		Conditional Maximum Stocking Density	
6.2 kg and under	40 kg/m ²	3.72 kg/ft ²	45 kg/m ²	4.18 kg/ft ²
Over 6.2 kg but not more than 10.8 kg	45 kg/m ²	4.18 kg/ft ²	50 kg/m ²	4.65 kg/ft ²
Over 10.8 kg but not more than 13.3 kg	50 kg/m ²	4.65 kg/ft ²	60 kg/m ²	5.57 kg/ft ²
Over 13.3 kg	55 kg/m ²	5.11 kg/ft ²	65 kg/m ²	6.04 kg/ft ²

Bird Behaviour:

- ✓ Birds must have enough space to be able to sit, stand normally, turn around and stretch their wings without difficulty (final bird weight at the time of marketing is to be considered).
- ✓ Birds must be able to move easily when gently nudged.
- ✓ There must be enough space that the birds can easily move away when a person walks through the barn.

Visual Check:

- ✓ If the stocking density is too high: increased feather pecking, lameness, injuries, wet litter conditions.

Record Check:

- ✓ Stocking Density Log (REC 008) completed for each flock.
- ✓ Available health and injury information received from the processor.

Deviation and Corrective Action:

If the Farm Manager determines that the stocking density is too high, the situation is corrected following established SOPs and notes all corrective actions and the date(s) that they were performed.

Related Documentation and Records

- REC 008 Stocking Density Log
- FCP 004 Barn Microclimate
- OFFSP PRO 005 Turkey Production Program
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are (cont'd):

Background: Adequate access to feed and water promotes flock uniformity and reduces competition and aggression between turkeys, starveouts and feather pecking. The term “access” is a broad term that includes the position or height of a feeder or waterer, as well as the space provided for each bird and the distance a bird needs to travel to get to them. Another important factor with respect to feeding turkeys is the quality of the diet provided to them. As a flock ages, its nutritional requirements change and a feed’s composition must be sufficient to meet the needs of the turkeys. It is recommended to have a water meter for each restricted area (*refer to Glossary*).

Purpose: To ensure that the turkey flock has adequate access to feed and water and that its nutritional requirements are met.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Access to Feed and Water:

- Unlimited access to feed and water is provided to commercial birds during brooding and grow-out.
- Turkey breeders are provided with daily access to feed and water that maintains their health.

Exception: Access to feed and water may be limited under veterinary direction (e.g., due to vaccination) or prior to shipping.

- The number of feeders and waterers accommodates the number of birds during brooding, grow-out and production.
- The space allotment for feeding and drinking is sufficient to allow all birds ease of access during brooding, grow-out and production.

Refer to manufacturers’ recommendations on number of feeders and waterers, and space allotment to determine if numbers are sufficient for the barn and the number of birds in the barn. Recommended feeder and drinker spaces for turkeys can also be found in the Code of Practice.

Guidelines on feed and water consumption available from primary breeder companies should be referenced.

Visual Check:

- ✓ During brooding, grow-out (confined production) and production, the feeders and waterers are to be no more than six (6) meters (20 feet) from any location within the barn.
- ✓ The height of the feeders and waterers is adjusted to ensure easy access for the turkeys.

Bird Behaviour:

- ✓ Restricted feeder and/or waterer space will result in competitive behaviour, elevated aggression, feather pecking, poor feed intake, poor growth and starveouts.

Deviation and Corrective Action

If access to feeders and waterers is prevented, the situation is corrected following established SOPs and the Farm Manager notes all corrective actions and the date(s) that they were performed.

Feed:

- The diet provided during brooding, grow-out and production is formulated to meet all of the nutritional requirements of the birds.

Monitoring Procedures

Records Check:

- ✓ Feed provided to turkeys is purchased at a feed mill and was developed in consultation with a nutritionist. Refer to Appendix III: Template – Draft Confirmation Letter from Feed Mill Regarding Quality Assurance and Nutrition.
- ✓ Feed mixed on-farm is tested to ensure that it meets the nutritional requirements to support the proper growth of turkeys (*the feed only needs to be tested once initially and when the formulation changes*).

Deviation and Corrective Action

The Farm Manager ensures that all of the appropriate documentation is kept on file for all of the types of feed used.

Related Documentation and Records

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ OFFSP PRO 002 Input Materials and Water Quality Program ▪ OFFSP PRO 005 Turkey Production Program ▪ REC 005a Flock Log ▪ REC 005b Flock Log for Semi-Confined and Range Production | <ul style="list-style-type: none"> ▪ APP III Template – Draft Confirmation Letter from Feed Mill Regarding Quality Assurance and Nutrition ▪ Feed delivery slips/invoices ▪ Feed labels ▪ Other: |
|---|--|

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: When sick or injured turkeys are discovered, trained Farm Personnel must decide to either segregate or euthanize the birds. Euthanasia is a humane death that occurs with minimum pain, fear and distress, and any Farm Personnel tasked with this procedure must be appropriately trained and competent. When making the decision to euthanize, the trained Farm Personnel must consider many factors, which will include whether or not the bird is experiencing pain, treatment options, potential recovery, disease and the bird’s acceptability for processing. Different considerations may be given to turkey breeders, and the use of recovery pens is more common. When selecting a method of euthanasia, it is important to consider the size and weight of the birds, the restraint required and access to equipment. Flock mortality and cull rate is a very important indicator of flock health status. Tracking culls and the reason for doing so can help to identify any potential barn or management problems.

Purpose: To ensure that sick and injured birds are treated humanely and all mortalities and culls are dealt with promptly in an appropriate manner, and to ensure all farm personnel tasked with euthanasia are appropriately trained.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Flock Illness and Mortalities:

- Daily number of mortalities and cull birds are monitored and recorded separately, and are disposed of without delay in an appropriate manner.
- Any unusual and unexplained increases in flock illness or mortality rate are investigated in consultation with a veterinarian and documented.

Records Check:

- ✓ Number of mortalities and culls are recorded on a daily basis.
- ✓ Any records related to flock health are kept on file (e.g., prescriptions, records of consultation with a veterinarian).

Deviation and Corrective Action

If the appropriate records are not kept on file, the Farm Manager corrects the situation, and records the date(s) and actions taken and keeps them on file.

Sick and Injured Birds:

- Recurring injuries in the flock are dealt with promptly (e.g., repairs are completed without delay, no deep sided containers are left in the brooder).
- Sick turkeys and turkeys suffering from injuries (such as lameness) are segregated, treated without delay or euthanized.
- Birds that are isolated in recovery pens are monitored at least twice daily and reassessed for recovery.
- Birds with no hope of recovery, as determined by trained Farm Personnel, are promptly euthanized in an acceptable manner.

Deviation and Corrective Action

Visual Check:

- ✓ All turkeys that have been segregated are capable of reaching feed and water.

If the Farm Manager determines that ill turkeys are not treated appropriately, corrective actions are taken. The date(s) and specific actions taken are kept on file.

Monitoring Procedures

Euthanasia:

- Farm Personnel tasked with euthanasia are trained by a qualified trainer and are competent in:
 - Making timely euthanasia decisions.
 - Farm-specific euthanasia methods and protocols.
 - Confirmation of insensibility and death.
- Birds are handled as outlined in FCP 002 Care and Handling.
- Euthanasia equipment is well maintained and used correctly.
- After euthanasia, birds are inspected for signs of sensibility, and a second application or alternate method is applied if signs of sensibility are observed.
- Death is confirmed before disposal of the carcass.

A “qualified trainer” is someone with the proven skills, experience and competence in euthanasia procedures on turkeys. A veterinarian must validate the skill of a qualified trainer before they can train any farm personnel. An example of a qualified trainer may include a farm manager or extension staff.

It is important to euthanize birds without delay if they are unlikely to recover, fail to respond to treatment, show signs of pain or distress, are unable to access feed and water, are unable to stand or walk or show weight loss or loss of body condition.

Signs of sensibility include bird blinks when surface of the eye is touched, rhythmic breathing (check for abdominal movement in the vent area) and vocalization.

Acceptable methods for euthanizing turkeys:

Euthanasia Method	Conditions	Comments
Non-Penetrating Captive Bolt	Correct placement of the device on the head is critical.	May be more appropriate for large birds.
Penetrating Captive Bolt	Humane restraint methods (e.g., 2 people; appropriate restraint device) may be necessary.	
Manual Blunt Force Trauma	Humane restraint methods (e.g., 2 people; appropriate restraint device) may be necessary. The impact must be of sufficient force and accurately placed in order to result in immediate insensibility and death in a single blow.	Alternative methods should be considered (e.g., non-penetrating captive bolt) due to the potential for incorrect application.
Decapitation	Instrument must be sharp and of appropriate size. Procedure must be carried out in one quick motion and result in a complete severance of the head. Requires secure restraint of the bird.	Need for environmental sanitation (blood). Risk of disease transmission via blood.

Monitoring Procedures

Acceptable methods for euthanizing turkeys (cont'd):

Euthanasia Method	Conditions	Comments
Manual Cervical Dislocation	<p>Crushing of the neck bones is unacceptable prior to loss of sensibility.</p> <p>This method is restricted to smaller birds (e.g., ≤ 3 kg), although this may vary depending on operator ability.</p>	<p>Performed correctly, cervical dislocation results in the luxation (dislocation) – never crushing – of the cervical vertebrae.</p> <p>Alternative methods should be considered (e.g., non-penetrating captive bolt) as in some classes of poultry, there is evidence that cervical dislocation may not cause rapid loss of sensibility.</p>
Mechanical Cervical Dislocation	<p>Crushing of the neck bones is unacceptable prior to loss of sensibility.</p> <p>Device must be purpose-designed and appropriate for the size of bird.</p>	<p>The site of the dislocation should be as close to the head as possible.</p> <p>Cervical dislocation is difficult to perform correctly in large birds and, therefore, may not result in immediate loss of sensibility. It is recommended that larger birds be rendered insensible prior to applying cervical dislocation.</p>
Gas Inhalation: Nitrogen (N)	<p>Requires specially-designed, closed chamber to contain gas and ensure that oxygen levels remain below 5%.</p> <p>Use pure nitrogen; do not use in mixtures with other gases.</p>	<p>Not commonly used on-farm.</p> <p>May reduce respiratory distress during loss of sensibility compared to other gases.</p> <p>Birds may become sensible if gas concentration is not sufficiently high and if oxygen levels are not low enough. This may be difficult to achieve in an on-farm setting.</p> <p>Birds may experience convulsions before becoming insensible.</p>
Gas Inhalation: Carbon Dioxide (CO₂)	<p>Requires specialized equipment (pressure-reducing regulator, CO₂ cylinder or tank) and a closed chamber to contain gas.</p> <p>Gas must be supplied in a precisely regulated and purified form without contaminants or adulterant.</p>	<p>May cause brief periods of distress before birds become insensible.</p> <p>Birds should be placed in the chamber in a single layer.</p> <p>Use in a well ventilated area for operator safety.</p>
Gas Inhalation: Carbon Monoxide (CO)	<p>Requires specially-designed, closed chamber to contain gas, along with a regulator and flow meter.</p>	<p>Dangerous to operators and potentially explosive at high concentrations; therefore, producers are encouraged to find an alternative to CO gassing.</p> <p>Use in a well ventilated area for operator safety.</p>

Monitoring Procedures

Records Check:

- ✓ Training records are on file for Farm Personnel tasked with euthanasia.
- ✓ Training records indicate that Farm Personnel were trained by a qualified trainer, whose skills were validated by a veterinarian.

Deviation and Corrective Action

If Farm Personnel tasked with euthanasia have not been trained, they are trained and a record is kept on file.

Mass Depopulation:

- A mass depopulation plan is available or accessible (a Sample Mass Depopulation Plan is provided in Appendix XI).

* If not using an acceptable method of euthanasia, the process must be undertaken in consultation with a veterinarian.

A mass depopulation plan should include: the depopulation method, biosecurity considerations, identification of trained individuals, safety procedures and reporting procedures to authorities. If performed, mass depopulation should meet the requirements as outlined in this section.

Records Check:

- ✓ A mass depopulation plan, or contact information to access a mass depopulation plan, are kept on file.

Deviation and Corrective Action

If there is no mass depopulation plan, the Farm Manager creates one and keeps it on file.

Related Documentation and Records

- REC 009 Euthanasia Training Record
- OFFSP PRO 005 Turkey Production Program
- OFFSP PRO 006 Farm Personnel Training Program
- REC 001 Barn Entry Log
- REC 006 Personnel Training Log
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- APP XI Sample Mass Depopulation Plan
- Veterinary prescriptions
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Poultry transportation is a shared responsibility between all stakeholders. An effective flow of information between the processor and the Farm Manager will help ensure adequate preparation prior to the arrival of the catching crew and truck. Catching crews may be hired by the processor or the Farm Managers, or assembled by Farm Managers. Only birds that have the capacity to withstand the expected journey duration should be loaded. Environmental conditions can affect the welfare of birds during loading and transport, and the loading process may need to be adjusted accordingly. Loading at night is often advantageous because low light levels have a calming effect on excited birds. It is highly recommended that feeders and waterers are raised prior to shipping, and the lighting in the barn is dimmed to facilitate catching.

Purpose: To ensure that turkeys are caught and loaded in a humane manner, and only birds fit for transport are loaded.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

- The Farm Manager, or a competent designee, is readily available in person to provide assistance throughout the catching and loading process if necessary.
- For each flock, the Farm Manager ensures that the Turkey Load-Out Report (REC 011) is completed and kept on file, and a copy is submitted to the processor following shipment.

Pre-Loading:

- Birds that are deemed unfit for transport are not loaded.
- The flock and environmental conditions, as well as the expected journey duration, are taken into consideration pre-loading.
- Loading densities are determined pre-loading through communication with the processor or transporter, taking into account the container floor space, bird size, environmental conditions and expected journey duration.
- Containers and equipment allow birds to be loaded and conveyed in ways that minimize stress and injury.

Examples of conditions that would make turkeys unfit for transport include: fractures, emaciation, severe lameness, wet birds in cold weather or illness. There may be other conditions the Farm Manager may take into consideration at the time of loading.

Catching and Loading:

- Herding, loading and hauling is managed to minimize bird stress, bruising, scratching and discomfort.
- Catching and loading equipment and containers are handled, moved and positioned in a manner that minimizes stress and injury.
- Catching crews:
 - Are supervised by a competent individual.
 - Handle birds and containers with birds in a manner that minimizes stress and injury.
 - Birds are not carried solely by the head, neck, one wing or tail feathers.
 - Birds are upright after being loaded into containers.
 - Ensure that competent personnel operate catching and loading equipment.
 - Ensure loading densities are followed.
- Birds not loaded are euthanized or cared for as outlined in this Program.

Monitoring Procedures

Visual Check:

- ✓ Hurdles, gates and chutes are kept free of splinters and sharp corners that may cause bird injuries.
- ✓ Feeders and waterers are lifted prior to catching and loading.
- ✓ Loading densities permit all birds to rest on the floor at the same time when evenly distributed, while preventing excessive movement within the container.
- ✓ Parts of birds do not protrude from containers in any way that causes injury or impedes movement.

Records Check:

- ✓ Records are kept on file of communications between the Farm Manager and the processor regarding: flock status, weather, loading densities, the planned start of catching and feed and water withdrawal times.
- ✓ The number of birds that were not shipped due to welfare concerns is recorded.

Deviation and Corrective Action

If the Farm Manager determines that there are deviations from established SOPs, the problems are corrected and a record is kept that includes the date(s), time and corrective actions taken.

Related Documentation and Records

- OFFSP PRO 005 Turkey Production Program
- REC 004 Flock Information Reporting Form
- REC 005a Flock Log
- REC 005b Flock Log for Semi-Confined and Range Production
- REC 011 Turkey Load-Out Report
- APP X Template - Letter of Assurance on Catching, Loading and Transport Equipment and Containers
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: An emergency (e.g., power failure, fire, flooding, water interruptions or contamination, inclement weather) can occur on any farm and it is important that you, your staff and your farm are prepared so that appropriate steps to protect the welfare of birds can be taken as quickly as possible. Preparedness includes installation, maintenance and testing of necessary equipment or systems, and personnel awareness. It is a good idea to go through your emergency plan with your family (especially if they are not involved with flock care) or a neighbour, so that even if you are not on farm, someone will be able to act quickly for you.

Purpose: To ensure that all Farm Personnel are knowledgeable of emergency procedures, and that all artificially controlled systems are functional in the event of a farm emergency.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

Back-up Systems:

- It is ensured that all electricity-dependent systems necessary for the health and well-being of the birds continue during a power failure.
- Power failure backup systems (i.e., generator) are available and be tested at least once per month to ensure they are in working order.
- All electricity-dependent environmental systems (e.g., automated ventilation and temperature systems) are equipped with alarms and tested at least once per flock to ensure they are in working order.

Note: It is recommended to consult your insurance company on potential requirements for generator and alarm testing that go above those in this section.

The alarm used must be effective in alerting the Farm Manager (or designate). In most cases, external monitoring and notification (e.g., through a cell phone or pager) is the best option. In some cases, an alarm system using a bell or horn may be sufficient, because there is always someone on the farm premises.

Records Check

- ✓ Record is kept on file for the monthly generator tests.
- ✓ Record is kept on file for the tests of the alarms of electricity-dependent environmental systems for each flock.

Deviation and Corrective Action

If the Farm Manager detects a failure in the backup system, corrective actions are taken according to established SOPs. The specific issue, all corrective actions and the date(s) they are performed are noted.

Emergency Plan:

- An emergency plan is available, which must contain the following:
 - Procedures for specific emergency situations (e.g., power failure, fire, flooding, water interruptions or contamination, inclement weather).
 - Emergency contact information (e.g., veterinarian, police, ambulance, fire, neighbours) that is posted in a conspicuous location.
 - A farm map is posted in a conspicuous location detailing the location of fire protection equipment, hazardous substances, generator, gas shut off, etc.
 - All Farm Personnel have received training on the emergency plan.
- The Farm Manager, or a designate, is available (on site or by phone) in the case of an emergency.

Monitoring Procedures

Records Check

- ✓ The name and contact information of all emergency contacts is available for all barn staff, if needed.

Deviation and Corrective Action

If there is no emergency plan, the Farm Manager creates one, includes it in Farm Personnel training and keeps it on file.

If there is no farm map, the Farm Manager creates one and posts it in a conspicuous location.

Related Documentation and Records

- FCP 004 Barn Microclimate
- FCP 007 Feed and Water
- REC 010 Emergency Plan
- OFFSP PRO 006 Farm Personnel Training Program
- REC 006 Personnel Training Log
- APP XII Sample Generator and Alarm Testing Log
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Turkey breeders include primary breeders and multiplier breeders that are kept for reproduction and to supply eggs to hatcheries. The care of turkey breeders is similar to the care required in raising commercial birds, with breeder-specific practices. Turkey breeders are handled frequently for artificial insemination. Because of the size and weight of turkey breeders, gentle handling is necessary to protect their welfare and productivity. Nests are provided to hens to provide a safe and sanitary place to lay. The number of nests provided depends on a number of factors, including the breed of the bird and management (e.g., frequency of egg collection, removal of hens from nests, ensuring all nests are functioning). To prevent outbreaks of feather pecking, turkey breeders are often beak treated at the hatchery and occasionally as adults, if needed. Moulting is not common practice but may be undertaken if the supply of hatching eggs is at risk. Controlled moulting can be achieved with modifications to lighting programs and diet formulations. The following breeder-specific procedures complement the other TFC FCP sections and are meant to be used in conjunction with them.

Purpose: To ensure adequate flock care is provided in turkey breeder production systems.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures	
<p>Housing</p> <ul style="list-style-type: none"> <input type="checkbox"/> A sufficient number of appropriately-sized nests are provided. <input type="checkbox"/> Nest, nest gates and ramps are maintained and in good working order. 	<p><i>Refer to manufacturers' recommendations for the number of nests required for the barn. In general, it is recommended to have no more than eight (8) hens per nest.</i></p>
<p><u>Visual Check:</u></p> <ul style="list-style-type: none"> ✓ Nest, nest gates and ramps are functioning and have no sharp edges that may cause injury to the hen. ✓ There are no visible injuries to birds as a result of the condition of the nests and/or nest gates. 	<p>Deviation and Corrective Action</p> <p>If access to nests is prevented or nests are not in working order, the situation is corrected following established SOPs and the Farm Manager notes corrective actions.</p>
<p>Care and Handling</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toms are handled in a way that prevents injury and minimizes stress throughout selection, semen collection and during vaccination and sample collection. <input type="checkbox"/> Hens are handled in a way that prevents injury and minimizes stress throughout selection, artificial insemination, egg collection and during vaccination and sample collection. <input type="checkbox"/> Steps taken to discourage broody behaviour in hens does not compromise their welfare. <input type="checkbox"/> Beak treatment, when performed on-farm, is: <ul style="list-style-type: none"> <input type="checkbox"/> Done so that 6 mm (~1/4") is the maximum difference between the upper and lower beaks. <input type="checkbox"/> Performed using equipment that is properly maintained and adjusted, or replaced if necessary. <input type="checkbox"/> Controlled moulting, if necessary, is only performed on healthy birds under veterinary supervision. Feed and water is not withdrawn to initiate moulting. 	<p><i>In all cases when birds are being lifted, there must be two (2) points of contact: both legs, both wings grasped at shoulder or a shoulder and a leg. Birds must be released gently after handling.</i></p> <p><i>Acceptable steps to discourage broody behaviour may include frequent egg collection, the use of broody pens, different nest bedding and avoiding dark corners in the barn or places where hens can nest on the floor. Feed or water withdrawal must not be used to discourage broody behaviour.</i></p>

Monitoring Procedures

Records Check:

- ✓ Training records are on file for Farm Personnel responsible for the care and handling of turkey breeders.

Visual Check:

- ✓ There are no visible injuries to birds as a result of improper care and handling of turkey breeders.

Deviation and Corrective Action

If Farm Personnel responsible for the care and handling of turkey breeders have not been trained or if retraining is necessary, they are trained and a record is kept on file.

Related Documentation and Records

- OFFSP BPRO 006 Farm Personnel Training Program
- OFFSP BPRO 005 Turkey Breeder and Hatching Egg Production Program
- BREC 006 Personnel Training Log
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

Background: Semi-confined and range turkey production systems are different from indoor rearing systems, primarily because the birds are more exposed to weather, the risk of predation and disease; however, the overall principles are the same. Providing outdoor access can offer opportunities for environmental enrichment and increased exercise. Biosecurity and pest control measures must be adapted to factor in additional sources of contaminants and disease. The following procedures complement the other TFC FCP sections and are meant to be used in conjunction with them.

Purpose: To ensure adequate flock care is provided in semi-confined and range production systems.

Responsibility: Farm Manager
Farm Personnel

Monitoring Procedures

The outdoor production area (Restricted Area) is:

- Designed and managed in ways that ensure the area is properly drained, including the areas under the feeders and waterers.
- Managed to avoid build-up of pathogens that may cause disease.
- Kept free of debris that may provide a habitat for pests, wild birds and animals.

Within the outdoor production area (Restricted Area):

- Shelter is provided to protect from inclement weather.
- Sufficient shade is provided to accommodate the size of the flock.
- The size of shelters prevents overcrowding.
- Protection from wild animals is provided.
- Feed and water is provided in a way that discourages access by wild birds.
- Access to and from the range from a barn is designed to allow easy access for all birds.

Visual Checks:

- ✓ There is no standing water and accumulated manure or debris in the enclosure and/or range area.
- ✓ Feeders and waterers are provided in a sufficient number.
- ✓ Fencing or another type of predator deterrent is installed and in good repair.
- ✓ There is no debris that could provide a habitat for pests.
- ✓ Sufficient shelter and shade are provided.

Deviation and Corrective Action

If the Farm Manager determines that the area provided to the flock is not in good repair, corrective actions are taken to correct the situation according to established SOPs. The date(s), problem and actions taken are kept on file.

Related Documentation and Records

- OFFSP PRO 005 Turkey Production Program
- REC 005b Flock Log for Semi-Confined and Range Production
- Other:

Standard Operating Procedures

Farm-specific monitoring criteria and corrective actions are:

TABLE OF CONTENTS – RECORD KEEPING

REC 001	Barn Entry Log
REC 002	Cleaning and Maintenance Procedures
REC 003	Pest Control Log
REC 004	Flock Information Reporting Form (Flock Sheet)
REC 005a	Flock Log
REC 005b	Flock Log for Semi-Confined and Range Production
REC 006	Personnel Training Log
REC 007	OFFSP Self-Audit Checklist
REC 008	Stocking Density Log
REC 009	Euthanasia Training Record
REC 010	Emergency Plan
REC 011	Turkey Load-Out Report
REC 012	FCP Self-Audit Checklist

BARN ENTRY LOG

REC 001

- Visitor is a person that enters a barn on a non-daily frequency, e.g., service people, vets, delivery, etc.
- Visitors to a barn must follow the biosecurity protocol as explained by Farm Personnel (for written details, review PRO 001).

Farm/Barn Name: _____

Date	Visitor Name	Initials	Comments (e.g., prior farm visit, visitor phone number, reason for visit)

Required Corrective Action:

CLEANING AND MAINTENANCE PROCEDURES

REC 002

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the the attached sample procedures.

Farm Name: _____

TASK

Indicate what task is described. Specify if the task applies to individual barn(s).

FREQUENCY

Indicate how often/when the task is carried out.

RESPONSIBILITY

Indicate who is responsible for carrying out the task.

REQUIRED TOOLS AND CHEMICALS

If applicable, list all tools/equipment and chemicals you require to carry out the task.

PERSONAL PROTECTION EQUIPMENT

List personal protection equipment you may use for carrying out the task.

METHOD

*Describe each step of how the task is carried out on your farm.
Describe it as if you explain the task to somebody who has not carried it out before.*

DEVIATIONS AND CORRECTIVE ACTIONS

Describe actions to be taken in situations where the task is not carried as per procedures.

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the attached sample procedures.

Farm Name: _____

TASK
Empty barn and equipment cleaning and disinfecting.
FREQUENCY
After each flock, before starting a new flock for brooder barns. Once per year for grow-out barns.
RESPONSIBILITY
Farm Personnel
REQUIRED TOOLS AND CHEMICALS
Shovel, manure truck, broom, scraper, disinfectant, pressure washer.
PERSONAL PROTECTION EQUIPMENT
Dust mask.
METHOD
<ol style="list-style-type: none"> 1. Set up to clean barn within one (1) day of depopulation. 2. Remove all manure and bedding from barn, including perimeter, doorways, poles and in corners. 3. Remove all feed from feeders, feed lines and all other points of feed accumulation. 4. Flush water lines with hyper-chlorinated water. 5. Turn off power to all electrical equipment. 6. Using compressed air or a brush, dry clean all non-removable motors, switches. 7. Sweep/brush loose dirt from floor, walls and fixtures. 8. Pressure wash walls, ceilings, rafters, fans, heaters, drinkers and feed troughs (<i>include detergent concentration</i>). 9. Disinfect with agent at the rate recommended on the label. Apply sanitizer (<i>how much, concentration, what kind</i>). 10. Disinfectants used are alternated to reduce antimicrobial resistance to one particular compound. 11. Open ventilation system to promptly dry the building a minimum of two (2) days. 12. Use space heaters to speed drying in cold or damp climate. 13. Mop up all puddles. 14. If floor is dirt, fill in any holes where water is collected, remove wet dirt. 15. Record cleaning and sanitizing details on Records (refer, e.g., Flock Log – REC 005a).
DEVIATIONS AND CORRECTIVE ACTIONS
If any of the cleaning and disinfection steps listed above are not carried out as per procedures (e.g., litter is not removed, water lines are not flushed, use of disinfectant at an incorrect rate, etc.), the Farm Manager ensures that Farm Personnel complete the tasks appropriately prior to the placement of the next flock (e.g., remove litter, flush water lines, re-apply the disinfectant at the correct rate). Deviations and corrective actions are recorded on the Flock Log (REC 005a).

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the attached sample procedures.

Farm Name: _____

TASK
Water system cleaning.
FREQUENCY
After each flock.
RESPONSIBILITY
Farm Manager.
REQUIRED TOOLS AND CHEMICALS
Measuring cup, 5% chlorine solution.
PERSONAL PROTECTION EQUIPMENT
None.
METHOD
<ol style="list-style-type: none"> 1. Flush water lines with full pressure water. 2. Mix stock solution for the proportioner at a rate of 12 ounces chlorine per gallon of water. 3. Fill water lines with chlorine solution using proportioner and let it stand for three (3) to six (6) hours. 4. Disassemble proportioner and clean. Re-assemble. 5. Change water filter. 6. Flush lines with clean water. 7. Wash drinkers using high-pressure washer. 8. Drain lines if freezing is possible. 9. Record on the Flock Log (REC 005a).
DEVIATIONS AND CORRECTIVE ACTIONS
<p>If water system cleaning is not carried out as per procedures (e.g., missed chlorination, application with an incorrect chlorine rate), the Farm Manager completes it as soon as possible or repeats water system cleaning according to procedures. Deviations and corrective actions are recorded on the Flock Log (REC 005a).</p>

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the attached sample procedures.

Farm Name: _____

TASK
Emptying feed bin and fill auger after medicated feed and at end of flock.
FREQUENCY
After end of each flock.
RESPONSIBILITY
Farm Manager.
REQUIRED TOOLS AND CHEMICALS
Feed scoop, feedbags, broom and rubber mallet.
PERSONAL PROTECTION EQUIPMENT
None.
METHOD
<ol style="list-style-type: none"> 1. Remove all feed from the feed bin and fill auger and place in bags or grain wagon. 2. Pound the feed bin with rubber mallet to shake loose any dust in the bin. 3. Remove the plate on the bottom of the bin boot to check for feed build-up. 4. Check the entire bin for feed build-up. Pay attention to any coning or bridging of feed. 5. Pound bin again to remove any build-up and re-check. Repeat until all build-up is removed. <p>For emptying feed bin after medicated feed:</p> <ol style="list-style-type: none"> 6. Record feed bin emptying on Record (refer, e.g., Flock Log – REC 005a). <p>For end of flock only:</p> <ol style="list-style-type: none"> 7. Use the feed at the next oldest flock.
DEVIATIONS AND CORRECTIVE ACTIONS
<p>If a medicated feed was not removed from the feed bin/feed system prior to the required withdrawal time, the Farm Manager empties the feed bin/feed system as soon as possible and re-schedules shipment. If birds have been shipped, the Farm Manager informs the processor immediately about the potential of medication residues. If any bridging or coning is present in the feed bin, the Farm Manager takes action to remove the build-up as soon as possible. Deviations and corrective actions are recorded on the Flock Log (REC 005a).</p>

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the attached sample procedures.

Farm Name: _____

TASK

Chlorination of the turkey’s water supply.

FREQUENCY

Once per week every Monday for 12 hours.

RESPONSIBILITY

Farm Manager.

REQUIRED TOOLS AND CHEMICALS

Measuring cup, 5% chlorine solution.

PERSONAL PROTECTION EQUIPMENT

None.

METHOD

1. Mix stock solution for the proportioner at the following rate:
 - Five (5) ounces chlorine per gallon water for use in open bell drinkers in the grow-out barn.
 - Two (2) ounces chlorine per gallon water for closed disc/nipple drinker system in the brooder barn.
2. Proportioner injects stock solution into water lines at the rate of one (1) ounce per gallon.

DEVIATIONS AND CORRECTIVE ACTIONS

If chlorination is not carried out as per procedures (e.g., missed chlorination, application with an incorrect chlorine rate), the Farm Manager completes it as soon as possible. Deviations and corrective actions are recorded on the Flock Log (REC 005a).

Instructions:

- In REC 002, you are required to write your individual cleaning and maintenance procedures for the tasks identified in the Cleaning and Maintenance Program (PRO 003).
- You may use one form for each task or combine related tasks on one form. For clarification, refer to the attached sample procedures.

Farm Name: _____

TASK
Calibrating medicator/proportioner.
FREQUENCY
Every three months.
RESPONSIBILITY
Farm Manager.
REQUIRED TOOLS AND CHEMICALS
None.
PERSONAL PROTECTION EQUIPMENT
None.
METHOD
<ol style="list-style-type: none"> 1. Disconnect the outflow side of the medicator from the water line and place into a pail. 2. Fill a measuring cup (with “ml” gradations) with water. 3. Place the medicator intake tube into the measuring cup. 4. Turn on water supply through the medicator. If 100 ml of water are disappearing out of the measuring cup and 10 L or 12.8 L (if ratio is set 1:100 or 1:128 respectively) appears in the pail, then the medicator is working properly. If not, the medicator requires service. 5. Calibration is recorded on the Flock Log (REC 005a).
DEVIATIONS AND CORRECTIVE ACTIONS
<p>If the medicator is not calibrated as per procedures, the Farm Manager completes it as soon as possible or prior to its next use. If the medicator is not working properly, the Farm Manager ensures that it is serviced prior to its next use. Deviations and corrective actions are recorded on the Flock Log (REC 005a).</p>

PEST CONTROL LOG

REC 003

Instructions:

Record pest activity observed and pest control measures applied (e.g., rodenticides, insecticides) in/around the turkey barn(s) and/or outside production area(s).

Farm Name: _____

INSPECTION OF PEST CONTROL DEVICES AND MEASURES APPLIED

Date	Comments <i>(i.e., product and concentration used, location applied, application method, purpose, corrective actions)</i>	Initial



FLOCK INFORMATION REPORTING FORM

VERSION 8.0

Producer/Enterprise Name

Producer Code/Quota/Premises ID

Placement Date of Chicks/Poults

Barn #

Species

Category/Sex

Age of Birds

Birds Placed

Birds Shipped

Mortality Rate (%)**

Kg/Bird

CFC OFFSAP/TFC OFFSP Certification: Yes No Grow-out Density: _____ kg/m² lb/ft² kg/ft² space/bird

SECTION A - MEDICATION AND VACCINE INFORMATION

If Yes:

1. Were medications or vaccines administered at the hatchery?**	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through F*
2. Were vaccines administered on-farm?**	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through G*
3. Were any medications administered for treatment during the flock?**	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through H*
4. Were any non-treated diseases or syndromes diagnosed during the flock?**	<input type="checkbox"/> Yes <input type="checkbox"/> No	H
5. Were any medications with a withdrawal time used in the last 14 days prior to shipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through G*
6. Were any extra-label medications used?***	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through F*
7. Were any Category I medications (e.g., ceftiofur - Excenel™, enrofloxacin – Baytril™) used on-farm in a preventive manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A through G*

**For mature turkeys, this information must be provided for the last 120 days of life.

***Attach prescriptions for all extra-label medication use

RECORD ANY "YES" ANSWERS IN THE TABLE BELOW (USE THE GUIDE ABOVE TO FILL IN THE COLUMNS):

Question # (i.e. 1-7 above)	(A) Medication or Vaccine Name	(B) Route (i.e. feed, water, injection etc.)	(C) First treatment date	(D) Last treatment date	(E) Withdrawal Period (days)	(F) Safe Marketing Date (if any)	(G) Dose	(H) Disease or Syndrome & Flock Recovery Date

SECTION B - FEED WITHDRAWAL AND LOADING INFORMATION

Planned catching time:	M	D	Time	AM PM	Actual start of catching:	Time	AM PM	
Planned processing time:	M	D	Time	AM PM	Time of last access to water:	Time	AM PM	
Was the feed supply disrupted in the last 48 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No					Feed withdrawal time provided by processor:		Time	AM PM
Time feed was no longer accessible:	M	D	Floor#1 Time	AM PM	Floor#2 Time	AM PM	Floor#3 Time	AM PM

Additional Comments: _____
Provide any additional comments on flock condition during the brooding/grow-out period and/or the catching process on a separate sheet of paper if desired.

I confirm that, to the best of my knowledge, the information contained on this flock information reporting form is accurate and complete and that any diseases that were diagnosed in the flock as a result of laboratory tests and/or readily observable clinical signs have been identified and reported on this form, and that I have followed required withdrawal times as per the veterinary prescription, labeling indication and/or feed mill instructions.

Producer's Signature: _____

Note: This information is confidential between the producer and the processor.

INSTRUCTIONS TO COMPLETE THE FLOCK INFORMATION REPORTING FORM - VERSION 8.0

This form covers broiler chickens, turkeys and turkey breeders. Flock information (except # birds shipped) and Section B must be sent to the processor 3-4 days prior to shipment. Use one form per flock when all flock information is identical; use additional forms when flock information is not identical. There is no specific order of coloured pages to send or keep. Ensure to keep a copy in your farm records. When multiple truckloads are sent to the same processor, only one flock sheet is required and it should accompany the first load. When shipments from one barn are to be sent to different processing plants, each processing plant shall receive an advance copy and a completed version of the flock sheet. This also applies to "trade-in" shipments. When barns are not emptied all at the same time, different flock sheets shall be filled for each shipment.

Species: List the type of production (chickens/turkeys/mature turkeys).

Birds Placed: Include any additional chicks (e.g., 2%) provided by the hatchery.

Birds Shipped, Mortality Rate (%) and Kg/Bird: These are estimates based on production records. For mature turkeys, provide mortality rate for the last 120 days of life.

Category/Sex: List bird type (i.e., pullet, roaster, tom turkey, light/heavy fowl).

CFC OFFSAP/TFC OFFSP Certification: Indicate if the farm is certified under either CFC's or TFC's on-farm food safety program.

Grow-out Density: List the density and check either kg/m², lb/ft², kg/ft², or space/bird.

SECTION A: Answer questions 1 through 7 by checking either the "yes" or "no" box. If "yes", the letters beside each question indicate which columns need to be completed in the table. To determine whether a medication is prescribed extra-label, look for a CAPV (Canadian Association of Poultry Veterinarians) or CgFARAD (Canadian global Food Animal Residue Avoidance Database) reference number on your veterinary prescriptions.

- **QUESTION 1:** If yes, complete columns A through F for all vaccines and medications administered at the hatchery (as per the hatchery invoice). A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.
- **QUESTION 2:** If yes, complete columns A through G for all vaccines administered on-farm.
- **QUESTION 3:** Check "yes" if any medications (water/feed/injection), even those without a withdrawal period, were used to treat clinical symptoms during the flock and complete columns A through H (indicate the date that the flock has recovered). A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.
- **QUESTION 4:** Check "yes" if any diseases or syndromes were diagnosed during the flock and if no medications were used to cure the flock (see Question 3 if medications were used); complete column H (Disease or Syndrome) and indicate the date that the flock has recovered. This is very important for export certification. Flocks that are not eligible for export because of notifiable diseases will remain eligible for domestic use (e.g., Infectious Laryngotracheitis or ILT). Indicating the date that the flock has completely recovered from the

disease/syndrome is important for the plant defect detectors to differentiate between active lesions or scar lesions: this will contribute to maximizing your return.

- **QUESTION 5:** Check "yes" if any medications that required a withdrawal period were used in the last 14 days prior to shipment. If yes, complete columns A through G. If feed tags indicate a withdrawal period, but do not specify the specific medication that requires the withdrawal period, then list all medication names in the ration in column A.
- **QUESTION 6:** Check "yes" if any medications were used in an extra-label manner. If yes, complete columns A through F and attach the veterinary prescription with the advanced copy of the flock sheet; this includes preventive medications without a withdrawal period used extra-label.
- **QUESTION 7:** Check "yes" if any Category I medications (e.g., ceftiofur hydrochloride - ExcenelTM, enrofloxacin – BaytrilTM) were used in a preventive manner (without clinical signs or disease diagnosis) during the flock. If yes, complete columns A through G. A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.

For broiler chickens and turkeys, Questions 1, 2, 3, 4 and 6 apply to the entire life of the birds. For mature turkeys, this information must be provided for the last 120 days of life.

SECTION B: List the month, day and time (circle am or pm) as required for each item.

Record the estimated Planned Catching Time and the Planned Processing Time as provided by the processor.

Record the Actual Start of Catching time when the catching crew started to load the birds.

Record the Time of Last Access to Water when water availability was removed.

Check "yes" if the Feed supply was disrupted in some way in the last 48 hours, and birds were starved (even for a short period of time) as they may have gorged themselves and their digestive tract might have been impacted. This has a serious impact on the amount of digesta present during evisceration and potential contamination with disease-causing bacteria.

Record the time of Feed withdrawal provided by the processor; if no time has been provided, indicate N/A or cross out the box.

Time feed was no longer accessible: List the actual time when the flock no longer had access to feed. If the time of feed withdrawal is different for individual floors within the barn, record the time of feed withdrawal on each floor in the space provided.

FLOCK LOG**REC 005a****Farm Name:****Flock Number:****Barn Preparation***Note: The barn preparation begins with the clean-out of the previous flock.***BROODER BARN or COMBINED BROODER AND GROW-OUT BARN:**

Barn Number:

 Barn clean-out, equipment cleaning and maintenance procedures followed as per protocol (PRO 003 and REC 002).Cleaning chemical(s), disinfectant(s) used (*name*):

Date clean-out completed:

 Barn setup procedures followed as per protocol (PRO 005 and PRO 002). Barn visually inspected/ready for poult placement.

Placement date:

Number of birds placed:

Date:

Signature:

GROW-OUT BARN: Not applicable – birds are not transferred
(*combined brooding and grow-out barn*)

Barn Number:

 Barn completely cleaned out as per protocol (PRO 003 and REC 002). Litter re-used from previous flock.

Date of last complete clean-out:

 Equipment cleaned and maintained as per protocol (PRO 003 and REC 002).Cleaning chemical(s), disinfectant(s) used (*name*):

Date clean-out completed:

 Barn setup procedures followed as per protocol (PRO 005 and PRO 002). Barn visually inspected/ready for bird transfer.

Date of bird transfer:

Date:

Signature:

Feed Bin/Feed System Emptying Prior To End Of Flock [CCP] Feed bin emptied of medicated feed to comply with the required withdrawal time.

Date(s):

Signature:

 Not applicable (no medicated feed with withdrawal time was used or two-bin system is in place). Feed system emptied of medicated feed to comply with the required withdrawal time.

Date(s):

Signature:

 Not applicable (no medicated feed with withdrawal time was used).**Calibration of Proportioner/Medicator [CCP]** Calibration of the proportioner/medicator completed every three (3) months (or before each use if used less frequently) as per protocol (PRO 003/REC 002 and PRO 005).

Date(s):

Signature:

 Not applicable (not used during this flock).**Comments/Required Corrective Actions**

Daily Flock Supervision Log

Instructions: Observe flock at least twice per day for sick/injured birds, mortalities and cull birds, abnormal bird behaviour, functioning equipment (e.g., feeders, waterers, ventilation, lighting, etc.), litter quality, water quality (i.e., checking for slime, mould, cloudiness and rust), temperature, relative humidity and ammonia levels. Record the following to demonstrate that the daily flock supervision is completed for this flock:

- Sign the affirmation below that the daily checks have been performed for this flock.
- Record the daily number of mortalities and culls, temperature, relative humidity and litter conditions in the table below. For litter quality, note if conditions are good, wet or dry.
- Measure ammonia levels using a tool once a week and record it, starting after four (4) weeks of age (max. 25 ppm) in the table below.
- Record any abnormalities, deviations and corrective actions.

Affirmation Concerning Daily Flock Supervision

I confirm that the flock supervision checks for this flock have been performed twice per day for the following, and any abnormalities/deviations and required corrective actions are recorded (check boxes and sign and date below):

- Sick/Injured Birds
 Mortalities/Cull Birds
 Abnormal Bird Behaviour
 Functioning Equipment
 Litter Quality
 Water Quality
 Temperature
 Relative Humidity
 Ammonia Levels

Signature:

Date:

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative Humidity (%)	Litter Quality	Weekly Ammonia Measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 1	1						/	
	2							
	3							
	4							
	5							
	6							
	7							
Week 2	8							
	9							
	10							
	11							
	12							
	13							
	14							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative Humidity (%)	Litter Quality	Weekly Ammonia Measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 3	15							
	16							
	17							
	18							
	19							
	20							
	21							
Week 4	22							
	23							
	24							
	25							
	26							
	27							
	28							
Week 5	29							
	30							
	31							
	32							
	33							
	34							
	35							
Week 6	36							
	37							
	38							
	39							
	40							
	41							
	42							
Week 7	43							
	44							
	45							
	46							
	47							
	48							
	49							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative Humidity (%)	Litter Quality	Weekly Ammonia Measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 8	50							
	51							
	52							
	53							
	54							
	55							
	56							
Week 9	57							
	58							
	59							
	60							
	61							
	62							
	63							
Week 10	64							
	65							
	66							
	67							
	68							
	69							
	70							
Week 11	71							
	72							
	73							
	74							
	75							
	76							
	77							
Week 12	78							
	79							
	80							
	81							
	82							
	83							
	84							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative Humidity (%)	Litter Quality	Weekly Ammonia Measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 13	85							
	86							
	87							
	88							
	89							
	90							
	91							
Week 14	92							
	93							
	94							
	95							
	96							
	97							
	98							
Week 15	99							
	100							
	101							
	102							
	103							
	104							
	105							
Week 16	106							
	107							
	108							
	109							
	110							
	111							
	112							
Week 17	113							
	114							
	115							
	116							
	117							
	118							
	119							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative Humidity (%)	Litter Quality	Weekly Ammonia Measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 18	120							
	121							
	122							
	123							
	124							
	125							
	126							
Week 19	127							
	128							
	129							
	130							
	131							
	132							
	133							
Week 20	134							
	135							
	136							
	137							
	138							
	139							
	140							
Week 21	141							
	142							
	143							
	144							
	145							
	146							
	147							
Week 22	148							
	149							
	150							
	151							
	152							
	153							
	154							

FLOCK LOG FOR SEMI-CONFINED AND RANGE PRODUCTION

REC 005b

Farm Name:

Flock Number:

Barn Preparation

Note: The barn preparation begins with the clean-out of the previous flock.

BROODER BARN or COMBINED BROODER AND GROW-OUT BARN (semi-confined production):

Barn Number:

- Barn clean-out, equipment cleaning and maintenance procedures followed as per protocol (PRO 003 and REC 002).
Cleaning chemical(s), disinfectant(s) used (*name*):
- Barn setup procedures followed as per protocol (PRO 005 and PRO 002).
- Barn visually inspected/ready for poult placement.

Date clean-out completed:

Placement date: Number of birds placed:

Date: Signature:

GROW-OUT BARN: Not applicable – Birds are only transferred to the outside production area (range production).

Barn Number:

- Not applicable – Birds are not transferred between barns (semi-confined production, combined brooding and grow-out barn).

- Barn completely cleaned out as per protocol (PRO 003 and REC 002).
- Litter re-used from previous flock.
- Equipment cleaned and maintained as per protocol (PRO 003 and REC 002).
Cleaning chemical(s), disinfectant(s) used (*name*):

Date of last complete clean-out:

Date clean-out completed:

- Barn setup procedures followed as per protocol (PRO 005 and PRO 002).
- Barn visually inspected/ready for bird transfer.

Date of bird transfer:

Date: Signature:

OUTSIDE AREA:

- Outside area setup procedures followed as per protocol (PRO 005).
- Outside area visually inspected/ready for bird transfer.

Date of bird transfer/access to the outside area:

Date: Signature:

Feed Bin/Feed System Emptying Prior To End Of Flock [CCP]

- Feed bin emptied of medicated feed to comply with the required withdrawal time.
Date(s): Signature:
- Not applicable (no medicated feed with withdrawal time was used or two-bin system is in place).
- Feed system emptied of medicated feed to comply with the required withdrawal time.
Date(s): Signature:
- Not applicable (no medicated feed with withdrawal time was used).

Calibration of Proportioner/Medicator [CCP]

- Calibration of the proportioner/medicator completed every three (3) months (or before each use if used less frequently) as per protocol (PRO 003/REC 002 and PRO 005).
Date(s): Signature:
- Not applicable (not used during this flock).

Comments/Required Corrective Actions

Daily Flock Supervision

Instructions: Observe flock at least twice per day for sick/injured birds, mortalities and cull birds, functioning equipment (e.g., feeders, waterers, ventilation*, lighting, etc.), litter quality and range area conditions, water quality (i.e., checking for slime, mould, cloudiness and rust), temperature*, relative humidity* and ammonia levels*. Record the following to demonstrate that the daily flock supervision is completed for this flock:

- Sign the affirmation below that the daily checks have been performed for this flock.
- Record the daily number of mortalities and culls, temperature, relative humidity and litter conditions in the table below. For litter quality, note if conditions are good, wet or dry.
- Measure ammonia levels using a tool once a week and record it starting after four (4) weeks of age (max. 25 ppm) in the table below.
- Record any abnormalities, deviations and corrective actions.

** Monitoring procedures for ventilation, temperature, relative humidity and ammonia levels are not applicable to the outdoor production areas.*

Affirmation Concerning Daily Flock Supervision

I confirm that the flock supervision checks for this flock have been performed twice per day for the following, and any abnormalities/deviations and required corrective actions are recorded (check boxes and sign and date below):

- Sick/Injured Birds
 Mortalities/Cull Birds
 Abnormal Bird Behaviour
 Functioning Equipment
 Litter Quality and Range
 Water Quality
 Temperature
 Relative Humidity
 Ammonia Levels
 Area Conditions

Signature:

Date:

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative humidity (%)	Litter Quality	Weekly ammonia measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 1	1						/	
	2							
	3							
	4							
	5							
	6							
	7							
Week 2	8							
	9							
	10							
	11							
	12							
	13							
	14							
Week 3	15							
	16							
	17							
	18							
	19							
	20							
	21							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative humidity (%)	Litter Quality	Weekly ammonia measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 4	22							
	23							
	24							
	25							
	26							
	27							
	28							
Week 5	29							
	30							
	31							
	32							
	33							
	34							
	35							
Week 6	36							
	37							
	38							
	39							
	40							
	41							
	42							
Week 7	43							
	44							
	45							
	46							
	47							
	48							
	49							
Week 8	50							
	51							
	52							
	53							
	54							
	55							
	56							
Week 9	57							
	58							
	59							
	60							
	61							
	62							
	63							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative humidity (%)	Litter Quality	Weekly ammonia measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 10	64							
	65							
	66							
	67							
	68							
	69							
	70							
Week 11	71							
	72							
	73							
	74							
	75							
	76							
	77							
Week 12	78							
	79							
	80							
	81							
	82							
	83							
	84							
Week 13	85							
	86							
	87							
	88							
	89							
	90							
	91							
Week 14	92							
	93							
	94							
	95							
	96							
	97							
	98							
Week 15	99							
	100							
	101							
	102							
	103							
	104							
	105							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative humidity (%)	Litter Quality	Weekly ammonia measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 16	106							
	107							
	108							
	109							
	110							
	111							
	112							
Week 17	113							
	114							
	115							
	116							
	117							
	118							
	119							
Week 18	120							
	121							
	122							
	123							
	124							
	125							
	126							
Week 19	127							
	128							
	129							
	130							
	131							
	132							
	133							
Week 20	134							
	135							
	136							
	137							
	138							
	139							
	140							
Week 21	141							
	142							
	143							
	144							
	145							
	146							
	147							

	Age (days)	Mortalities (#)	Culls (#)	Temperature (°C or °F)	Relative humidity (%)	Litter Quality	Weekly ammonia measure	Abnormal Bird Behaviour/ Deviations/ Corrective Actions
Week 22	148							
	149							
	150							
	151							
	152							
	153							
	154							

Additional Monitoring Checklist

Instructions:

- Indicate (☑) which of the following items are applicable to the surroundings of this flock (RA and CAZ).
- Mandatory items are highlighted. Write down when an applicable mandatory item is not in compliance and record the corrective action performed in the 'Comments' section below.

<input type="checkbox"/> Any puddles, pools and bodies of water within the RA (enclosures) are eliminated. <input type="checkbox"/> No puddles, pools and bodies of water in close proximity to the range area. <input type="checkbox"/> RA (outdoor production area) is kept well-drained to avoid ponding and puddling of water. <input type="checkbox"/> Range area is covered with vegetation (i.e., green forage). <input type="checkbox"/> Dust holes are filled in. <input type="checkbox"/> Pens in semi-confined operations are scraped regularly. <input type="checkbox"/> If the RA (rangeland) becomes barren, it is rotated. <input type="checkbox"/> Feeders and waterers are kept rain tight (e.g., with roof or overhang) to avoid the development of mould and decrease the risk of potential contamination. <input type="checkbox"/> Feeders and waterers are moved regularly to avoid the build-up of manure around them.	<input type="checkbox"/> If RA (outdoor production area) has been used by another animal species prior to turkeys, a downtime of at least 21 days is provided. <input type="checkbox"/> RA (enclosures) are kept free of all debris (e.g., fallen trees, branches), as this may provide sanctuary for rodents, insects, wild birds and animals. <input type="checkbox"/> RA is kept free of nails, staples, binder twine, etc., that could be consumed by the birds. <input type="checkbox"/> Shelters or natural shade (e.g., trees) are provided for protection from inadvertent weather conditions to avoid bird stress. <input type="checkbox"/> RA (range area) cannot be affected by spray drift from adjacent cropping areas (if necessary, information is sought from neighbours regarding the crop chemicals used). <input type="checkbox"/> Scaring devices for birds (e.g., propane cannons) are installed. <input type="checkbox"/> Appropriate fencing installed and free of holes.
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Comments/Required Corrective Actions

Personnel Name: _____

RELATED INFORMATION (e.g., start date, background, previous poultry experience, etc.)

Blank space for related information.

FARM-SPECIFIC TRAINING RECEIVED (INITIAL TRAINING AND RE-TRAINING)

Topic	Items covered	Date(s)	Trainer Signature	Personnel Signature
Biosecurity Procedures and Personal Hygiene	<ul style="list-style-type: none"> ▪ Procedures (PRO 001) ▪ Location of materials ▪ Clothing, footwear ▪ Contact with other animals, pets, etc. ▪ Hand washing ▪ Washroom use ▪ Other: 			
Bird Care	<ul style="list-style-type: none"> ▪ <i>Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys</i> ▪ Bird handling ▪ Animal Care Code of Conduct ▪ Recognizing behavioural signs of health problems, discomfort and stress ▪ Euthanasia of sick/injured birds ▪ Other: 			

FARM-SPECIFIC TRAINING RECEIVED (INITIAL TRAINING AND RE-TRAINING)

Topic	Items covered	Date(s)	Trainer Signature	Personnel Signature
Emergencies	<ul style="list-style-type: none"> ▪ Procedures in the event of barn equipment failure ▪ Disease/Emergency Response Plan ▪ Veterinarian phone number ▪ Feed mill phone number ▪ Hatchery phone number ▪ Processor phone number ▪ Other: 			
Task Related Procedures <i>(e.g., barn clean-out, barn set-up, dead bird removal, medication administration, etc.)</i>				

COMMENTS

Purpose and Instructions:

- The Self-Audit Checklist is a tool for evaluating if the TFC On-Farm Food Safety Program[®] is properly implemented on-farm and in preparation for an actual on-farm audit.
- It reflects the mandatory (highlighted) elements of the program.
- The Self-Audit Checklist is structured according to the sequence of the program sections (PRO 001 to PRO 006).
- With the Self-Audit Checklist, the Farm Manager will review each program section to ensure that:
 - (1) All applicable mandatory program elements are indicated and described in the program binder/manual; and,
 - (2) All program requirements are implemented on-farm accordingly.
- Compliance (or non-compliance) is indicated on the Self-Audit Checklist by ticking (✓) ‘Yes’, ‘No’ or ‘N/A’ (*not applicable, for items that are not applicable to your farm*). Any deviation or necessary corrective action is to be identified in the ‘Comments’ section.
- The first line of each program section on the Self-Audit Checklist provides space to indicate a summary of the on-farm implementation of a respective section.
- The section ‘Record Keeping’ provides an overview of all records to be kept. These records should be readily available during an actual farm audit.
- Frequency of use: The Self-Audit Checklist is to be used, initially, after implementing the program on-farm, and then once per year.
- All outstanding corrective action requests (CARs) from previous audits have been completed satisfactorily prior to starting the annual Self-Audit.

Date of Self-Audit: _____

Signature Farm Manager: _____

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 001	Biosecurity and Premises Assessment Program is in place and followed:				
	▪ A Controlled Access Zone (CAZ) around the barn(s) and/or outdoor production area(s) with a clearly defined entry point that can be closed, if necessary, has been established.				
	▪ The CAZ excludes areas that manure is spread on.				
	▪ An up-to-date Farm and Surroundings Map is available that includes the CAZ.				
	▪ Property has been assessed for the risk of potential biological (e.g., manure storage, disease risk from wild birds on pond, neighbouring farms), chemical (e.g., crop spraying around the farm) and physical contamination and hazards (e.g., attack from predators). - <i>Potential risks are recorded/illustrated on the Farm and Surroundings Map.</i>				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 001 (cont'd)	<ul style="list-style-type: none"> Sign(s) indicating “biosecurity in effect – no entry” is placed at the main entrance of each turkey barn or the most easily accessed door from the entry to the CAZ. 				
	<ul style="list-style-type: none"> Restricted Area(s) (RAs) inside the barn(s) and/or outdoor production area(s) that are clearly defined on all sides (e.g., walls, fencing) are established. 				
	<ul style="list-style-type: none"> A transition area is established at the entrance to a RA, which provides a hard surface that can be kept clean, storage for biosecurity supplies and space to perform biosecurity procedures. 				
	<ul style="list-style-type: none"> When building a new barn, a barn entry room must be included in the building design. 				
	<ul style="list-style-type: none"> The entrance to a RA is clearly defined by a physical barrier. 				
	<ul style="list-style-type: none"> Up-to-date Barn and/or Outdoor Production Area Schematic(s) are available that include the RA(s) and show potential risks. 				
	<ul style="list-style-type: none"> No animal species (including farm pets), other than turkeys, enter the barn(s) during turkey production. 				
	<ul style="list-style-type: none"> If other animals are kept, the biosecurity protocol to prevent cross-contamination with turkey production is described and followed. 				
	<ul style="list-style-type: none"> Barn(s) used for different animal production (e.g., chicken and turkey) receive a dry cleaning prior to placing turkeys (e.g., all litter, organic matter and dust is removed prior to placing turkeys). 				
	<ul style="list-style-type: none"> Where turkeys are being raised in the same barn(s) with other animals, the area being used to raise turkeys is designated as its own RA. 				
<ul style="list-style-type: none"> Entrance to the barn(s) and/or outside production area is locked when personnel are not in the barn(s)/on the premises. 					

OFFSP SELF-AUDIT CHECKLIST

REC 007

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 001 <i>(cont'd)</i>	<ul style="list-style-type: none"> ▪ Toilet facilities are available and used by the Farm Manager, Farm Personnel, visitors and catchers at all times. 				
	<ul style="list-style-type: none"> ▪ Visitors wear premises-specific clothing/coveralls if intending to visit a RA. 				
	<ul style="list-style-type: none"> ▪ When entering a barn, prior to entry into the RA, visitors review the biosecurity protocol, sign in on the Barn Entry Log (REC 001) and follow RA-specific foot biosecurity procedure. <ul style="list-style-type: none"> - <i>Record (REC 001) is filled out and available.</i> 				
	<ul style="list-style-type: none"> ▪ Farm personnel/Farm Manager accompany visitors and ensure that the biosecurity protocol is followed. 				
	<ul style="list-style-type: none"> ▪ Prior to entering a RA, farm personnel follow RA-specific foot biosecurity procedure (<i>plastic boot covers or RA-specific boots</i>). 				
	<ul style="list-style-type: none"> ▪ Farm Personnel wear gloves, wash their hands, or use a hand sanitizer following contact with mortalities. 				
	<ul style="list-style-type: none"> ▪ At least once per flock during production, the CAZ and RA(s) of the outdoor area(s) used for semi-confined or range production are monitored by using the Additional Monitoring Checklist on the Flock Log for Semi-Confined and Range Production (REC 005b). <ul style="list-style-type: none"> - <i>Observations are recorded.</i> 				
PRO 002	Input Materials and Water Quality Program is in place and followed as per procedures:				
	<ul style="list-style-type: none"> ▪ Type of bedding used is indicated. 				
	<ul style="list-style-type: none"> ▪ Bedding is purchased from a reputable commercial supplier, if not produced on own farm or obtained from neighbouring farms. <ul style="list-style-type: none"> - <i>Invoices/delivery slips are kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ Farm Manager provides commercial suppliers with bedding requirements. <ul style="list-style-type: none"> - <i>Details are described.</i> 				
	<ul style="list-style-type: none"> ▪ At receiving, commercial bedding is visually inspected to ensure it meets specified requirements. 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 002 (cont'd)	<ul style="list-style-type: none"> All bedding (including material produced on own farm or purchased from neighbouring farm) is visually inspected for mould, wild bird droppings, feathers and pests (e.g., mice, etc.) upon placement. 				
	<ul style="list-style-type: none"> Bedding is stored in an appropriate, pest-monitored location. 				
	<ul style="list-style-type: none"> Letter of Confirmation is obtained from the feed mill that feed is produced under a HACCP program or according to appropriate standards (mixer validation, sequencing procedures). <ul style="list-style-type: none"> Letter is available. 				
	<ul style="list-style-type: none"> It is verified on an annual basis that the feed mill's quality assurance program is still valid. 				
	<ul style="list-style-type: none"> Procedure to ensure correct feed and feed ingredient delivery is in place and details are described. [related to a CCP] <ul style="list-style-type: none"> Feed delivery slips/invoices are kept on file. 				
	<ul style="list-style-type: none"> Record of correct feed delivery is kept (e.g., initialling the delivery slip). [related to a CCP] 				
	<ul style="list-style-type: none"> Spilled dirty feed is not fed and being disposed of as per procedure. 				
	<ul style="list-style-type: none"> If feed is mixed on-farm (includes blending), quality assurance program for on-farm feed mixing is described and followed (covers mixer efficiency tests and calibration of feed mills/feed mixing equipment at least once per year; procedures for mixer equipment clean-out; a feed ingredient inventory list; and, cleanliness of feed mixing facility and equipment). 				
	<ul style="list-style-type: none"> Feed bins have outside access for filling. [related to a CCP] 				
	<ul style="list-style-type: none"> Feed bins are clearly identified. [related to a CCP] 				
	<ul style="list-style-type: none"> Feed and/or feed ingredients are stored in dry, clean, properly sealed bin(s). [related to a CCP] 				
	<ul style="list-style-type: none"> Ground/cement pad underneath the feed bin is kept clear of debris. [related to a CCP] 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 002 (cont'd)	<ul style="list-style-type: none"> ▪ Procedure for handling leftover feed is in place. [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Grit is purchased from a reputable supplier. <ul style="list-style-type: none"> - <i>Grit delivery slips/invoices are kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ Grit is stored in a dry, clean, pest controlled, identified location. 				
	<ul style="list-style-type: none"> ▪ To ensure that only potable water is used in turkey production, water from all sources, including municipal water, is tested by a certified laboratory for: <ul style="list-style-type: none"> - Bacteriological contamination once a year inside the barn at bird access level (e.g., at the nipple or outlet pipe). - Contamination with chemical compounds when using well water or dugouts, if determined necessary by local health authorities. 				
	<ul style="list-style-type: none"> ▪ New barns with a previously untested water source have a bacteriological and, if applicable, a chemical water test prior to the first placement. 				
	<ul style="list-style-type: none"> ▪ Water test record (<i>i.e., water test results</i>) is kept on file. 				
	<ul style="list-style-type: none"> ▪ If applicable, all water treatment chemicals (<i>e.g., chlorine, peroxide</i>) are tested at bird access level at the furthest point from the source on a monthly basis, at a minimum, and a record is kept on file. 				
	<ul style="list-style-type: none"> ▪ Water obtained from a surface source is continuously treated to ensure acceptability. 				
	<ul style="list-style-type: none"> ▪ Cistern used for water storage is kept clean, properly maintained and covered during use. 				
	<ul style="list-style-type: none"> ▪ Health management products are purchased from licensed suppliers. [related to a CCP] <ul style="list-style-type: none"> - <i>Invoices/delivery slips are kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ Medications purchased are approved by Health Canada for use in turkeys. [related to a CCP] 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 002 <i>(cont'd)</i>	<ul style="list-style-type: none"> ▪ Medications not approved by Health Canada for use in turkeys are only purchased if prescribed by a veterinarian. Other potential treatment options are discussed prior to use. [related to a CCP] <ul style="list-style-type: none"> - <i>Veterinary prescriptions and/or medications labels are kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ Alternative veterinary health management products are only purchased if they are included in the <i>Permitted Substances Lists (CAN/CGSB-32.311)</i> of the <i>Organic Production Systems General Principles and Management Standards (CAN/CGSB-32.310)</i> or in the <i>Veterinary Natural Health Products List</i> published by CFIA. [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Receiving correct health management product is described and followed as per procedure. [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Health management products are stored in original container according to manufacturers' instructions, separate from non-health management chemicals and separate from the production area. [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Expired, spoiled or improperly labelled health management products are being disposed of according to manufacturers' instructions. [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Health management products are used according to the first in/first out principle (i.e., oldest products are used first). [related to a CCP] 				
	<ul style="list-style-type: none"> ▪ Other chemicals (e.g., pest control or cleaning products) are purchased from reputable suppliers. <ul style="list-style-type: none"> - <i>Invoices/delivery slips are kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ All chemicals are stored and properly labelled in a sealed container separate from the production area, in an access-controlled location. 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 002 (cont'd)	<ul style="list-style-type: none"> Expired or improperly labelled chemicals are being disposed of according to manufacturers' instructions. 				
	<ul style="list-style-type: none"> Labels with instructions for use are available for all chemicals purchased for use in turkey production. 				
	<ul style="list-style-type: none"> All other chemicals are used according to the first in/first out principle (i.e., oldest products are used first). 				
PRO 003	Cleaning and Maintenance Program is in place and followed as per procedures:				
	<ul style="list-style-type: none"> Farm-specific Cleaning and Maintenance Procedures (REC 002) for the tasks identified in PRO 003 are maintained. 				
	<ul style="list-style-type: none"> Brooding barn(s) or area(s) are completely cleaned out after every flock. 				
	<ul style="list-style-type: none"> Grow-out barn(s) or area(s) are completely cleaned out at least once per year. 				
	<ul style="list-style-type: none"> Combined brooding and grow-out barn(s) or area(s) are completely cleaned out after every flock. 				
	<ul style="list-style-type: none"> Barn(s) are cleaned and disinfected after a suspected or confirmed disease outbreak (<i>refer to your veterinarian for specific advice on diseases that warrant a barn cleaning and disinfection</i>). 				
	<ul style="list-style-type: none"> The empty barn cleaning program includes procedures for: 				
	<ul style="list-style-type: none"> - Manure/litter removal and storage. 				
	<ul style="list-style-type: none"> - Barn cleaning. 				
	<ul style="list-style-type: none"> - Waterer cleaning and disinfecting. 				
	<ul style="list-style-type: none"> - Other equipment cleaning (e.g., feeders, heaters, fans, mortality pails, barn-specific boots, cleaning equipment, etc.). 				
	<ul style="list-style-type: none"> - Air intake/outlet cleaning. 				
<ul style="list-style-type: none"> - Cleaning and flushing of water lines. 					
<ul style="list-style-type: none"> - Cleaning of the water container/tank used for medicating. 					

OFFSP SELF-AUDIT CHECKLIST

REC 007

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 003 (cont'd)	- Cistern cleaning.				
	- Proportioner/medicator cleaning. [related to a CCP]				
	- Feed bin and feed system emptying. [related to a CCP]				
	- <i>Detailed procedures are described in REC 002 and are up-to-date.</i>				
	▪ The during production cleaning program includes procedures for:				
	- Feed bin and feed system emptying. [related to a CCP]				
	- Cleaning of the water container/tank used for medicating (must be cleaned and covered during use).				
	- Proportioner/medicator cleaning. [related to a CCP]				
	- Cleaning and disinfection of equipment used for euthanasia of diseased birds.				
	- <i>Detailed procedures are described in REC 002 and are up-to-date.</i>				
	▪ The during production maintenance program includes procedures for:				
	- Sanitizing water supply (if applicable).				
	- Calibrating proportioner/medicator. [related to a CCP]				
	- <i>Detailed instructions are described in REC 002 and are up-to-date.</i>				
	▪ All chemicals used for cleaning and maintenance procedures between flocks and during production are applied according to product labels.				
	▪ All repairs to the barn structure and equipment necessary between flocks and during production are completed without delay.				
	▪ Empty barn and during production cleaning and maintenance activities are recorded (e.g., on the Flock Log REC 005a or the Flock Log for Semi-confined and Range Production REC 005b). - <i>Record is available.</i>				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 003 (cont'd)	<ul style="list-style-type: none"> Garbage inside and around barns (including barn entry room) is properly contained to neither become a potential source of contamination nor to attract pests. 				
	<ul style="list-style-type: none"> Garbage is kept dry and is properly disposed of. 				
PRO 004	Pest Control Program is in place and followed as per procedures:				
	<ul style="list-style-type: none"> A pest control program is in place and followed as per the procedures specified. 				
	<ul style="list-style-type: none"> All windows, vents and other barn openings (<i>for confined production</i>) are covered with screening. 				
	<ul style="list-style-type: none"> Surroundings of the barn(s) are free of long grass, debris, garbage and discarded equipment. 				
	<ul style="list-style-type: none"> Shrubs, trees and bushes in the Controlled Access Zone (CAZ) are not overgrown (<i>e.g., not touching or hanging over the barn</i>). 				
	<ul style="list-style-type: none"> Potholes/depressions in close proximity to the barn(s) are filled where water can stagnate. 				
	<ul style="list-style-type: none"> No standing water (<i>e.g., pond</i>) within the CAZ. 				
	<ul style="list-style-type: none"> Barn(s) are free from noticeable holes on the inside and outside. 				
	<ul style="list-style-type: none"> Doors and door frames fit tight. 				
	<ul style="list-style-type: none"> Only approved pest control products are used and manufacturers' instructions are followed. 				
	<ul style="list-style-type: none"> Pest activity on the premises and inside the barn(s) is monitored on an ongoing basis (<i>i.e., as part of the daily flock supervision</i>). 				
	<ul style="list-style-type: none"> Darkling beetles inspection between flock(s) is carried out. 				
	<ul style="list-style-type: none"> Inspection of pest control devices is carried out at the indicated frequency (at least once per month). 				
<ul style="list-style-type: none"> Pest activity, inspection of pest control devices, and pest control measures applied are recorded and record is kept on file (<i>e.g., Pest Control Log REC 003</i>). 					

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 005	Turkey Production Program is in place and followed as per procedures:				
	<ul style="list-style-type: none"> ▪ Poults receiving protocol is described and followed accordingly. 				
	<ul style="list-style-type: none"> ▪ Farm Manager reviews the invoice detailing vaccines, medications and other requested procedures for accuracy if applicable. 				
	<ul style="list-style-type: none"> ▪ Barn and/or outside production area preparation protocol is described and followed accordingly. 				
	<ul style="list-style-type: none"> ▪ Visual inspection of proper setup prior to accepting poults is recorded on the Flock Log (REC 005a) or the Flock Log for Semi-confined and Range Production (REC 005b). <ul style="list-style-type: none"> - <i>Record is kept on file.</i> 				
	<ul style="list-style-type: none"> ▪ If applicable, protocol for moving birds between brooder and grow-out barn, or outside production area, is in place and followed. 				
	<ul style="list-style-type: none"> ▪ The Farm Manager or alternate observes turkey flock minimum twice a day for sick/injured birds, mortalities/cull birds, abnormal bird behaviour, functioning equipment, water quality, litter quality and/or range area condition, temperature, relative humidity and ammonia levels. 				
	<ul style="list-style-type: none"> ▪ Daily flock supervision is performed and recorded for each flock on the Flock Log (REC 005a) or the Flock Log for Semi-confined and Range Production (REC 005b) as per procedure. <ul style="list-style-type: none"> - <i>Record is kept on file.</i> 				
<ul style="list-style-type: none"> ▪ Dead birds are being disposed of without delay outside of the restricted area (RA) in a way that prevents contamination of feed and water sources and rodents/scavengers from accessing the carcasses. <ul style="list-style-type: none"> - <i>The dead bird disposal method used on this farm is described and followed.</i> 					

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 005 (cont'd)	<ul style="list-style-type: none"> Mortalities that are stored or moved off the farm when a disease is suspected or confirmed within the vicinity of the farm must be covered. 				
	<ul style="list-style-type: none"> Manure handling equipment (e.g., shovels, manure truck, etc.) is cleaned/free of visible organic material prior to being transferred from one barn into another. 				
	<ul style="list-style-type: none"> Barn-specific equipment (e.g., feeders, waterers) is cleaned/free of visible organic material prior to being transferred from one barn into another. 				
	<ul style="list-style-type: none"> Equipment from other premises not under common management is cleaned and disinfected prior to entering a RA on this farm. 				
	<ul style="list-style-type: none"> Medications and vaccines are administered according to label indication and/or veterinary prescription. [CCP] 				
	<ul style="list-style-type: none"> Medications not approved for use in turkeys are only used if prescribed by a veterinarian and if no other treatment method is available. [CCP] 				
	<ul style="list-style-type: none"> Category I antibiotics are not administered to turkeys at any time of their life, including at the hatchery, in a preventive manner. 				
	<ul style="list-style-type: none"> Category II and Category III antibiotics are not administered to turkeys at any time in their life, including at the hatchery, in a preventive manner after December 31, 2018 and December 31, 2019, respectively. 				
	<ul style="list-style-type: none"> Medically important antibiotics (Category I, II and III) are only used with a prescription after careful consideration and justification, in consultation with a veterinarian. 				
	<ul style="list-style-type: none"> Preparation of administration system is described and followed accordingly. [CCP] 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 005 (cont'd)	<ul style="list-style-type: none"> If medicator/proportioner is used, calibration is ensured (calibration must be verified at least once every three months; if it is used less frequently, prior to each use). [CCP] 				
	<ul style="list-style-type: none"> When administering medication, it is ensured that correct product and correct measure is used. [CCP] 				
	<ul style="list-style-type: none"> Water lines are cleaned or flushed under high pressure after a medication with a withdrawal period is used. [CCP] 				
	<ul style="list-style-type: none"> Medication and vaccine usage, withdrawal times and safe marketing dates are recorded on the Flock Information Reporting Form (<i>Flock Sheet</i> – REC 004). [CCP] 				
	<ul style="list-style-type: none"> No Active Pharmaceutical Ingredients and veterinary drugs obtained under the Own Use Importation provision of the <i>Food and Drugs Act</i> and <i>Regulations</i> are used in turkey production. [CCP] 				
	<ul style="list-style-type: none"> Prior to the end of flock, feed bin(s) and feed system are completely emptied of medicated feed with a withdrawal time prior to refill with non-medicated feed to ensure that withdrawal time is met. [CCP] 				
	<ul style="list-style-type: none"> Feed bin and feed system emptying is recorded on the Flock Log (REC 005a) or the Flock Log for Semi-confined and Range Production (REC 005b). [CCP] 				
	<ul style="list-style-type: none"> Protocol is in place for feed withdrawal prior to shipping and end of flock arrangements. <ul style="list-style-type: none"> <i>End of flock details are recorded on the Flock Information Reporting Form (REC 004).</i> 				
	<ul style="list-style-type: none"> Farm Manager communicates with processor to confirm scheduled processing time and feed withdrawal time. 				
	<ul style="list-style-type: none"> Water is available to the birds until catching commences. 				
<ul style="list-style-type: none"> Farm Manager ensures that the catching crew follows biosecurity protocol. 					

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 005 <i>(cont'd)</i>	<ul style="list-style-type: none"> ▪ Farm Manager has a working relationship with a veterinarian. 				
	<ul style="list-style-type: none"> ▪ In cases of unexplained elevated mortality or morbidity, a veterinarian is contacted. 				
	<ul style="list-style-type: none"> ▪ A farm-specific disease/emergency response plan is available that is to be initiated in case a contagious disease is suspected on this farm, or confirmation of a contagious disease has been received by a veterinarian on this farm, or within the vicinity of this farm. 				
	<ul style="list-style-type: none"> ▪ If a reportable disease is <u>suspected or confirmed</u>, the Farm Manager immediately informs a CFIA district veterinarian and the Provincial Turkey Marketing Board office. 				
PRO 006	Farm Personnel Training Program is in place and followed as per procedures:				
	<ul style="list-style-type: none"> ▪ Prior to working in the barn, new employees are trained on: <ul style="list-style-type: none"> - Biosecurity procedures and personal hygiene (<i>refer to Biosecurity and Farm Premises Assessment Program – PRO 001</i>). - General bird care and handling (<i>refer to the Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys</i>). - Emergency procedures to be followed in case of barn equipment failure or disease situation. - Emergency contact information. 				
	<ul style="list-style-type: none"> ▪ As necessary, new employees are trained on task-related procedures in order to become knowledgeable and competent personnel, and carry out the assigned task(s) in an appropriate and safe manner. 				
	<ul style="list-style-type: none"> ▪ Training is provided by qualified trainer(s) (<i>trainers are identified</i>). 				
	<ul style="list-style-type: none"> ▪ Training method is described. 				

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
PRO 006 (cont'd)	<ul style="list-style-type: none"> Personnel employed prior to the implementation of the TFC On-Farm Food Safety Program® are (re-) trained on procedures that are substantially changed, or on tasks never performed prior to program implementation. 				
	<ul style="list-style-type: none"> Annually, Farm Manager reviews Farm Personnel performance. 				
	<ul style="list-style-type: none"> Farm Manager updates his/her knowledge of the TFC On-Farm Food Safety Program® and other technical issues as necessary. 				
	<ul style="list-style-type: none"> Employees are re-trained on farm-specific tasks, as necessary. 				
	<ul style="list-style-type: none"> Monitoring takes place for all employees. 				
	<ul style="list-style-type: none"> Training record/file of each employee working at the farm is maintained and updated (<i>Personnel Training Log REC 006</i>). 				
Record Keeping	Auditable orderly filing system in place.				
	<ul style="list-style-type: none"> - Auditable records from past flocks must be kept on file for at least two (2) years. - Farm Manager can demonstrate orderly filing of the records required to be kept by the program. 				
	<ul style="list-style-type: none"> Barn Entry Log (REC 001) is maintained. 				
	<ul style="list-style-type: none"> Cleaning and Maintenance Procedures (REC 002) are maintained and up-to-date. 				
	<ul style="list-style-type: none"> Pest Control Log (REC 003) is maintained. 				
	<ul style="list-style-type: none"> Flock Information Reporting Form (Flock Sheet – REC 004) is completed for each flock and copies filed. 				
	<ul style="list-style-type: none"> Flock Log (REC 005a) is completed and filed for each flock. 				
	<ul style="list-style-type: none"> Flock Log for Semi-Confined and Range Production (REC 005b) is completed and filed for each flock. 				
	<ul style="list-style-type: none"> Personnel Training Log (REC 006) is maintained for each employee. 				
<ul style="list-style-type: none"> OFFSP Self-Audit Checklist (REC 007) is completed and filed once per year. 					

		Compliance Tick (✓)			Comments
		Yes	No	N/A	
Record Keeping (cont'd)	<ul style="list-style-type: none"> ▪ If none of the Record Keeping form templates provided in the program binder are used, the records/record keeping forms developed by the farmer capture at least what is required by the program. 				
	Additional documentation required by the program is kept on file:				
	- Up-to-date Farm and Surroundings Map				
	- Up-to-date Barn Schematic(s)				
	- Letter of confirmation from feed supplier				
	- Feed delivery slips/invoices				
	- Bedding delivery slips/invoices				
	- Letter of confirmation from bedding supplier <i>(optional)</i>				
	- Grit delivery slips/invoices				
	- Veterinary prescriptions for medications				
	- Medication labels <i>(optional)</i>				
	- Health management products delivery slips/invoices				
	- Chemical products delivery slips/invoices				
	- Copy of professional pest control license <i>(if using an outside pest control company)</i>				
	- Poultry purchase order <i>(optional)</i>				
	- Letter of confirmation from poultry supplier regarding antibiotic use <i>(optional)</i>				
	- Poultry delivery slip/invoice				
- Copy of the <i>Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys</i>					
- Disease/Emergency Response Plan					
Additional Comments					

Stocking Density Log

REC 008

Instructions:

Record the information requested in the table below for each flock based on the final bird weight at marketing. The intent of the form is to capture the information necessary to demonstrate adherence to the maximum stocking density requirements in FCP 006 and the focus is on when the stocking density is highest. Thinning should be considered when completing the form. Brooding stocking densities are only a recommendation and recording of brooding stocking densities is optional but recommended.

Flock Code	Barn number	Bird type <i>e.g., brooder, broilers, hens, toms, etc.</i>	Thin-out Load? <i>yes/no</i>	Bird age	Number of birds <i>per barn</i>	Final bird weight	Production space <i>in square feet or square meters</i>	Stocking Density <i>in kg per square meter or kg per square foot</i>

Turkeys with no hope of recovery must be promptly euthanized in an acceptable manner. Work with your veterinarian to develop euthanasia procedures for turkeys at each stage of production.

All farm personnel tasked with euthanasia must be properly trained and competent in making timely euthanasia decisions, the euthanasia methods and protocols used on-farm and confirmation of insensibility and death. A qualified trainer is someone with the proven skills, experience and competence in euthanasia procedures on turkeys. A veterinarian must validate the skill of the qualified trainer before they can train any farm personnel.

This record tracks euthanasia training of farm personnel tasked with euthanasia and should be kept on file. Training should also be reflected in REC 006.

Review the euthanasia procedures with farm personnel tasked with euthanasia annually and re-train as necessary.

Refer to the FCP 008 and the Poultry *Code of Practice* for acceptable methods of turkey euthanasia.

Farm Name: _____

Acceptable On-Farm Turkey Euthanasia Method	
Turkey Age (in weeks)	Euthanasia Method

Veterinarian Validation of Qualified Trainer			
Trainer Name	Veterinarian Name	Veterinarian Signature	Date

Employee Training Information				
Employee Name	Trained by:	Date	Signature	
			Employee	Trainer

Emergency Procedures

FIRE		FLOOD	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
ELECTRICAL POWER FAILURE		WATER INTERRUPTION/CONTAMINATION	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	

Emergency Contact Information

Owner and Employees

Name	Phone number	Alternative contact information (e.g., cell phone)

Veterinarian

Name	Phone number	Alternative contact information (e.g., cell phone)

Fire – Ambulance – Police: 911

Turkey Load-Out Report

REC 011

Loading Date:		Time: am <input type="checkbox"/> pm <input type="checkbox"/>	
Producer Code/Quota/ Premises ID:		Farm Representative:	
Barn Number:	Thin-Out Load <input type="checkbox"/>	Final Load-Out <input type="checkbox"/>	Estimated # of head:
Catching Company: Self-Catching <input type="checkbox"/>		Catching Crew Supervisor:	
Transporter:		Processor:	

Pre-Loading Review & Assessments:

Barn and Flock Conditions

Lighting adjusted and birds settled:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Feed and water lines raised:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Barn temperature and ventilation adjusted:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yard conditions facilitate loading:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catching and loading equipment in good condition:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Weather conditions:	Dry <input type="checkbox"/>	Rain <input type="checkbox"/>	Snow <input type="checkbox"/>
Barn conditions:	Litter:	Dusty <input type="checkbox"/>	Dry <input type="checkbox"/>
	Noticeable ammonia:	Low <input type="checkbox"/>	Moderate <input type="checkbox"/>
Notify catchers of any abnormalities:		Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Detail abnormalities:			

Catching Crew Information

Catching crew training records available for bird handling, welfare and operation of catching and loading equipment:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catching crew SOPs available:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catching crew members names:			
<i>If not listed, catching crew members names are kept on file on-farm.</i>			

Catching and Loading

Actual start of catching:	Date:	Time: am <input type="checkbox"/> pm <input type="checkbox"/>
Farm representative notified the crew supervisor that the flock is healthy and fit for transport:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Farm Representative Signature:	Catching Crew Supervisor Signature:	

Review of Catching and Loading

Did the Farm Representative observe catching while in process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of birds per drawer/crate:		
Birds and containers handled carefully:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Birds properly placed upright in the drawer/crate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Estimated number of birds not fit for transport (<i>N/A if thin-out load</i>):		
Estimated number of mortalities left in the barn (<i>N/A if thin-out load</i>):		
Were there any concerns during the catching process? If yes, reasons for concern:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was there a problem that required contact with the Farm Representative, Processor or the Provincial Board? If yes, for what reason:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any additional comments:

End of catching:	Date:	Time: am <input type="checkbox"/> pm <input type="checkbox"/>
Farm Representative Signature:		
Catching Crew Supervisor Signature:		

Purpose and Instructions:

- The Self-Audit Checklist is a tool for evaluating if the TFC Flock Care Program® is properly implemented on-farm and in preparation for an actual on-farm audit.
- It reflects all of the mandatory elements of the program.
- The Self-Audit Checklist is structured according to the sequence of the program sections (FCP 001 to FCP 012).
- With the Self-Audit Checklist, the Farm Manager will review each program section to ensure that:
 - (1) All program elements are indicated and described in the program binder/manual; and,
 - (2) All program requirements are implemented on-farm accordingly.
- Compliance (or non-compliance) is indicated on the Self-Audit Checklist by ticking (☑) 'Yes', or 'No'. Any deviation or necessary corrective action is to be identified in the 'Comments' section. In case an element is not applicable to your farm, note it in the 'Comments' section.
- The section 'Record Keeping' provides an overview of all the records that are to be kept. These records should be readily available during an actual farm audit.
- Frequency of use: The Self-Audit Checklist is to be used initially, after implementing the program on-farm, and then once per year.
- The Self-Audit Checklist covers all flocks that are on the premises at the time of the self-audit.
- All outstanding corrective action requests (CARs) from previous audits have been completed satisfactorily prior to starting the annual Self-Audit.

Date of Self-Audit: _____

Signature Farm Manager: _____

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 001	Turkey housing and facilities are designed, constructed, and maintained in a manner that allows for the proper care of turkeys.			
	▪ Barns and equipment are designed and constructed to minimize injury, allow for inspection of birds and allow for good ventilation and air quality.			
	▪ The catching and loading process is considered when building or renovating barns to facilitate safe and humane handling.			
	▪ Openings used during catching and loading are large enough to transfer birds without injury.			
	▪ Driveways and yards are maintained to facilitate easy access for transport vehicles.			
FCP 002	Turkeys are handled and cared for in a manner that minimizes stress and injury from poult placement to load-out.			
	▪ A Code of Conduct covering bird welfare is developed and communicated with Farm Personnel.			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 002 <i>(cont'd)</i>	<ul style="list-style-type: none"> Poults and turkeys are handled in a manner that minimizes stress and injury, as noted in FCP 002. 			
	<ul style="list-style-type: none"> Action is taken to manage bird behaviour at the onset of an outbreak of feather pecking. 			
FCP 003	Adequate litter quality is maintained for all flocks from poult placement to load-out.			
	<ul style="list-style-type: none"> The floor is covered with adequate bedding when poults are first placed in the barn. 			
	<ul style="list-style-type: none"> The floor is covered with adequate litter for grow-out. 			
	<ul style="list-style-type: none"> Litter quality is monitored on a daily basis and adequately maintained, as noted in FCP 003. 			
FCP 004	Adequate barn microclimate is maintained so that acceptable environmental conditions are provided to the flock.			
	<ul style="list-style-type: none"> Barn temperature is measured and recorded on a daily basis and appropriate barn temperatures are kept. 			
	<ul style="list-style-type: none"> Relative humidity is measured and recorded on a daily basis, adequately maintained and assessed by visual checks. 			
	<ul style="list-style-type: none"> Ammonia levels are monitored on a daily basis and adequately managed. 			
	<ul style="list-style-type: none"> Ammonia levels are measured using tools and recorded weekly, starting after four (4) weeks of age. 			
FCP 005	To ensure that a lighting program is used on-farm that provides dark periods for rest and enough light to allow the flock to eat and drink normally and for flock inspection.			
	<ul style="list-style-type: none"> The minimum light intensity during the first three (3) days of brooding is adequate for the birds to find feed and water. 			
	<ul style="list-style-type: none"> Adequate light intensity is maintained after the first three (3) days to ensure normal activity of the birds. 			
	<ul style="list-style-type: none"> Light intensity is only reduced temporarily to correct abnormal behaviour. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 005 <i>(cont'd)</i>	<ul style="list-style-type: none"> A lighting program is followed that provides dark periods, as noted in FCP 005. 			
	<ul style="list-style-type: none"> Dark periods are no more than 20% of the light intensity of the light period. 			
	<ul style="list-style-type: none"> Light intensity targets for each stage of production are measured initially, or as the program changes, using a light meter at bird eye level and are recorded. 			
	<ul style="list-style-type: none"> Light fixtures are clean and in good repair. 			
FCP 006	Turkeys have enough space to move around freely.			
	<ul style="list-style-type: none"> Maximum stocking densities are followed. 			
	<ul style="list-style-type: none"> Conditional maximum stocking densities are followed. 			
	<ul style="list-style-type: none"> If conditional maximum stocking densities are followed, the following criteria are used to monitor flock welfare: <ul style="list-style-type: none"> Daily measurement and recording of temperature, relative humidity, ammonia and water intake. Flock health plan. Environmental alarms. Flock health/injury data. 			
	<ul style="list-style-type: none"> Stocking densities are not contributing to recurring health and/or welfare problems. <ul style="list-style-type: none"> Health and injury information is used if available from the processor. 			
	<ul style="list-style-type: none"> Stocking densities for each flock are recorded on the Stocking Density Log. 			
FCP 007	The turkey flock has adequate access to feed and water and its nutritional requirements are met.			
	<ul style="list-style-type: none"> Unlimited access to feed and water is provided during brooding and grow-out to commercial birds. 			
	<ul style="list-style-type: none"> Daily access to feed and water is provided to turkey breeders. 			
	<ul style="list-style-type: none"> The number of feeders and waterers accommodates the number of birds during brooding, grow-out and production. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 007 <i>(cont'd)</i>	<ul style="list-style-type: none"> The space allotment for feeding and drinking is sufficient to allow all birds ease of access during brooding, grow-out and production. 			
	<ul style="list-style-type: none"> The diet provided during brooding, grow-out and production is formulated to meet all of the nutritional requirements of the birds. 			
FCP 008	Sick and injured birds are treated humanely and all mortalities and culls are dealt with promptly in an appropriate manner, and all farm personnel tasked with euthanasia are appropriately trained.			
	<ul style="list-style-type: none"> Daily mortalities and culls are monitored, recorded and disposed of without delay in an appropriate manner. 			
	<ul style="list-style-type: none"> Any unusual and unexplained increases in flock illness or mortality rate are investigated in consultation with a veterinarian, and documented. 			
	<ul style="list-style-type: none"> Sick turkeys and turkeys suffering from injuries (such as lameness) are segregated, treated without delay or euthanized. 			
	<ul style="list-style-type: none"> Recurring injuries in the flock are dealt with promptly (e.g., repairs are completed without delay; no deep sided containers are left in the brooder). 			
	<ul style="list-style-type: none"> Birds isolated in recovery pens are monitored at least twice daily and reassessed for recovery. 			
	<ul style="list-style-type: none"> Birds with no hope of recovery, as determined by trained farm personnel, are promptly euthanized in an acceptable manner, as noted in FCP 008. 			
	<ul style="list-style-type: none"> Farm personnel tasked with euthanasia are trained by a qualified trainer and competent in euthanasia, as noted in FCP 008. <ul style="list-style-type: none"> Training records indicate that Farm Personnel were trained by a qualified trainer, whose skills were validated by a veterinarian. 			
	<ul style="list-style-type: none"> Euthanasia equipment is well maintained and used correctly. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 008 <i>(cont'd)</i>	<ul style="list-style-type: none"> After euthanasia, birds are inspected for signs of sensibility, a second application or alternate method is applied if signs of sensibility are observed and death is confirmed before disposal. 			
	<ul style="list-style-type: none"> A mass depopulation plan is available or accessible. 			
FCP 009	Turkeys are caught and loaded in a humane manner and only birds fit for transport are loaded.			
	<ul style="list-style-type: none"> The Farm Manager, or a competent designee, is readily available in person to provide assistance throughout the catching and loading process if necessary. 			
	<ul style="list-style-type: none"> For each flock, the Farm Manager ensures that the Turkey Load-Out Report (REC 011) is completed and kept on file and a copy is submitted to the processor following shipment. 			
	<ul style="list-style-type: none"> Birds deemed unfit for transport, as noted in FCP 009, are not loaded. 			
	<ul style="list-style-type: none"> The flock, environmental conditions and expected journey duration are taken into consideration pre-loading. 			
	<ul style="list-style-type: none"> Loading densities are determined pre-loading, as noted in FCP 009. 			
	<ul style="list-style-type: none"> Containers and equipment allow birds to be loaded and conveyed in ways that minimize stress and injury. 			
	<ul style="list-style-type: none"> Herding, loading and hauling is managed to minimize bird stress, bruising, scratching and discomfort. 			
	<ul style="list-style-type: none"> Catching and loading equipment and containers are handled to minimize stress and injury. 			
	<ul style="list-style-type: none"> Catching crews meet the requirements, as noted in FCP 009. 			
	<ul style="list-style-type: none"> Birds not loaded are euthanized or cared for as outlined in this Program. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 010	All Farm Personnel are knowledgeable of emergency procedures. All artificially controlled systems are functional in the event of a farm emergency.			
	<ul style="list-style-type: none"> ▪ It is ensured that all electricity-dependent systems necessary for the health and well-being of the birds continue during a power failure. 			
	<ul style="list-style-type: none"> ▪ Power failure backup systems (i.e., generator) are available and tested at least once per month and recorded. 			
	<ul style="list-style-type: none"> ▪ All electricity-dependent environmental systems are equipped with alarms and tested at least once per flock and recorded. 			
	<ul style="list-style-type: none"> ▪ An emergency plan is available, which contains the information outlined in FCP 010. 			
	<ul style="list-style-type: none"> ▪ The Farm Manager, or a designate, is available (on site or by phone) in the case of an emergency. 			
FCP 011	Adequate flock care is provided in turkey breeder production systems.			
	<input type="checkbox"/> Not applicable to this farm.			
	<ul style="list-style-type: none"> ▪ A sufficient number of appropriately-sized nests are provided. 			
	<ul style="list-style-type: none"> ▪ Nest, nest gates and ramps are maintained in good working order. 			
	<ul style="list-style-type: none"> ▪ Toms are handled in a way that prevents injury and minimizes stress throughout selection, semen collection and during vaccination and sample collection. 			
	<ul style="list-style-type: none"> ▪ Hens are handled in a way that prevents injury and minimizes stress throughout selection, artificial insemination, egg collection, and during vaccination and sample collection. 			
	<ul style="list-style-type: none"> ▪ Steps taken to discourage broody behaviour in hens does not compromise their welfare. 			
	<ul style="list-style-type: none"> ▪ Beak treatment, when performed on-farm, is performed as noted in FCP 011. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
FCP 011 <i>(cont'd)</i>	<ul style="list-style-type: none"> Controlled moulting, if necessary, is only performed on healthy birds under veterinary supervision. Feed and water is not withdrawn to initiate moulting. 			
FCP 012	Adequate flock care is provided in semi-confined and range production systems.			
	<input type="checkbox"/> Not applicable to this farm.			
	<ul style="list-style-type: none"> The outdoor production area (Restricted Area [RA]) is designed and managed in ways that ensure the area is properly drained. 			
	<ul style="list-style-type: none"> The RA is managed to avoid build-up of pathogens that may cause disease. 			
	<ul style="list-style-type: none"> The RA is kept free of debris that may provide a habitat for pests, wild birds and animals. 			
	<ul style="list-style-type: none"> Sufficient shade is provided to accommodate the size of the flock. 			
	<ul style="list-style-type: none"> Shelter is provided to protect from inclement weather. 			
	<ul style="list-style-type: none"> The size of shelters prevents overcrowding. 			
	<ul style="list-style-type: none"> Protection from wild animals is provided. 			
	<ul style="list-style-type: none"> Feed and water is provided in a way that discourages access by wild birds. 			
	<ul style="list-style-type: none"> Access to and from the range from a barn is designed to allow easy access for all birds. 			
Standard Operating Procedures (SOPs)	<ul style="list-style-type: none"> Documented program SOPs are updated once per year, as procedures for an activity change, or as new equipment is installed on the farm (e.g., when new equipment is purchased or a new barn is built). 			
Record Keeping	Auditable, orderly filing system in place.			
	<ul style="list-style-type: none"> Auditable records from past flocks must be kept on file for at least two (2) years. 			
	<ul style="list-style-type: none"> Farm Manager can demonstrate orderly filing of the records required to be kept by the program. 			

Section	Mandatory Program Elements	Compliance Tick (✓)		Comments
		Yes	No	
Record Keeping (cont'd)	<ul style="list-style-type: none"> All records related to the TFC OFFSP are maintained and filed. 			
	<ul style="list-style-type: none"> All TFC FCP Standard Operating Procedures (SOPs) are maintained and filed (includes lighting and temperature program records). 			
	<ul style="list-style-type: none"> REC 008 Stocking Density Log is completed once per flock and kept on file. 			
	<ul style="list-style-type: none"> REC 009 Euthanasia Training Record is completed to track training and re-training of farm personnel tasked with euthanasia and kept on file. 			
	<ul style="list-style-type: none"> REC 010 Emergency Plan (or equivalent) is completed and posted in a conspicuous location. 			
	<ul style="list-style-type: none"> REC 011 Turkey Load-Out Report is completed for each flock shipment and kept on file and a copy is submitted to the processor following shipment. 			
	<ul style="list-style-type: none"> REC 012 FCP Self-Audit Checklist is completed once per year and kept on file. 			

Additional Comments

ACRONYMS

AAFC	Agriculture and Agri-Food Canada
AMR	Antimicrobial Resistance
AMU	Antimicrobial Use
APP	Appendix
PRO	TFC OFFSP Program Section
REC	TFC OFFSP/FCP Record
CAPV	Canadian Association of Poultry Veterinarians
CAZ	Controlled Access Zone
CCP	Critical Control Point
CFIA	Canadian Food Inspection Agency
CgFARAD	Canadian global Food Animal Residue Avoidance Databank
DIN	Drug Identification Number
FCP	Flock Care Program Section
FSEP	Food Safety Enhancement Program
GPP	Good Production Practice
HACCP	Hazard Analysis Critical Control Point
MSDS	Material Safety Data Sheet
OFFSP	On-Farm Food Safety Program
PCP	Pest Control Product
RA	Restricted Area
SOP	Standard Operating Procedure
TFC	Turkey Farmers of Canada

GLOSSARY

Active Pharmaceutical Ingredients (APIs): Substances that are intended for use in the manufacturing of medicinal products.

Ammonia: A colourless gas composed of nitrogen and hydrogen (chemical formula: NH₃) with a strong pungent odour. It is irritating to lungs, skin and eyes. In turkey barns, it is produced by the decomposition of nitrogenous compounds in the manure/litter. Ammonia production increases with high moisture levels in the litter.

Ammonia Level: The TFC On-Farm Food Safety Program[®] and TFC Flock Care Program[®] indicate a maximum barn ammonia level of 25 ppm (refer to PRO 005 and FCP 004). Farmers are required to manage barn ammonia levels based on a daily assessment through their senses (ammonia will irritate eyes, nose and throat in humans). Since an individual's sense of smell can become accustomed to the odour of ammonia levels, it must be measured using tools and recorded weekly, starting after four (4) weeks of age.

Ammonia in the air is absorbed into the blood of turkeys and is detrimental to the birds' immune system. Ammonia levels as low as 10 ppm can impair the turkeys' ability to fight respiratory disease. High ammonia levels can cause breast blisters, foot and leg problems and ammonia burns in turkeys. Signs of ammonia burns are watery eyes, facial swelling and birds may become blind.

Antibiotics/Antimicrobials: Although the terms antibiotics and antimicrobials are often used interchangeably, there is a difference. Antimicrobials include all substances that kill or suppress the multiplication of any kind of microorganisms, including bacteria, viruses, fungi, and protozoa. Antimicrobials include all antibiotics, ionophores and arsenicals, disinfectants and antiseptic agents. Antibiotics are often natural or semi-synthetic substances that target bacteria and are capable of destroying or inhibiting the growth of bacteria. In agriculture, antibiotics are used therapeutically for the treatment of animal diseases or added to feed at low dosage (also referred to as sub-therapeutic dosage) to prevent infections, to increase feed efficiency and to promote animal growth.

Antibiotic/Antimicrobial Resistance (AMR): Acquired ability of bacteria to survive exposure to one or more antibiotics by which they are normally destroyed. This means that bacteria no longer respond to the antibiotic treatment.

Bacteria: Microorganisms present everywhere in the environment. Some types of bacteria are useful (e.g., lactic acid bacteria), while others have the potential to cause disease in humans and animals (e.g., Salmonella, Escherichia coli, Campylobacter, Listeria monocytogenes).

Barn: Any self-contained structure housing birds of the same age or stage of production. There may be multiple barns housing different groups within a single building.

Barn Schematic: A diagram or drawing of the barn design/layout and/or outdoor production area. The purpose of the barn schematic is to consider potential risks that can be present due to a specific barn set-up and/or construction/design (e.g., open side walls, no entry room) and to assist in familiarizing employees with the barn. The barn schematic must cover the entire turkey production area and the barn entry room (if available), including doors and other openings, air intakes, exhaust fans, feeders, waterers, heaters, lights, feed bins and the water container. The restricted area (RA) must also be indicated on the schematic. For several barns with the same layout, only one schematic is required. If brooder and grow-out barns are separate, a schematic for both is required. A sample Barn Schematic can be found in Appendix Ib.

Biosecurity: Biosecurity is a set of management practices which, when followed, collectively reduce the

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potential for the introduction and spread of disease-causing organisms onto and between sites.

Biosecurity Sign: Signs installed at the entrance of the farm and turkey barn(s) informing visitors that biosecurity is in effect, i.e., they must not enter the farm and/or barn unless accompanied by the correct personnel.

Broodiness: The urge for a hen to want to sit on eggs until they hatch. Broody hens are characterized by increased nesting time, ceasing of egg production, aggressive protection of nests, more vocal behavior, a decline in activity and reduced feed consumption. Refer to primary breeder company guidelines on methods to address broodiness.

Canadian Food Inspection Agency (CFIA): Canada’s governmental regulator for food safety, animal health and plant protection. Oversees inspection of all federally registered food-processing establishments and hatcheries, and is responsible for the FSEP (Food Safety Enhancement Program) and HACCP (Hazard Analysis Critical Control Point) accreditation of federally registered food processing establishments.

Calibration: To test the accuracy of measuring equipment (e.g., thermometer) by comparison to a reliable independent standard.

Categorization of Antibiotics: Health Canada has ranked antibiotics based on their importance in human medicine (Categories I to IV). Category I antibiotics are considered to be of the highest importance to humans. The following table provides examples of common medications for the four (4) categories.

Table: Criteria for Antibiotic Categorization and Examples of Common Medications

Category	Importance to Humans	Category Criteria	Medications
I	Very High Importance	Essential for serious human infections; limited or no availability of alternatives	Cephalosporins (e.g., ceftiofur hydrochloride – Excenel®), Fluoroquinolones (e.g., enrofloxacin – Baytril®)
II	High Importance	Few alternatives available	Aminoglycosides (Super Booster), Virginiamycin (Stafac®), Lincomycin (Linco-Spectin® 100 Soluble Powder), Penicillins (Pot-Pen®), Gentamicin (Gentocin®)
III	Medium Importance	Alternatives generally available	Bacitracins (BMD® 110 G), Sulphonamides (Sulfa 25% Solution), Tetracyclines (Neo-Chlor®, Tetra 55)
IV	Low Importance	Not used for humans	Ionophores (e.g., Rumensin®, Monteban®, Maxiban®, Sacox®)

Source: Health Canada (April 2009); addition of specific product examples by the Turkey Farmers of Canada

Cleaning: Removal of visible dirt and other residue from surfaces. Includes dusting, brushing, rinsing with water, pressure washing, etc.

Code of Practice: The *Code of Practice for the Care and Handling of Hatching Eggs, Breeders, Chickens, and Turkeys (2016)* is a set of nationally developed guidelines for the care and handling of birds. They are intended to promote sound management and welfare practices through requirements and recommendations for

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housing, management, transportation and other animal husbandry practices. The Codes of Practice are developed by a committee that covers a wide range of stakeholders, including producers, transporters, veterinarians, animal welfare and enforcement agencies, processors, governments and researchers.

Coliforms: A group of bacteria naturally present in the environment. These bacteria are not generally disease-causing (pathogenic), but their presence in water is used to assess the microbiological quality of water.

Competence: Demonstrated skill and/or knowledge in a particular topic, practice or procedure that has been developed through training, experience or mentorship, or a combination thereof.

Confined Production: A production system whereby turkeys are grown inside a barn.

Contamination: Exposure of turkeys to conditions that permit or may permit:

- the introduction of foreign material, poisonous substances or pests; or
- the introduction or multiplication of disease-causing microorganisms or parasites; or
- the introduction or production of toxins.

Controlled Access Zone (CAZ): Defined area around the barn(s) or outdoor production area(s) that includes the feed and fuel tanks with a clearly identified entry point that can be closed if necessary (e.g., laneway that can be closed with a gate or by placing a wagon across). The area can be defined through landscaping, fencing, laneways or other optical or physical barriers. The purpose of a CAZ is to minimize the contact between the outside environment and the turkeys in order to reduce the risk of bacterial contamination and disease transfer. Ideally, the CAZ should extend 15 meters from the barn in all directions and exclude the longer term manure storage area, as well as the designated area for parking. Farmers must identify the CAZ on the Farm and Surroundings Map (*refer to Appendix Ia for a sample map*).

Corrective Action: Procedure to be followed when a deviation from an established procedure occurs (*refer to Prerequisite Programs*).

Critical Control Point (CCP): A point, step or procedure at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to an acceptable level.

Critical Limit: This is a limit that must not be exceeded if a Critical Control Point (CCP) is to be used to control an identified hazard.

Cull Bird: Birds euthanized due to sickness or injury.

DIN (Drug Identification Number): Five-digit number that is displayed on all medications approved by Health Canada. It may or may not be on all health management products (*refer to Health Management Products*).

Dirty Vehicles: Rendering trucks or other vehicles (e.g., service people) with a high probability of causing microbiological or chemical contamination.

Disease/Emergency Response Plan: Written plan that is to be initiated in case a contagious disease is suspected on this farm or confirmation of a contagious disease has been received by a veterinarian on this farm or within the vicinity of this farm. It must cover, at a minimum, the following items:

- Contacting a veterinarian in cases where a disease is suspected.
- Discussing the situation with family members and farm staff.

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- Blocking the entranceway to the CAZ (using a gate, rope/chain, wagon or other means) to prevent unwanted traffic or access.
- Limiting movement of people and equipment on and off the premises.
- Enhanced cleaning and disinfection process for vehicles entering and exiting the CAZ.
- Enhanced barn cleaning and disinfection and mortality management.
- Notifying the Provincial Board office and other industry personnel that a disease is suspected or confirmed.

Diseased Bird: A bird that has received a veterinary diagnosis of sickness.

Disinfection/Sanitizing: Treatment of surfaces (e.g., barn walls, barn equipment) by a process that is effective in destroying or substantially reducing the number of microorganisms of public health concern, as well as other undesirable microorganisms, without adversely affecting the quality of the product or its safety for the consumer. It may involve the application of acceptable chemical agents (i.e., disinfectants, sanitizers), and/or physical methods (e.g., cumulative heat or force pressure). Disinfectants do not work if the surface is dirty or, in the case of foot biosecurity, the boots are dirty. This is not the same as cleaning (*refer to Cleaning*).

Downtime: A period of time between flocks, starting with a barn or flock area being emptied of turkeys and ending with the placement of new birds. It allows for the natural reduction in numbers of disease-causing microorganisms within the barn or flock area. The effective period can be reduced by cleaning at the beginning of the period.

Escherichia coli (E. coli): A subgroup of fecal coliform bacteria. It is used as an indicator of the potential presence of pathogens in water. There are many different strains of E. coli, most of which are harmless and live in the intestines of healthy humans and animals; however, certain strains can cause severe illness.

Euthanasia: Humane death that occurs with minimum pain, fear and distress. It is characterized by rapid, irreversible unconsciousness (insensibility), followed by prompt death.

Farm and Surroundings Map: The purpose of the Farm and Surroundings Map is to consider potential risks that can be present based on a specific set-up (e.g., a pond on the property, close proximity to a neighbouring farm or manure storage on the property). The Farm and Surroundings Map, at a minimum, must cover the area from the laneway (i.e., access to the farm from the nearest road) to the turkey barn(s) and/or outdoor production area(s), including feed storage areas, manure storage areas, on-farm dead bird storage and disposal area(s) and water sources (e.g. wells, ponds) if located within close proximity to the barns. The controlled access zone (CAZ), prevailing winds and the direction North must also be indicated on the farm map. A sample Farm and Surroundings Map can be found in Appendix Ia.

Farm Equipment: An article that is used in the operation. It includes items such as ventilation systems, feeders, waterers, lighting, tractor, skid steer loader, and field equipment.

Farm Manager: Person who owns the farm and/or is responsible for the management of the farm.

Farm Personnel: A person that works on the farm on a regular basis. For operations without employees, the terms Farm Manager and Farm Personnel are used interchangeably.

Farm Pets: Animals that are kept on-farm for non-commercial purpose, such as cats or dogs. Farm pets are prohibited from entering a turkey barn, including the barn entry room.

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Fecal Coliforms: Coliforms that live in the digestive tract of warm-blooded animals (i.e., humans, pets, farm animals and wildlife) and are excreted in the feces. The presence of fecal coliforms in water indicates a potential contamination with fecal matter and a higher risk for the presence of pathogens.

Feed System: Refers to the feed tank/bin, the auger, the feed hopper, the feed lines and the feed pans.

Feed Withdrawal: Practice of removing access to feed from turkeys prior to shipping to the processing plant, which is done to prevent carcasses from contamination with undigested feed and fecal matter during processing.

Flock Health Plan: Provides strategies for disease prevention, rapid diagnosis and effective treatment. A Flock Health Plan may include: flock observations, vaccination and parasite control protocols, disease prevention and treatment protocols, protocols for managing sick and injured birds and pest control and biosecurity programs. Most of these strategies are covered by the TFC On-Farm Programs.

Flock Information Reporting Form (also referred to as “Flock Sheet”) – REC 004: Record keeping form to collect data concerning medication and vaccine usage, as well as withdrawal times and safe marketing dates, and information on the flock health status (i.e., diseases diagnosed or observed in a flock during brooding or grow-out). For every flock, a preliminary copy of the Flock Sheet must be submitted to the processing plant three (3) to four (4) days prior to shipment; the final copy is to be sent with the flock itself at the time of shipment. An additional copy is to be kept on file by the farmer. If any extra-label medication was used, a veterinary prescription must be attached to the preliminary copy of the Flock Sheet sent to the processing plant. Detailed instructions for filling out the Flock Sheet are provided on the back of the form.

Food: Any raw, cooked or processed edible substance or ingredient, used or intended for use, or for sale, in whole or in part, for human consumption.

Foodborne Illness: Sickness caused by the ingestion of food containing microbiological, chemical or physical hazards.

Frequency: The routine period at which specific things are done.

Food Safety Enhancement Program (FSEP): The combination of written Prerequisites (*refer to Prerequisite Programs*) and a HACCP plan used by the Canadian Food Inspection Agency (CFIA) as a standard to accredit federally registered food processing establishments according to HACCP requirements.

Full Audit: An on-farm review of all records and working documents required by the TFC On-Farm Food Safety Program[®] and/or the TFC Flock Care Program[®], and evaluation of the farm premises and the turkey barns/production area to observe the implementation of the program requirements.

Good Production Practices (GPPs): Universal steps or procedures that control the operational conditions on-farm, allowing for conditions that are favourable to the production of safe food (e.g., proper personal hygiene, biosecurity measures, cleaning and disinfecting procedures) (*refer to Prerequisite Programs*).

Guardian Animal: Animals that may be used to guard turkeys in semi-confined or range production areas for the purpose of predator control, such as dogs, llamas, donkeys and ratites. Animals that pose a high disease risk to turkeys, such as pigs or waterfowl, are not permitted.

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HACCP: An acronym for Hazard Analysis Critical Control Point, which is a systematic approach to control food safety during the production process by identifying hazards related to food safety and keeping appropriate control over these hazards. Expressed in laymen's term, HACCP requires you to "say what you do, do what you say and prove it".

HACCP Plan: The document that defines the procedures to be followed to ensure the control of product safety for a specific process, or raw ingredient.

Hazard (Food Safety): Biological, chemical or physical contaminant that may cause an unacceptable health risk.

- Biological or microbiological hazards can further be divided into three (3) types: bacterial, viral and parasitic.
- Chemical hazards in foods can be naturally occurring or unintentional, and include those hazards associated with allergens.
- Physical hazards are described as extraneous matter or foreign objects, and include any physical matter.

Health Canada: The federal department responsible for developing and enforcing health and food safety policies and regulations.

Health Management Products: All products that are administered to the turkeys to promote the birds' well-being or restore health, including vitamins, minerals, medications, vaccines and probiotics. Depending on their intended use, these products may or may not have a Drug Identification Number (DIN).

Implementation Date: Date indicating when a procedure was adopted and put in place.

Incoming Material: Materials received by the farm and required to perform operation tasks such as cleaning, turkey growing, etc.

Mass Depopulation Plan: Outlines the necessary steps to take in the case of an emergency on-farm that requires a large number of birds to be depopulated on-farm (e.g., disease outbreak or natural disaster). It may include: depopulation method(s), biosecurity considerations, identification of appropriately trained individuals to oversee and participate in the process, reporting procedures to designated authorities and safety procedures for personnel. For a sample Mass Depopulation Plan, refer to Appendix XI.

Medically Important Antibiotics: Medically important antibiotics include Category I, II and III antibiotics (*refer to Categorization of Antibiotics for more details*). These products are important for human medicine. As of December 1, 2018, a veterinary prescription is required by farmers to use medically important antibiotics. This means that these medications are no longer available over-the-counter. This change is a result of regulatory and policy changes by Health Canada to promote the responsible use of antibiotics in animals to address the risk of antibiotic resistance. More information, including a list of medically important antibiotics, can be found at: www.canada.ca/en/public-health/services/antibiotic-antimicrobial-resistance/animals/actions/responsible-use-antimicrobials.html#s2.

Material Safety Data Sheet (MSDS): Information sheet that provides proper procedures for handling or working with a particular substance (e.g., pest control products, cleaning chemicals, etc.). It includes information such as physical data (e.g., melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill/leak procedures. These are of particular

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use if a spill or other accident occurs. These sheets are available from your suppliers.

Medication and Vaccines: Products that are administered to the turkeys to restore health and/or treat a disease, including antibiotics (used for treatment, prophylaxis and growth promotion), vaccines, coccidiostats, growth promotants, prophylactics, external antiparasitics and dewormers. All medications (with the exception of vaccines) have a Drug Identification Number (DIN).

Medication Administration System: Refers to anything that medication is administered with (e.g., mixing pail, water tank, injector/proportioner, lines and drinkers).

Medication Approved for Use in Turkeys: Medication that indicates that it can be specifically used and administered to turkeys. Package displays a five-digit Drug Identification Number (DIN).

Medications Not Approved for Use in Turkeys: Refers to either (1) extra-label use of medication or (2) off-label use of medication.

- Extra-label use is the use of medication in a manner that is not consistent with what is indicated on the label, package insert or product monogram of any medication approved by Health Canada, e.g., the use of medication in turkeys that is approved for chickens only.
- Off-label use is the use of medication that has never been approved in Canada for any species, which means the package does not display a five-digit Drug Identification Number (DIN).

Medication Withdrawal: Practice of removing medications (administered in feed and/or water) from the turkeys prior to processing in order to prevent medication residues in turkey meat.

Medication Withdrawal Time: Time required between the last treatment with a particular medication and processing in order to prevent medication residues in turkey meat. The appropriate withdrawal time is indicated on the medication label and/or veterinary prescription. Some medications require zero withdrawal, while others require several days or weeks. For details, ask your personal veterinarian.

Microorganism: Any organism too small to be seen without magnification, such as a bacterium or virus.

Minimum Acceptable Bacteriological Water Standards: Water is considered bacteriologically acceptable if, at a minimum, the following national tolerances are not exceeded: (i) no sample contains more than ten (10) total coliforms per 100 ml of water; and, (ii) none of the coliforms detected are fecal coliforms (*Escherichia coli*). However, as the objective level, farmers should strive for no detectable coliforms per 100 ml water.

On-Farm Food Safety Program (OFFSP) or Flock Care Program (FCP) Audit: An audit conducted by an on-farm food safety or flock care program auditor to evaluate whether the requirements of the TFC On-Farm Food Safety Program[®] and/or the Flock Care Program[®] are properly implemented on-farm.

On-Farm Food Safety Program (OFFSP) or Flock Care Program (FCP) Auditor: A person that conducts on-farm food safety or flock care program audits.

Other Chemicals: All chemicals stored or used for turkey production other than health management products, including pest control, cleaning, water treatment and herbicidal products.

Own Use Importation (OUI) of Veterinary Drugs: Refers to the importation of medication from another country for personal use under the own use provision of the *Food and Drugs Act* and *Regulations*. It does not

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apply to veterinarians that import medicinal products for animals under their care.

Over-the-Counter Medication: Medication that can be purchased without a veterinary prescription.

Pathogen: Any virus, bacterium, microorganism or other substance that causes illness/disease.

PCP Number (Pest Control Product Act Registration Number): A four- or five-digit number that is displayed on all pest control products (e.g., pesticides, insecticides, etc.) registered with and approved by Health Canada.

Pest: Any animal or insect destructive to the operations of a turkey farm (e.g., wild birds, rats, mice, cockroaches, darkling beetles and flies).

Potable: Suitable for drinking.

Prerequisite Programs (PRO, FCP): Synonymous for Good Production Practices (GPPs); written documentation describing basic practices and procedures that are done and documented to protect the operation from food safety risks. Considered the foundation on which a HACCP plan functions, while reflecting the “say what you do” part of the HACCP based approach.

Prerequisites: *Refer to Prerequisite Programs.*

Prescription Medication: Medication that requires a prescription by a veterinarian.

Pressure Wash: Application of high-pressure water spray to clean surfaces of all visible dirt (*refer to Cleaning*).

PRO (Program): *Refer to Prerequisite Programs.*

Range Production: A production system whereby turkeys, after the brooding stage, are raised entirely outside.

Records (REC): Any documentation showing that an activity was performed as described in a Prerequisite Program. Records represent the proof that you “do what you say” required by the HACCP approach. Record keeping templates are provided in the TFC On-Farm Food Safety Program[®] and TFC Flock Care Program[®] (REC 001 to REC 012).

Records Review: A review of a selected set of records and working documents required by the TFC On-Farm Food Safety Program[®] and/or the TFC Flock Care Program[®]. Depending on the province, a records review is either conducted through an on-farm visit, or by submitting copies of the records to the Provincial Board office or auditor for evaluation.

Reportable Disease: Animal diseases outlined in the Health of Animals Act and Regulations that are of significant importance to human or animal health, or to the Canadian economy. Animal owners, veterinarians and laboratories are required to immediately report the presence of an animal that is contaminated or suspected to be contaminated with one of these diseases to a CFIA district veterinarian. Control and eradication measures will be applied immediately. Reportable poultry diseases that can affect turkeys are highly pathogenic Avian Influenza, Newcastle Disease, Pullorum Disease and Fowl Typhoid. For more details regarding these diseases, please refer to Appendix V.

Restricted Area (RA): A defined area inside the barn and/or outdoor production area that is clearly identified

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by a physical barrier. The barrier could be the barn door itself, or a door that separates the barn entry room and the production area. The entrance to the RA may also be identified by a line on the floor of the barn entry room, a step-over, or other visual or physical indication. The RA must at least include the turkey production area. The purpose of the RA is to reduce the risk of bacterial contamination and disease transfer to the birds. Farmers must be able to control access to the RA (i.e., by locking the barn doors). The RA must be identified on the Barn Schematic (*refer to Appendix Ib for a sample schematic*).

Safe Marketing Date: Date at which a required medication withdrawal time is completed and turkeys can be processed without the risk of medication residues in the meat (*refer to Medication Withdrawal*).

Sanitizing: *Refer to Disinfecting.*

Semi-Confined Production: A production system whereby turkeys have access to the inside/barn and an outside area.

Thinning: The partial shipment of a flock to reduce the stocking density.

Toxic Substances: Substances that are not intended for ingestion such as cleaners, sanitizers, pesticides, insecticides, paint, petroleum, etc.

Turkey Consumer: A person who takes possession of the turkey product as food for consumption.

Unacceptable Health Risk: A hazard that causes serious adverse health consequences including illness, injury or death.

Unapproved Medication: *Refer to Medication Not Approved for Use in Turkeys.*

Vaccine: *Refer to Medication and Vaccines.*

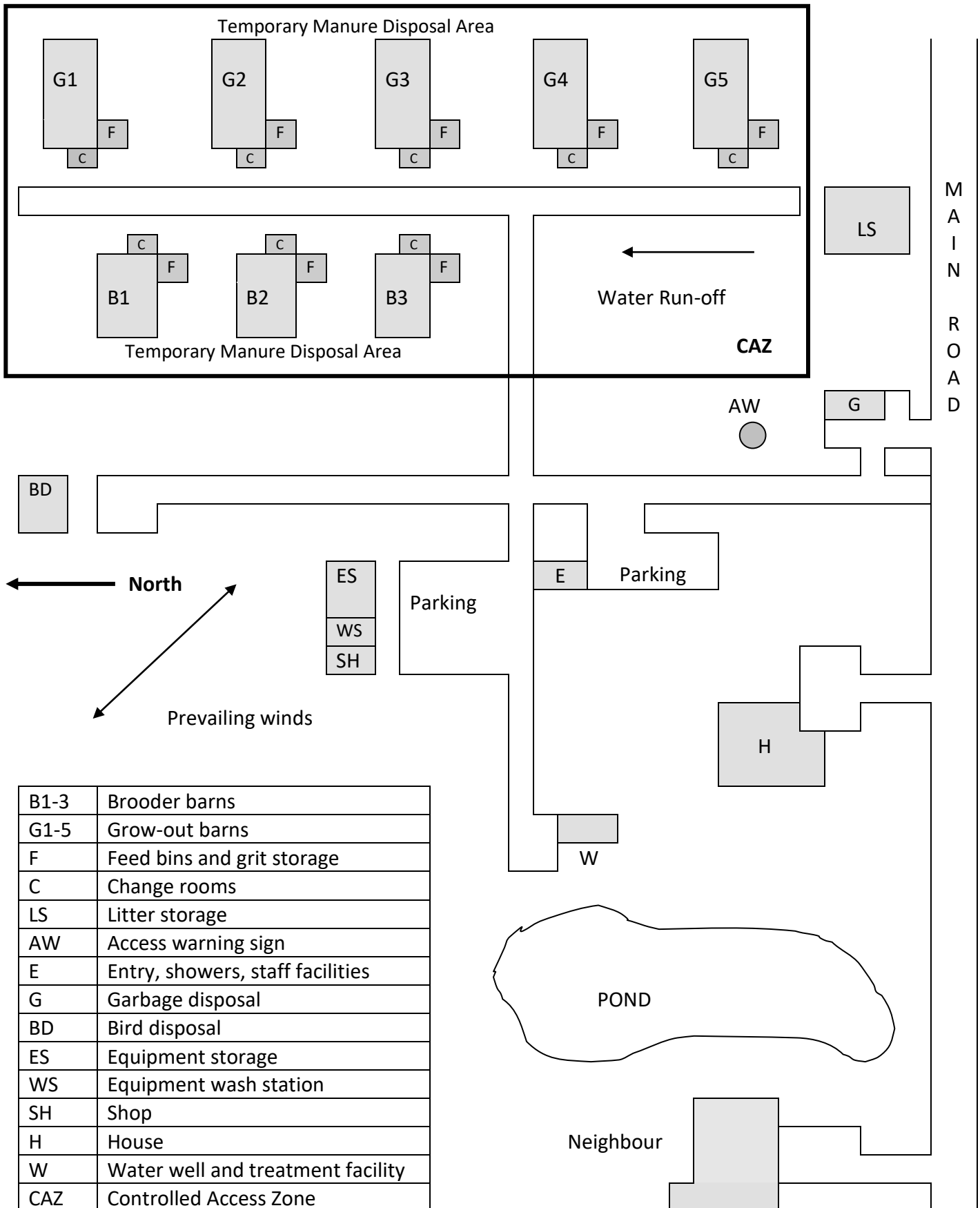
Verification: Proof that an activity/procedure was performed as described in a Prerequisite Program (PRO, FCP).

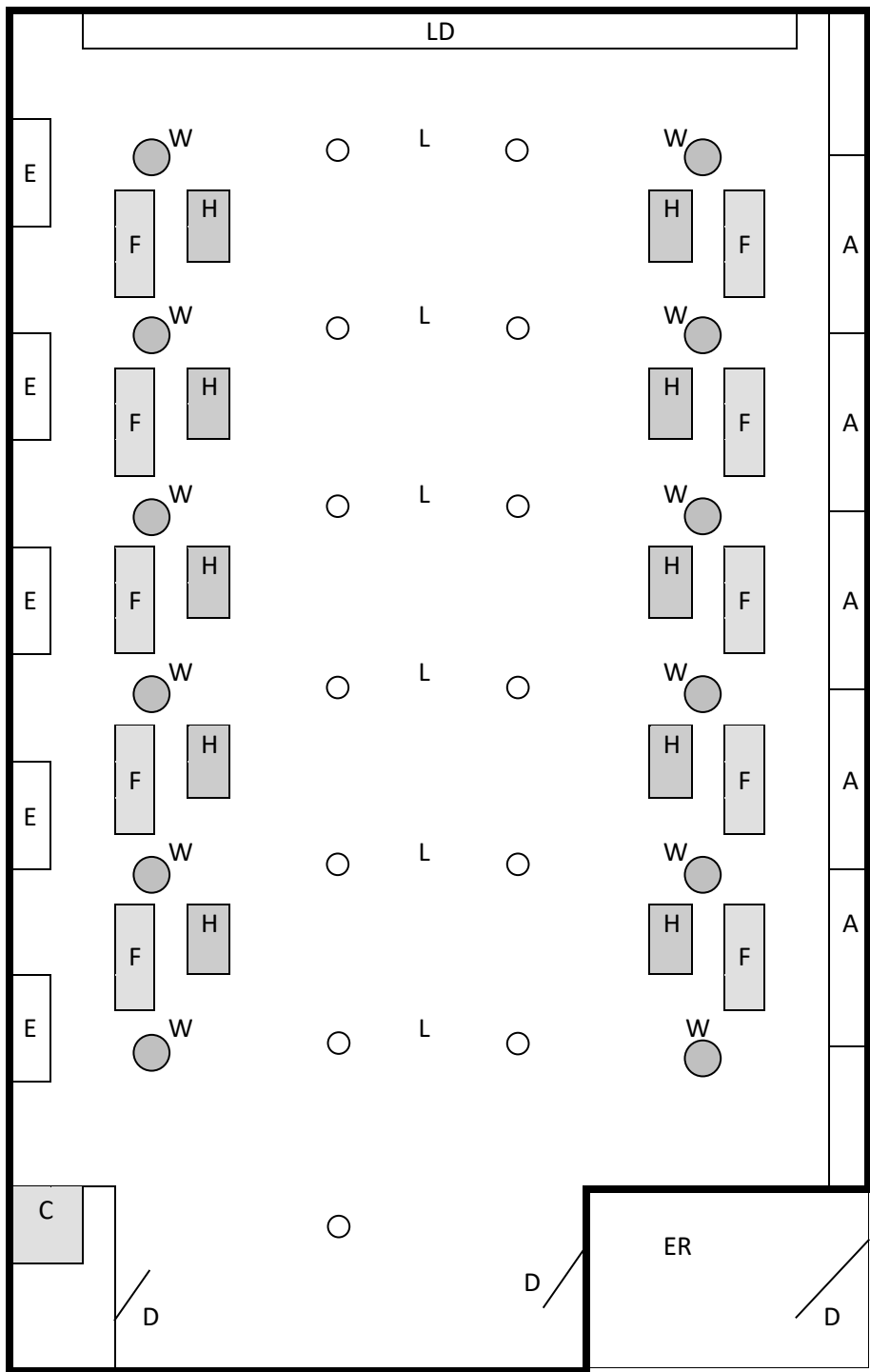
Virus: Infectious noncellular microorganism that can live and reproduce only in susceptible host cells. Viruses can infect and cause disease in bacteria, plants, animals and humans. Viral infections in turkey include, for example, Avian Influenza or Newcastle Disease.

Visitor: Person that enters a barn on a non-regular frequency, for example, service people, veterinarians, delivery, etc.

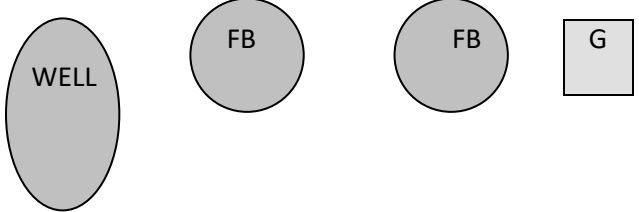
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ER	Entry room/ Change room
D	Door
A	Air intake
E	Exhaust fans
F	Feeders
W	Waterers
H	Heaters
L	Lights
LD	Load out door
FB	Feed bins
G	Grit storage
C	Water container used for medicating
RA	Restricted Area



DATE

FARMER TO WHOM ADDRESSED

We, the undersigned supplier of [straw, shavings, sawdust, peat moss, etc.], do hereby certify that any of the [straw, shavings, sawdust, peat moss, etc.] supplied by us for the purpose of commercial turkey production, to the premises designated by the above turkey farmer, have been produced according to the steps set out in the attached list, to ensure that the bedding supplies do not contain harmful compounds and contaminant, and are dry, mould and chemical free.

BEDDING SUPPLIER NAME, ADDRESS, and TELEPHONE NUMBER

NAME AND SIGNATURE OF CONTACT PERSON

DATE

PRODUCER TO WHOM ADDRESSED

We, the undersigned supplier of commercial feed, do hereby certify that any and all the commercial feed or feed ingredients supplied by us for the purposes of commercial turkey production, to the premises designated by the above turkey producer are:

1. from a feed mill that is HACCP certified by the Animal Nutrition Association of Canada (ANAC) *[include certification number]*;

OR,

2. are produced according to appropriate standards (mixer validation, sequencing procedures), and are not knowingly contaminated with pathogenic bacteria or antibiotic, chemical or pesticide residues.

AND,

3. is developed in consultation with a nutritionist.

COMMERCIAL FEED SUPPLIER NAME, ADDRESS, and TELEPHONE NUMBER

NAME AND SIGNATURE OF CONTACT PERSON

MASS AND WEIGHT			
Imperial	Metric	Metric	Imperial
1 ounce (oz)	28.3495 grams (g)	1 gram (g)	0.0353 ounces (oz)
1 pound (lb)	453.59 grams (g) = 0.4536 kilograms (kg)	1 kilogram (kg)	2.2046 pounds (lb)
1 short ton (t)	907.185 kilograms (kg) = 0.9072 metric tons (t)	1 metric ton (t)	1.1023 short tons (t)
<i>1 lb = 16 oz</i>		<i>1 t = 1,000 kg 1 kg = 1,000 g 1 g = 1,000 mg</i>	

LIQUID VOLUME			
Imperial	Metric	Metric	Imperial
1 fluid ounce (floz) (UK)*	28.4130 millilitres (ml)*	1 millilitres (ml)	0.0352 fluid ounces (floz) (UK)* = 0.338 fluid ounces (floz) (US)
1 fluid ounce (floz) (U.S.)	29.5735 millilitres (ml)	1 litre (l)	0.8799 quarts (qt) (UK)* = 1.0567 quarts (qt) (US)
1 quart (qt) (UK)*	1.1365 litres (l)*	1 litre (l)	1.7598 pints (pt) (UK)* = 2.1134 pints (pt) (US)
1 quart (qt) (US)	0.9464 litres (l)	1 litre (l)	0.2100 gallons (gal) (UK)* = 0.2642 gallons (gal) (US)
1 pint (pt) (UK)*	0.5683 litres (l)*	1 hectolitre (hl)	21.997 gallons (gal) (UK)* = 26.418 gallons (gal) (US)
1 pint (pt) (US)	0.4732 litres (l)	<i>1 liter = 1,000 ml = cubic decimeter (dm³) 1 hectoliter = 100 liter</i>	
1 gallon (gal) (UK)*	4.5461 litres (l)*		
1 gallon (gal) (US)	3.7854 litres (l)		
<i>1 gal = 4 qt = 8 pt 1 qt = 2 pt = 0.25 gal 1 gal = 160 floz (UK)* = 128 floz (US) 1 pt = 20 floz (UK)* = 16 floz (US) 1 floz (UK)* = 0.9608 floz (US) 1 floz (US) = 1.0408 floz (UK)* 1 qt (UK)* = 1.2009 qt (US) 1 qt (US) = 0.8327 qt (UK)* 1 pt (UK)* = 1.2009 pt (US) 1 pt (US) = 0.8327 pt (UK)* 1 gal (UK)* = 1.2009 gal (US) 1 gal (US) = 0.8327 gal (UK)*</i>			

*UK imperial measures are used in Canada

LENGTH			
Imperial	Metric	Metric	Imperial
1 inch (<i>in</i> or <i>"</i>)	2.54 centimeters (<i>cm</i>) = 25.4 millimeters (<i>mm</i>)	1 millimeter (<i>mm</i>)	0.0394 inches (<i>in</i> or <i>"</i>)
1 foot (<i>ft</i> or <i>'</i>)	30.48 centimeters (<i>cm</i>)	1 centimeter (<i>cm</i>)	0.3937 inches (<i>in</i> or <i>"</i>)
1 yard (<i>yd</i>)	91.44 centimeters (<i>cm</i>)	1 meter (<i>m</i>)	1.0936 yards (<i>yd</i>)
1 mile	1.6093 kilometers (<i>km</i>)	1 kilometers (<i>km</i>)	0.6214 mile
$1 \text{ mile} = 1,760 \text{ yd} = 5,280'$ $1 \text{ yd} = 3'$ $1' = 12''$		$1 \text{ km} = 1,000 \text{ m}$ $1 \text{ m} = 100 \text{ cm} = 10 \text{ decimeter (dm)}$ $1 \text{ dm} = 10 \text{ cm}$ $1 \text{ cm} = 10 \text{ mm}$	

AREA			
Imperial	Metric	Metric	Imperial
1 square inch (<i>in</i> ²)	6.4516 square centimeters (<i>cm</i> ²)	1 square centimeter (<i>cm</i> ²)	0.1550 square inches (<i>in</i> ²)
1 square foot (<i>ft</i> ²)	929.03 square centimeters (<i>cm</i> ²) = 0.0929 square meters (<i>m</i> ²)	1 square meter (<i>m</i> ²)	1.1960 square yards (<i>yd</i> ²) = 10.7639 square feet (<i>ft</i> ²)
1 square yard (<i>yd</i> ²)	0.8361 square meters (<i>m</i> ²)	1 square kilometer (<i>km</i> ²)	0.3861 square miles = 247.1054 acres (<i>ac</i>)
1 square mile	2.59 square kilometers (<i>km</i> ²)	1 hectare (<i>ha</i>)	2.4711 acres (<i>ac</i>)
1 acre (<i>ac</i>)	4046.8564 square meters (<i>m</i> ²)= 0.4047 hectares (<i>ha</i>)		
$1 \text{ ft}^2 = 144 \text{ in}^2$ $1 \text{ yd}^2 = 9 \text{ ft}^2$ $1 \text{ ac} = 4,840 \text{ yd}^2$ $1 \text{ square mile} = 640 \text{ ac}$		$1 \text{ ha} = 10,000 \text{ m}^2$ $1 \text{ km}^2 = 1,000,000 \text{ m}^2$ $1 \text{ m}^2 = 10,000 \text{ cm}^2$ $1 \text{ cm}^2 = 100 \text{ mm}^2$	

TEMPERATURE		
Conversion Factor		
Fahrenheit	- 32 x 5/9	Celsius
Example: 50° Fahrenheit	50 - 32 x 5/9 = 10	10° Celsius
Celsius	x 9/5 +32	Fahrenheit
Example: -5° Celsius	-5 x 9/5 +32 = 23	23° Fahrenheit

Disease	Possible Symptoms in Turkeys
<p>PULLORUM DISEASE (<i>Salmonella pullorum</i>)</p>	<p>In poults:</p> <ul style="list-style-type: none"> ▪ Anorexia, diarrhea. ▪ Dehydration, weakness and death. <p>In adult birds:</p> <ul style="list-style-type: none"> ▪ Less severe but decreased egg production, poor hatchability. ▪ Some increased mortality may occur.
<p>FOWL TYPHOID (<i>Salmonella gallinarum</i>)</p>	<p>In poults:</p> <ul style="list-style-type: none"> ▪ Depression, somnolence, droopy wings, huddling, loss of appetite, dehydration, thirst, ruffled feathers, weakness. ▪ Yellow or green diarrhea with pasting of the vent feathers is common. ▪ Potentially blindness or swelling of the joints. <p>In growing and adult birds, the disease can be unapparent. In symptomatic infections, the clinical signs may include:</p> <ul style="list-style-type: none"> ▪ A decreased appetite, depression, dehydration, weight loss, ruffled feathers, pale and shrunken combs, diarrhea, or a droopy appearance. ▪ Potential decrease in egg production or fertility.

The following provides a sample disease/emergency response plan to be put in place in case a contagious disease is suspected on this farm, or after confirmation of a disease has been received from a veterinarian on this farm or within the vicinity of this farm.

- Contact the Farm Manager, if applicable, to inform him or her of the situation.
- Contact a veterinarian in cases where a disease is suspected on this farm.
- Keep the barns locked and use the Barn Entry Log (REC 001) to record all movement on and off the farm, not just visitors to the barn(s).
- Block the laneway to the CAZ (using a gate, rope/chain, wagon, etc.) to prevent unwanted traffic or access.
- Inform Provincial Turkey Marketing 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, fax 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. Ask to be the last farm visited in the day.
- People entering the CAZ must wear disposable plastic boot covers 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 entering and leaving the CAZ are clean and, if possible, should be run through a truck wash prior to visiting the farm. Disinfectant should be 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 their 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 disease situation has passed. Practice proper composting or freezing and ensure no wild or domestic animals have access to the dead birds.
- Mortalities are kept in covered containers before being moved to the disposal area and are transported in covered containers if moved off-farm.
- 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, the Provincial Turkey Marketing Board office and industry personnel as appropriate.
- Make every effort to heighten your biosecurity protocols.
- Indicate any other measures that would be taken on this farm:

DATE

PRODUCER TO WHOM ADDRESSED

We, the undersigned supplier of poults, do hereby certify that any and all of the poults supplied by us for the purpose of commercial turkey production to the premises designated by the above turkey farmer have not been administered any Category I and II antibiotics in a preventive manner at the hatchery.

POULT SUPPLIER NAME, ADDRESS, and TELEPHONE NUMBER

NAME AND SIGNATURE OF CONTACT PERSON

ANIMAL CARE CODE OF CONDUCT

[Your Farm/Company]

Animal Care Code of Conduct**Our commitment to our animals**

[Our company/farm] is committed to responsible farm animal care and handling. That means animals in our care deserve to be healthy, safe and well cared for.

Our commitment to our customers

Working with animals is important work that we take seriously. We are proud of the work that we do, and we strictly enforce responsible farm animal care and handling among employees and service providers at our facility.

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. The demonstration of that support is through the review and signing of this Code of Conduct agreement on a **[quarterly/annual]** basis.

Our commitment to our employees

Your job is valuable and important to our animals, and our business. 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 and in accordance with **[farm/company]** policies and rules as well as the federal, provincial and municipal regulations under which we operate.

Any employee who is responsible for, observes or receives any information that alleges an animal on our property or in our care is being mistreated, mishandled or treated or handled in a way that is contrary to our animal care policy/guidelines must report that information to **[NAME OF POINT PERSON]** immediately so that the situation can be corrected. **[PROVIDE CONTACT INFO]**.

Failure to adhere to this agreement is cause for dismissal. **[Farm/company]** reserves the right to refer animal-abusers to law enforcement for prosecution.

As part of **[farm/company]** commitment to animal care, farm management agrees to abide by this Code of Conduct.

I _____ understand and acknowledge that willful neglect, mishandling or abuse of animals by any **[name of company]** employee or witnessing it and not reporting it is subject to discipline including immediate termination of employment, and that offenders may also be subject to prosecution under applicable laws.

Signature of Employee

Date

Name (Please Print)

Signature of Employer

Date

Name

Title

Important Note: Seek advice from your legal counsel and human resources department if appropriate to ensure any agreement meets relevant labour laws and union contracts.

Background: In response to actions taken by various countries to ban the use of ractopamine hydrochloride (PayLean®), the Canadian Ractopamine-Free Poultry Certification Program has been developed by the Canadian Food Inspection Agency (CFIA). The purpose of the Canadian Ractopamine-Free Poultry Certification Program is to provide assurances to other countries regarding its non-use in Canadian turkey production, where turkey meat is exported to these countries.

The Canadian Ractopamine-Free Poultry Certification Program covers feed mills, farms, and poultry processor components. Certification under the program will occur when the program is implemented by all components, and when turkey processing establishments want to become eligible to export to the requesting trade partner (e.g., EU or Russia).

The Canadian Ractopamine-Free Poultry Certification Program is managed through the TFC On-Farm Food Safety Program® (OFFSP) to avoid the duplication of records and additional on-farm audits.

The following provides an overview of the steps to be taken in order to enroll in the Canadian Ractopamine-Free Poultry Certification Program, and related responsibilities.¹

OVERVIEW OF FARM ENROLMENT STEPS AND RESPONSIBILITIES

- (1) Receipt of a Request from the Processing Plant for a Farm to Participate in the Canadian Ractopamine-Free Poultry Certification Program.
- (2) Farmer Decision to Participate (*the Canadian Ractopamine-Free Poultry Certification Program is a voluntary program*).
- (3) On-Farm Implementation and Maintenance of the Canadian Ractopamine-Free Poultry Certification Program:
 - Appendix IXb of the TFC On-Farm Programs provides a summary of the requirements to be implemented on participating farms.
- (4) Farm Assessment Audits by TFC On-Farm Programs Auditors:
 - Participating farms will be subject to an initial on-farm enrolment assessment audit and annual assessment audits thereafter.
 - These assessment audits will be carried out by the provincial TFC On-Farm Programs Auditors, at the same time as the on-farm programs audits.
 - The checklists used for the Canadian Ractopamine-Free Poultry Certification Program farm assessment audits will be separate from, and in addition to, the TFC On-Farm Programs audit checklists.
 - The audit results (i.e., completed assessment checklists) will be provided to the farmer and forwarded to the processing plant and respective Provincial Board office. This will demonstrate a farmer's continued compliance with the program and enable processors to keep an up-to-date list of enrolled farms.
 - The content of the checklists used for the assessment audits are reflected in the summary of requirements provided in Appendix IXb of the TFC On-Farm Programs.
- (5) Signed Agreement with the Processor:
 - After passing the initial enrolment assessment, farmers are to sign an agreement with the processing plant to comply with the Canadian Ractopamine-Free Poultry Certification Program (*refer to Annex 2 of the program¹ for agreement template*).

¹ The Canadian Ractopamine-Free Poultry Certification Program is available on the CFIA website (type program name in search engine) or can be obtained from your CFIA plant veterinarian.

- (6) Completion of a Producer Affidavit for Every Flock:
- For every flock shipped to the processing plant under the Canadian Ractopamine-Free Poultry Certification Program, farmers must submit a signed affidavit confirming compliance with the program (*refer to Annex 4 of the program¹ for producer affidavit template*).
- (7) Record Keeping On-Farm:
- All Canadian Ractopamine-Free Poultry Certification Program-related records must be kept on file for a minimum of two (2) years.
 - Canadian Ractopamine-Free Poultry Certification Program-specific records include:
 - Assessment audit results (i.e., completed initial and annual assessment audit checklists);
 - Agreement with Processing Plant;
 - Producer Affidavit;
 - Annual Letter(s) of Guarantee from feed suppliers that the feed delivered has been manufactured in accordance with the Canadian Ractopamine-Free Poultry Certification Program; and,
 - Related TFC OFFSP records (e.g., feed delivery slips and invoices, on-farm feed mixing records).
- (8) Deviations and Corrective Actions:
- Deviations identified during an annual assessment audit must be corrected within 14 days after the audit; or, prior to the next flock from this farm being shipped to the processing plant (whichever comes first).
 - Deviations detected throughout the year must be corrected as necessary, and be communicated to the processing plant in writing if they cannot be corrected prior to the next shipment of a flock.
- (9) List of Enrolled Farms:
- An up-to-date list of enrolled farms will be kept by the processing plant, based on the assessment audit results.
 - If a deviation found on a farm is not corrected within the required timeframe, the farm is removed from the list of enrolled farms.
 - To become re-listed, the farmer will be required to re-start the initial enrolment process.
- (10) Oversight by the Canadian Food Inspection Agency (CFIA):
- In addition to the assessment audits by TFC On-Farm Program Auditors, the Canadian Ractopamine-Free Poultry Certification Program includes provisions for third-party auditing and oversight by CFIA (i.e., potential for random audits).
 - On-farm records need to be made available to CFIA and foreign auditors upon request.

- Purpose and Instructions:**
- The following provides a summary of the requirements of the Canadian Ractopamine-Free Poultry Certification Program to be implemented on farms that are participating in the program. *For additional details, refer to the Canadian Ractopamine-Free Poultry Certification Program. It is available on the CFIA website (type program name in search engine) or can be obtained from your CFIA plant veterinarian.*
 - It provides a tool for assisting farmers with the implementation of the Canadian Ractopamine-Free Poultry Certification Program and preparing for the actual on-farm assessment audits. It contains the provisions included in the initial enrolment and annual assessment audit checklists that are used by TFC On-Farm Programs auditors when evaluating program compliance of participating farms.
 - The summary is divided into four (4) sections: (1) requirements that apply to all farms; (2) additional requirements that only apply to farms that manufacture their own feed; (3) additional requirements specific to farms that have not yet been certified under the program (prior to their initial enrolment assessment audit); and, (4) additional requirements specific to Canadian Ractopamine-Free Poultry Certification Program certified farms.
 - Frequency of use: It is recommended that the Canadian Ractopamine-Free Poultry Certification Program Self-Audit Checklist be used initially, when implementing the program on-farm, and then once per year.

Note: Enrolment in the Canadian Ractopamine-Free Poultry Certification Program is based upon individual farms. All barns on this production site are covered by this summary.

(1) REQUIREMENTS FOR ALL FARMS:

- This farm is certified under the TFC On-Farm Food Safety Program®.
- The farm has obtained a letter of guarantee, issued within the past 12 months, from all commercial feed facilities supplying feed, including single ingredient feeds, mixed feeds for further manufacturing (e.g., premixes and supplements) and complete feeds confirming that the facility meets the requirements of the Canadian Ractopamine-Free Poultry Certification Program.
- The farm has shipping documents or invoices for each load of feed, received after enrolment in the Program, confirming that the feed being delivered has been made in accordance with the Program.
- Feed receiving records (manifests, invoices and tags) are maintained for a period of two (2) years and are available for review on-site.
- The farm must have available TFC On-Farm Food Safety Program® records indicating that ractopamine has not been fed to the turkeys. TFC On-Farm Food Safety Program® records must be available to foreign, internal or CFIA auditors upon request for a minimum of two (2) years from the time a turkey flock enters the farm.
- TFC On-Farm Food Safety Program® audit reports are maintained on file for a period of at least two (2) years and are available on-site for review upon request by the Canadian Food Inspection Agency (CFIA), foreign or other program auditors.

(2) ADDITIONAL REQUIREMENTS FOR ON-FARM FEED MANUFACTURERS PRODUCING FEED THAT DOES NOT CONTAIN RACTOPAMINE:

- Not applicable; this farm does not manufacture feed on-farm.
- This mill/farm is part of a TFC On-Farm Food Safety Program® certified farm.
- This mill/farm does not have any outstanding corrective actions related to the Canadian Ractopamine-Free Poultry Certification Program.

- Ractopamine hydrochloride has not been used for a full year in this on-farm feed mill.
- If ractopamine hydrochloride has been used in the past year, appropriate cleaning of the feed manufacturing area has been demonstrated, including records of clean-up in accordance with Annex 1 of the Canadian Ractopamine-Free Poultry Certification Program.
- The owner or person responsible for the production unit has obtained a letter of guarantee, issued within the past 12 months, from all commercial feed facilities supplying feeds, including single ingredient feeds, mixed feeds for further manufacturing (e.g., premixes and supplements) and complete feeds to this farm confirming that the facility meets the requirements of the Canadian Ractopamine-Free Poultry Certification Program.
- The owner or person responsible for the production unit has shipping documents or invoices for each load of feed, received after enrolment in the Program, confirming that the feed being delivered has been made in accordance with the Program.
- The farm has controls in place to ensure that feeds of unknown origin are not accepted.
- Feed mixing and sequencing records are maintained and available for inspection on-site upon demand for a period of two (2) years from date of last distribution of a feed.
- TFC On-Farm Food Safety Program[®] audit reports are maintained and available on-site for inspection upon demand for a period of two (2) years.

(3) ADDITIONAL REQUIREMENTS FOR FARMS THAT HAVE NOT YET BEEN CERTIFIED UNDER THE CANADIAN RACTOPAMINE-FREE POULTRY CERTIFICATION PROGRAM:

- Not applicable; this farm is already certified under the Canadian Ractopamine-Free Poultry Certification Program.

Choose which of the following farm types applies to your situation:

TYPE A TURKEY FARM

This applies to farms keeping turkeys that have not been fed with feed containing ractopamine.

- This farm is able to demonstrate that, prior to enrolment under the Canadian Ractopamine-Free Poultry Certification Program, turkeys fed with feed containing ractopamine have not been kept in the past year.
- TFC On-Farm Food Safety Program[®] records supporting these conditions are available on-site for program assessment or audits.

TYPE B TURKEY FARM

This applies to farms that have, in the past, kept turkeys fed with feed containing ractopamine. This applies to farms that have raised turkeys fed with feed containing ractopamine in the last 12 months and have implemented cleaning procedures prior to introducing eligible birds.

- All barns on this farm have undergone a complete cleaning prior to introducing turkeys to be raised under the ractopamine-free program.
- This facility has performed a complete cleaning of the feed distribution system as per Annex 1 of the Canadian Ractopamine-Free Poultry Certification Program.
- All barns and equipment that may have been exposed to feed containing ractopamine or birds fed with ractopamine have been cleaned.
- Cleaning records are available on-site.

Note: Type B farm certification is conditional to one carcass sample from the first lot of animals testing negative at the slaughter establishment for the presence of ractopamine.

(4) ADDITIONAL REQUIREMENTS FOR FARMS THAT ARE CERTIFIED UNDER THE CANADIAN RACTOPAMINE-FREE POULTRY CERTIFICATION PROGRAM:

- Not applicable; this farm has not yet been certified under the Canadian Ractopamine-Free Poultry Certification Program.
- This farm has a signed agreement with the slaughter plant stating that the farm meets the requirements of the Canadian Ractopamine-Free Poultry Certification Program.
- A completed and signed Producer Affidavit stating that turkeys have not been fed feed containing ractopamine hydrochloride and were produced in accordance with the Canadian Ractopamine-Free Poultry Certification Program has been provided to the slaughter establishment for each flock of turkeys shipped from this farm.
- Records of each flock of turkeys shipped from this farm are maintained on file for a period of at least two (2) years and are available on-site for review upon request by CFIA, foreign or other program auditors.
- An on-site examination of this mill/production unit has been performed (if applicable).
- This farm does not have any outstanding corrective actions related to the Canadian Ractopamine-Free Poultry Certification Program.

DATE

FARMER TO WHOM ADDRESSED

We, the undersigned [TURKEY CATCHING CREW/TURKEY TRANSPORT COMPANY], hereby confirm that the [CATCHING AND LOADING EQUIPMENT/TRANSPORT EQUIPMENT AND CONTAINERS] supplied by us for the purpose of [CATCHING AND LOADING/TRANSPORTING] turkeys are designed, constructed and maintained to allow turkeys to be loaded, conveyed, transported and unloaded in ways that minimize stress and injury.

TRANSPORT COMPANY NAME, ADDRESS, and TELEPHONE NUMBER

NAME AND SIGNATURE OF CONTACT PERSON

The following provides a sample mass depopulation plan that can be followed if a situation arises that requires a large number of turkeys to be euthanized on-farm, including disease outbreaks or natural disasters.

1. Contact the Farm Manager, relevant Farm Personnel and your veterinarian, as necessary.
2. Contact the appropriate authorities for the emergency situation, as necessary (e.g., Provincial Board office, provincial emergency response team, the Canadian Food Inspection Agency (CFIA)), and follow their direction.

Farm Manager		
Name	Phone Number	Alternate Phone Number

Farm Personnel		
Name	Phone Number	Alternate Phone Number

Veterinarian		
Name	Phone Number	Alternate Phone Number

3. Meet with Farm Personnel to coordinate activities, and review safety and depopulation procedures.
4. If the depopulation involves a disease outbreak, implement enhanced biosecurity.
5. Provide regular flock care and management (e.g., feed, water, ventilation) until the depopulation process begins.
6. For acceptable methods of depopulation, refer to FCP 008 Culling and Mortalities or contact your veterinarian for alternate methods.

Depopulation method(s) used:	
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7. Take necessary personnel safety precautions.
8. Confirm death before disposal of birds.
9. Follow municipal and/or provincial regulations for dead bird disposal.
10. Keep mortalities covered in containers before moving to the disposal area.
11. Other farm-specific protocols:

Generator Testing

Month	Test Date	Functioning (Yes/No)	Tested By	Comments
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Alarm Testing

Flock	Test Date	Functioning (Yes/No)	Tested By	Comments

TFC ON-FARM PROGRAMS FREQUENTLY ASKED QUESTIONS
March 2022

GENERAL

1. *In an integrated company, is each farm or Farm Manager to be audited separately?*

Yes. The auditing of each farm is required since many of the program requirements are site-specific (e.g., posting of biosecurity signs, visitor logs, mixing instructions, etc.).

2. *What if I find out that something in my protocols or records was not properly followed or filed?*

It is expected that you will find errors, or non-compliances, as you move forward with your protocols and record keeping. This indicates that you are following your protocols and noticing when something does not work out as expected on your operation. Good job! When you find non-compliances, it is important to address them immediately. For suggestions on how to deal with a deviation, refer to the Deviations and Corrective Actions column in the appropriate program section for guidance. Correcting a problem can be completed in a variety of ways (e.g., contact the feed mill or processor to work out next steps, get a new copy of an invoice or receipt, change your written protocols, redo a particular task, re-train staff) and depends upon the situation.

3. *Does each barn need its own binder and checklist?*

Each barn does not require its own binder. Extra copies of the binder may be kept at different locations owned by the same farmer, especially if they are managed by different people. The program is setup so that records are farm or flock-specific. Farmers may tailor the program to their own needs, provided the necessary information is kept on file.

4. *Can this paperwork be simplified?*

Once the programs are in place on a farm, the amount of paperwork is much less time-consuming and it allows a farmer to demonstrate due diligence in the event of a problem. To help get you started, TFC has included templates which can be modified to fit the needs of an individual location.

5. *Are the TFC On-Farm Programs available electronically?*

Yes. Both TFC On-Farm Programs can be downloaded from the farmers' portal (www.tconfarmprograms.ca). This is an access-restricted website that houses the electronic versions of the TFC On-Farm Food Safety Program[®] and TFC Flock Care Program[®]. Through this portal, farmers also have the opportunity to provide feedback regarding both programs directly to TFC. Farmers who have not yet registered on the portal are encouraged to do so.

The interactive program sections include tick boxes and text fields which can be filled out, edited and saved under "My Account". They can also be downloaded from this website and saved to a farmer's hard drive, disc, or other storage device.

6. *Does the whole manual need to be followed every year?*

Once implemented, the TFC On-Farm Food Safety Program[®] and Flock Care Program[®] should be followed continuously. The entire manual does not need to be filled out every year; only once at the beginning and when your protocols change. All records must be kept up-to-date on a regular basis and all invoices, receipts and prescriptions kept on file. For an overview of which records need to be completed when, please see the "Summary of Record Keeping", which is the last item filed under "Introduction" in your program manual.

TFC ON-FARM PROGRAMS FREQUENTLY ASKED QUESTIONS
March 2022

7. *Can processors track processed birds back to the farm?*

Each processor is different, but all processors can, to varying degrees, trace processed product back to a particular lot and/or processing date or time. Eventually, all processors (if not already doing so) will be able to trace all birds back to a specific flock.

8. *Is the information about my farm kept confidential?*

Specific farm information is collected by the auditor and kept on file at the Provincial Board office. TFC has the ability to request audit information; however, this would only be done if necessary, such as during an audit of the Provincial Board to ensure consistent application of the TFC On-Farm Food Safety Program[®] or Flock Care Program[®] across the country. Your information will not be shared with any other organization or the government without your prior written consent.

9. *What do I do if a program section or requirement does not apply to my farm?*

As you go through the binder you may find programs sections or requirements which are not applicable to your particular operation (e.g., requirements specific to turkey breeders or outdoor production). If this is the case, the requirement(s) and/or section(s) will not apply to your farm and do not need to be followed.

10. *Can I use alternate record keeping forms to prove adherence to the record keeping requirements?*

If a Farm Manager chooses, farm-specific records, spreadsheets or forms can be used, as long as all of the information requested in the program or record keeping sections of the TFC On-Farm Food Safety Program[®] or Flock Care Program[®] is captured. There may also be times when information is duplicated in the record keeping sections (e.g., stocking density on REC 008 Stocking Density Log and on the Flock Information Reporting Form), and it is acceptable for the information to be recorded in only one place.

TFC ON-FARM FOOD SAFETY PROGRAM[®]

PRO 001

11. *Why is there a difference in the program and record keeping requirements for confined and semi-confined or range birds?*

Semi-confined or range operations are subject to the same mandatory program elements as confined operations in the TFC On-Farm Food Safety Program[®]. In addition, these farms must also fill out record REC 005b (Flock Log for Semi-confined and Range Production) and monitor their property and barns more frequently. This is because the management practices that must be used on these farms are quite different when compared to confined production, and the TFC program had to be adapted.

12. *Are producers allowed to spread manure onto an area that is used as the outdoor production area, which includes both the CAZ and RA?*

Range and semi-confined producers are exempt from the requirement that no manure can be spread on the CAZ if the following conditions are fulfilled:

- The manure is turkey litter from the same farm, excluding mortalities.
- The manure/used litter has been properly composted, including monitoring of the temperature to ensure a reduction of the pathogen load in the manure/used litter. For guidelines, refer to the TFC Farming Fact Sheet on composting, which can be downloaded by

TFC ON-FARM PROGRAMS FREQUENTLY ASKED QUESTIONS
March 2022

registered producers from the TFC On-Farm Programs portal (www.tfconfarmprograms.ca). Records of this practice must be kept on file.

- The manure is spread at least 21 days prior to moving turkeys onto the range area.

13. Are producers allowed to designate separate outdoor production areas that accommodate different poultry species (e.g., turkeys and chickens) as one RA?

Yes, outdoor production areas are exempt from the requirement that an area used to raise turkeys is to be designated as its own RA. The exemption is provided due to the difficulty of controlling pathogen transfer in outdoor production areas. However, the outdoor production area(s) used to raise turkeys must still be separate from the production area(s) used for other species (e.g., separation though fencing).

Note: The exemption does not apply to the brooding stage where birds are kept indoors nor to the indoor production area in the case of semi-confined production.

Note: If raising multiple poultry species outdoors, it is still a best practice to manage the production areas as separate units with their own RA, transition areas, and procedures to minimize pathogen transmission between them (e.g., boot changes).

14. What are the requirements regarding the availability of toilet facilities?

Toilet facilities must be available for the Farm Manager, Farm Personnel, visitors and catching crew members. The intent of this requirement is to ensure that no person uses the production area as a lavatory, to prevent biosecurity risks associated with the potential pathogen spread by infected humans to the birds. Pathogens that can be transferred to the birds through the urine of infected humans include *Salmonella*, *E. coli* and *Campylobacter*. There is no specific requirement regarding the type of toilet facilities available.

15. What are the required shoe/boot biosecurity procedures prior to entering a Restricted Area (RA)?

The Farm Manager must decide which method of shoe or boot biosecurity is most suitable for a particular farm and may choose between the use of RA-specific boots or plastic boot covers. Requiring RA-specific foot biosecurity means that visitors must change boots/replace plastic covered booties between visits to different RAs. In the case of two-storey barns housing both chickens and turkeys, foot biosecurity changes (e.g., change of boots) must occur between floors.

Note: Stepping into a sanitizing boot dip is not an acceptable foot biosecurity measure prior to entering a RA. This is because if not changed daily, or when contaminated with dirt and other organic material, footbaths are not an effective barrier to bacteria or disease. In fact, with repeated use, foot baths have been proven to provide a perfect breeding environment for bacteria. Dirty foot baths actually encourage the spread of bacteria from the environment outside to the inside of a barn.

16. What are the requirements if the Farm Manager/Farm Personnel cannot be present to accompany a visitor?

Realizing that under certain circumstances it is not possible for the Farm Manager/Farm Personnel to be present to accompany an essential visitor to a farm's CAZ or RA, it still must be ensured that the farm's biosecurity protocol is followed.

TFC ON-FARM PROGRAMS FREQUENTLY ASKED QUESTIONS

March 2022

17. Is one Barn Entry Log (REC 001) to be used for each barn, or can one be used for the entire farm?

This is up to the Farm Manager to decide, based on the layout of the farm and what would be easier for farm staff. Both options are acceptable.

18. Does the catching crew have to sign in on the Barn Entry Log (REC 001)?

The name of the catching crew foreman must be kept on file. One option to fulfill this requirement is to have the catching crew foreman sign the Barn Entry Log. The Farm Manager may also wish to have all of the names of the catching crew members and/or an invoice for the services provided on file in order to assist with tracing back the source of a disease, should it become necessary. In many cases, the catching crew is provided by the processor and the members of the crew are known either to the contracted poultry catching company or the processing plant.

19. What does assessing for potential biological, chemical or physical contamination entail? What are examples of these types of hazards?

The Farm Manager must think about the potential risks that can cause a problem for bird health or jeopardize meat quality when drafting and editing the Farm and Surroundings Map or the Barn Schematic. Potential sources of contamination will vary by the different commodities produced on a farm, by those produced by neighbouring farms and by the farm's proximity to wildlife or city centers. To see what must be included in these two records, please see the Glossary section of the program manual.

The risks that must be taken into consideration can be separated into three (3) categories of contaminants. These are biological (manure, other birds, bedding, etc.), chemical (pesticides, drug residues, etc.) and physical (metal filings in feed, bits of wire baled in with straw, etc.). By assessing the risks around the farm, the likelihood of pathogens moving into or out of a barn, an intruder entering the CAZ or the RA, rodent problems or drift from sprayed crop pesticides can be determined. This will allow the Farm Manager to create complete and accurate protocols (e.g., biosecurity, pest control), as required in the other program and record keeping sections.

PRO 002

20. If my feed mill is on the web list of approved feed mills, do I still need a letter of confirmation regarding quality assurance?

Yes. You must have a valid letter of confirmation from your feed mill on file.

21. Why does the TFC On-Farm Food Safety Program[®] not require farmers to keep feed samples on hand if it is purchased from a mill?

Feed mills keep samples of each batch of feed they make and are equipped with the necessary space to store the samples under the appropriate conditions. Feed and feed ingredients (especially vitamins and some medications) are sensitive to environmental conditions and most farmers do not have the capacity to ensure proper storage of feed samples on-farm.

22. What if the feed company sends the wrong feed with the correct ingredients listed on the delivery slip and I indicate in my records that the correct feed was delivered in the correct bin?

To mix and deliver the correct feed is the responsibility of the feed mill and should be covered under the feed mill's quality assurance program. This is why you do not need to keep feed samples on hand.

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If you suspect that there has been an error (e.g., feed is a mash instead of a pellet, pellet colour is wrong), contact the feed mill and keep a note of it on file (including the date, the name of the person contacted and the reason for calling). If the mill confirms that there has been an error, they will have a protocol in place to correct it. Any corrective actions taken by you or the feed mill must be included in your records.

23. How is leftover feed handled?

It is up to each Farm Manager or company to determine an appropriate procedure for handling leftover feed. If the feed leftover is medicated, additional written procedures are required to ensure that the feed was placed in the correct bin and withdrawn according to label instructions and/or veterinary prescription. Medicated feeds that contain drugs used extra-label cannot be fed to another flock of turkeys without a veterinary prescription.

24. What are the production standards for farmers that make their own feed?

Farmers that mix feed on-farm must have a quality assurance program in place for on-farm feed mixing, which must incorporate the following:

- Mixer efficiency tests to ensure proper feed mixing at a minimum frequency of once every three (3) years and at any time that mixing equipment or procedures are changed.
- Calibration of feed mills/feed mixing equipment, at least once per year, to ensure the addition of the correct quantity of feed ingredients.
- Procedures for mixer equipment clean-out.
- Keeping a record of feed ingredients used on file.
- Ensuring that feed mixing facilities and equipment are kept sanitary, dry and protected from pests.

25. Does the TFC On-Farm Food Safety Program® consider blending of a commercial supplement feed with another feedstuff (e.g., wheat, barley) the same as mixing your own feed?

According to the regulations for the manufacture of feeds, blending a feedstuff, such as wheat or barley, into a commercial supplement feed is considered the same as feed mixing. However, food safety concerns are mainly associated with the blending of medicated feeds. Therefore, if you are blending medicated feed on your farm, the section “On-Farm Mixed Feed Production” of the Input Materials and Water Quality Program (PRO 002) must be filled out and followed. If you are blending only non-medicated feed, you are exempt from this requirement. Note that, irrespective of whether you are blending medicated or non-medicated feed, you must advise the feed mill to ensure that the diet you are actually feeding to your turkeys is nutritionally complete and provides the intended level of medication.

26. Is it acceptable to purchase grit from a gravel pit?

Yes, provided that the gravel pit does not have a pond on the premises and that it can be ensured that it is not contaminated with any chemical residues (i.e., due to the location of the gravel pit being close to a refinery or similar industrial activity). Any gravel purchased must be visibly clean and dry.

27. Can medications, health management products and chemicals be stored in the same room but in different cabinets or shelving units? What about on the same shelving unit with medications stored above chemicals? What does access-controlled location mean?

Medications and chemicals (including herbicides and pesticides) can be stored in the same room, but they must be separate from each other; for example, in different cabinets or different shelving

units. Access-controlled means that you need to be able to lock the location/room or the cabinet where your chemicals are stored.

PRO 003

28. *Why is a brooder barn required to be completely cleaned out for every flock, while a grow-out barn is required to be cleaned out only once a year?*

Through the TFC hazard analysis, which was a part of the research behind the development of the TFC On-Farm Food Safety Program[®], it was determined that it is essential to start every flock in a completely cleaned out barn to minimize pathogen contamination. This is because young poults are much more susceptible to disease. On operations where the brooding area is separate from the grow-out area, but in the same barn, the Farm Manager must ensure that the brooding area is completely cleaned out and re-bedded after every flock.

A complete clean-out of the grow-out barn at least once a year helps to ensure that pathogen growth will not exceed an expected, acceptable level. This timeline is based on research which has shown that, if reasonable biosecurity measures are followed, the benefits of a proper barn clean-out will last approximately one year.

The required frequencies for a complete barn clean-out apply to all barn set-ups, irrespective of the type of flooring installed. For example, there is no exemption for farmers raising turkeys on dirt floors with respect to the clean-out requirements. While scientific research indicates an increased risk for a Blackhead disease outbreak in turkeys related to dirt floors, a complete barn clean-out and proper coverage of the flooring with clean litter material will substantially reduce the risk of potential infections.

29. *How is the barn cleaning to be done?*

The Farm Manager decides on the most appropriate methods and protocols to use when cleaning a barn, which must be included in the Cleaning and Maintenance Procedures (REC 002). A sample of how the protocol should look and what information should be included is provided in the program manual under tab REC 002. Both wet and dry cleaning procedures are acceptable under the TFC On-Farm Food Safety Program[®].

30. *Is it mandatory to disinfect my barn?*

This is not a mandatory requirement for each barn cleanout. Through the TFC risk assessment mentioned in Question 18, it was found that a thorough dry clean can remove 80% or more of the microorganisms present in a poultry barn. While disinfecting can reduce the microbial load further, it is dependent on how thorough the cleaning was before the application of chemicals because leftover dirt inactivates a disinfectant. Even with a very good dry clean followed by the application of a disinfectant, it is impossible to remove 100% of all microorganisms.

It is, however, mandatory to clean and disinfect your barn(s) after a suspected or confirmed disease outbreak, and highly recommended to have a downtime of at least seven (7) days after a suspected or confirmed disease outbreak. Contact your veterinarian for specific advice on diseases that warrant a barn cleaning and disinfection.

31. *Why is a heat treatment recommended between flocks?*

Heating a barn between flocks to a temperature of 37-40°C or 100°F for four (4) days, after the removal of litter, can be almost as effective as washing and disinfecting in destroying certain

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pathogens, particularly *Mycoplasma gallisepticum* (MG). However, for other pathogens, such as *Salmonella*, the removal of litter is still the more critical cleaning step.

32. Is it mandatory to disinfect equipment?

It is mandatory to clean and disinfect your waterers between flocks. Other equipment (e.g., feeders, heaters, fans) at a minimum must only be thoroughly cleaned between flocks.

33. Can you produce more than one species of poultry in the same barn (e.g., a flock of chickens followed by a flock of turkeys)?

Farmers that raise more than one type of poultry in the same barn must completely clean out the barn prior to placing turkeys.

34. For which tasks do I need to write procedures?

All tasks that require written procedures are highlighted in the Cleaning and Maintenance Program PRO 003. It is possible that there may be some tasks listed that do not apply to your farm. If this is the case, you are exempt from that program requirement. For example, if you do not perform water treatment because your water test results show that your water is potable as is, you are not required to describe how you sanitize your water supply.

35. What information to I need to cover in my procedures?

The written procedures must cover all elements included on the template form REC 002 Cleaning and Maintenance Procedures. The required elements are: description of the task(s); frequency; responsibility; required tools or chemicals (as applicable); personnel protection equipment (as applicable); method; and, deviation and corrective actions. Pay attention to capture all of these elements, unless not applicable for a particular task, especially if using an alternative form.

The written procedures should contain step-by-step instructions for the tasks to be carried out on-farm. You may write procedures for each task or combine related tasks. Sample procedures are included in REC 002 that provide guidance on a number of tasks and they can be used by farmers as their farm-specific procedures if applicable to your farm.

36. Why do I need to include personnel protection equipment in my protocols and why do I need to keep Material Safety Data Sheets (MSDS) on hand?

While these are not a food safety issue, you should always write down this information to ensure that you are properly training your employees and to avoid the risk of personal injury. MSDS provide important information regarding the chemicals you use (incompatibilities, storage instructions, first aid information, etc.) and they are readily available. These sheets can be downloaded from the internet and printed, or requested from chemical suppliers or manufacturers. They should be kept in an easily accessible location in the event of an accident.

PRO 004

37. What control measures are allowed for wild birds as a means to control foreign avian diseases?

The control of wild birds must be in accordance with local codes and regulations. Farmers should contact their provincial Ministry of Agriculture and/or Farm Animal Council for acceptable standards in their region.

PRO 005

38. Is there a protocol for moving birds from barn to barn or from the barn to range?

The Farm Manager must determine the most appropriate protocol to move turkeys to another barn or out on range based on the risk assessment performed when the Farm and Surroundings Map and Barn Schematic are completed. This protocol must be described in the Turkey Production Program (PRO 005) section under “Moving Birds between Barns and/or between Barn and Outdoor Production Area”.

39. What are the acceptable methods for dead bird disposal?

The acceptable methods for dead bird removal vary from province to province and sometimes even between municipalities. It is best to verify the accepted methods in your area with the local authorities. In all cases, care must be taken that dead birds are disposed of outside of the RA in a way that prevents contamination of feed and water sources and rodents/scavengers from accessing the carcasses.

40. What is extra-label medication use and what are the related requirements? How do I know when a medication is used extra-label?

Extra-label use is the use of a medication in any way that is different from what is indicated on the label, package insert, or product monogram of any medication approved by Health Canada.

It includes:

- Use of medication in turkeys that is only approved for other species;
Note: Medications commonly used extra-label in turkeys are Virginiamycin (Stafac®), Fenbendazole (Safe-Guard®), and Tylosin phosphate (Tylan®).
- Combinations of medications other than indicated on the label (this can change the withdrawal time); and,
- Approved medications used at dosages other than indicated on the label.

Extra-label use is important in the turkey industry, as many medications are not approved for use in turkeys in Canada and use may be necessary if no other treatment options are available. **However, turkey farmers are only allowed to use extra-label medications if they are prescribed by a veterinarian.**

All extra-label medication use **must** be reported on the Flock Information Reporting Form (Flock Sheet – REC 004), irrespective of whether the medication was used in feed or water, the timing of use (e.g., beginning or end of a flock), and length of withdrawal time. A veterinary prescription **must** be submitted with the advance copy of the Flock Sheet for each extra-label medication used.

To determine whether a medication is used extra-label, check your veterinary prescriptions. Prescriptions for extra-label use list a CgFARAD (Canadian global Food Animal Residue Avoidance Databank) number or a CAPV (Canadian Association of Poultry Veterinarians) reference number. If in doubt, contact your veterinarian or the feed mill that provided you with the prescription.

You can also check the Compendium of Veterinary Products for medication labels. The Compendium can be accessed from a link on the TFC On-Farm Programs portal (www.tfconfarmprograms.ca).

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41. Why is it required to empty the entire feed system after using medicated feed? How do I empty the feed system properly?

Feed can build up in the feed system and feeders if it is not properly emptied. This can cause drug residues in turkey meat if the feeds used contain medications, because their appropriate withdrawal from the birds cannot be managed. To empty your feeding system after the use of a medicated feed and prior to the use of a non-medicated feed, you must:

- Thump sides of feed bin/tank to dislodge any feed adhered to the sides and visually check that the bin is indeed empty.
- Run the main auger until the line is empty.
- Continue to deliver medicated feed until all hoppers run empty and the feed lines have time to empty, then shut down the feed lines.
- Continue to let birds feed until all traces of feed are removed from the feed pans.
- If the feed pan design creates coning in the centre, spin each pan until all feed can be accessed by the turkeys.
- Manually empty any known “dead-spots” in your feeding system (e.g., elbows in the lines, ends of lines).

PRO 006

42. In an integrated company, can the training records be maintained at the head-office, or do they have to be maintained by the Farm Manager?

For integrated companies, the training information of new employees and the necessary records for the Farm Personnel Training Program (PRO 006) may be kept at the head office. Many of these records are likely already present prior to the implementation of the TFC On-Farm Food Safety Program[®], and can be filed as such, provided they contain all of the information required in PRO 006. If employees are not working according to procedures, the Farm Manager is responsible for determining the appropriate corrective action and notifying the head office. Such deviations and corrective actions must be recorded and filed.

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FCP 004

43. Do I need to record a daily minimum and maximum temperature and relative humidity?

FCP 004 requires that temperature and relative humidity are measured and recorded on a daily basis but does not specify that it must include a minimum and maximum measurement; however, recording a daily minimum and maximum can be helpful for providing a better representation of the barn microclimate throughout the day.

FCP 006

44. What additional requirements do I need to meet to stock at the conditional maximum stocking density? What do I need to include in a Flock Health Plan?

To stock at the conditional maximum stocking densities, additional requirements include: daily measurement and recording of temperature; relative humidity or ammonia, with an acceptable range maintained and alarms installed to alert when conditions are out of range; and water intake. In addition, a Flock Health Plan must be developed and health and/or injury data (e.g.,

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condemnation information from the processor) must indicate that the increased stocking density does not compromise bird welfare.

A Flock Health Plan provides strategies for disease prevention, rapid diagnosis and effective treatment. A Flock Health Plan may include: flock observations, vaccination and parasite control protocols, disease prevention and treatment protocols, protocols for managing sick and injured birds and pest control and biosecurity programs. The Flock Health Plan supplements the requirements under the TFC OFFSP and FCP. Additional SOPs and records could include disease prevention strategies and vaccination and parasite control protocols. They may not need to be contained in one document but you should be able to provide details on how the items are addressed on-farm.

45. What are the space requirements for range and semi-confined production, including shelters?

For outdoor production areas, the assumption is that the stocking density is generally lower than the maximum densities outlined in FCP 006 Stocking Density but the maximums can not exceed those noted in the program. FCP 012 Semi-Confined and Range Production requires that shelter (e.g., barns or other free-standing structures) is provided to protect from inclement weather and that the size of the shelters prevents overcrowding. To ensure that birds have access to sufficient shelter, the size of the shelter should permit the flock to use the area within the FCP 006 Stocking Density requirements. Refer to the program section for specific requirements. Stocking density needs to be recorded for each flock on REC 008 Stocking Density Log or an alternate record. In addition, the number of feeders and waterers provided must meet the requirements in FCP 007 Feed and Water.