

STANDARD OPERATING PROCEDURE INSTRUCTIONS

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GENERAL INSTRUCTIONS

The CQM system has recently been enhanced with new and improved Standard Operating Procedure (SOP) functionality. These instructions will help Producers use the new functionality.

Previously, the system allowed each Producer to have only one SOP for their farm. Consequently for farms that utilized more than one Milking Type (e.g. Tie Stall, Free Stall, Automatic Milking System – DeLaval, etc.), the SOPs for each of these were contained in the one single SOP. Since Producers are required to have SOPs for each Milking Type utilized on their farm, the system has been enhanced to allow multiple SOPs for each farm.

The first time a Producer logs in to the enhanced system, they will be required to convert their current SOP to the new format by selecting the appropriate Milking Type from a list. If the farm utilizes only one Milking Type (e.g. Tie Stall) then this selection is easy. However, if the farm utilizes more than one Milking Type then the Producer will have to convert their current SOP to one of the Milking Types that they utilize and then create additional SOPs for any other Milking Types they require. Each SOP should be edited to cover only the Milking Type it represents.

The remainder of this document provides detailed instructions for the initial conversion plus instructions for editing an existing SOP, creating a new SOP and deleting an SOP.

CONVERT YOUR SOP TO THE NEW FORMAT

1. Producers will be required to do a one-time conversion of their existing SOP into the new format (see the General Instructions section of this document for further explanation). This will be high-lighted in yellow on the Producers home page as per the example below:


Note: If you have both an in-progress SOP and official SOP the in-progress SOP will be converted.

SOP TEST	
Producer ID: 008675309	
Registration Status: Registered	
CQM Number: QC20150002R	
My CQM Program	
Last Validation Activity Your last validation milestone was a full validation completed on 2016/04/04 with a status of Approved.	Next Validation Activity Your next validation milestone is a self-declaration due 2017/04/04.
General Information	
Assigned Validator: Francine Girard (450) 987-5432 nsillett@ruminator.org	Assigned Trainer: Not Assigned
Application Date: 2015/10/14	Training Date: -
Registration Date: 2016/04/04	
CQM Contacts	
CQM Forms and Documents	
Standard Operating Procedures	
<p>You need to convert your SOP to the new SOP format. Please select Milking Type that your SOP was created for and click Convert. (Help)</p> <p>Milking Type <input type="text" value="Select Milking Type"/> <input type="button" value="Convert"/></p>	
Validations(1) Full(1)	

2. Select the appropriate Milking Type then click Convert button. This will tie the existing SOP to selected template.

Standard Operating Procedures	
<p>You need to convert your SOP to the new SOP format. Please select Milking Type that your SOP was created for and click Convert. (Help)</p> <p>Milking Type <input type="text" value="Freestall"/> <input type="button" value="Convert"/></p>	

3. Once the SOP is converted, it will be displayed on the Producer Home Page as per the example below:

 Your "Official SOP" has been successfully converted.

SOP TEST				
Producer ID: 008675309				
Registration Status: Registered				
CQM Number: QC20150002R				

My CQM Program				
Last Validation Activity Your last validation milestone was a full validation completed on 2016/04/04 with a status of Approved.		Next Validation Activity Your next validation milestone is a self-declaration due 2017/04/04.		
General Information				
Assigned Validator: Francine Girard (450) 987-5432 nsillett@ruminator.org		Assigned Trainer: Not Assigned		
Application Date: 2015/10/14 Registration Date: 2016/04/04 CQM Contacts CQM Forms and Documents		Training Date: -		
Standard Operating Procedures (Help)				
Milking Type	Last Modify Date	Actions		
Freestall	2016/12/13	View And Print	Edit	Delete

Language Select Language ▼

Milking Type Select Milking Type ▼

Add New Milking Type

- When the SOP is converted to the new format, the steps for each Procedure are placed in the “Historical Details” field **as circled in red below**. It is suggested that producers choose and/or edit any elements from the “Details” section. Those selected will be added to your SOP. Producers can also copy and paste from the “Historical Details” section into the appropriate “Details” or “Other Details” sections. If you need assistance, please contact your provincial office.

Standard Operating Procedures - SOP TEST

Language: English

Milking Type: Freestall

Review/Add SOP: Milking

Bold items in above drop down are already part of your SOP

Details * indicates mandatory SOP requirements

☐ Select All

- ☒ Create a test sanitation procedure that: 1) Ensures cleaned, sanitized and dried teats 2) Uses an approved teat sanitizing product and uses it according to the label directions.
- ☒ Identify cattle that require special identification (e.g. fresh, dry, abnormal milk).
- ☒ Detect clinical mastitis (red, hard, swollen or hot quarters).
- ☐ Clean very dirty teats before foremilk stripping.
- ☐ Forestrip before cleaning teats (or immediately after pre-dipping) allows for better: • Mastitis detection, especially with a black bottom strip cup. (Do not forget to discard abnormal milk.).
- ☐ Ensure the maximum benefit of naturally produced oxytocin and to obtain a rapid and complete milk out, units are attached 45 to 90 seconds after the beginning of teat stimulation, always using the same lag-time.
- ☐ Minimize air admission into the teat cups during attachment and removal.
- ☐ Adjust units to reduce the incidence of liner slips and favour an equal and complete milk out.
- ☐ Avoid machine stripping.
- ☐ Shut-off vacuum with or without automation, as soon as there is minimal milk flow, and remove the unit smoothly.
- ☐ Spray or, preferably, dip teats with a disinfectant immediately after unit removal, making sure the whole teat is covered.

Other Details

Historical Details Help

Milking Management: Dip/Wash Strip

- Cow Preparation
 - First use dairy wipe for washing cows
 - Allow to stand for approx. 1 minute then wipe clean. Repeat as necessary.
 - Strip 2 to 3 squirts and, if alright, milk cow.
 - Post dip with green dipper containing normal teat dip.

Livestock Medicines: Lactating Animal Milking

- Check treated animal record for treated animals and withdrawal times
- milk treated cow in bucket
- after milking treated cow after fresh cows so as not to transfer mastitis then clean pail

Print Save and Previous Save and Next Save and Exit

CREATE OR EDIT A NEW SOP

1. To create a new SOP, select the Language and Milking Type then click the “Add New Milking Type” button as shown below (circled in red). Please note that the Milking type dropdown list will only show templates which have not been setup yet. To edit an existing SOP, select “Edit” (circled in green).

SOP TEST				
Producer ID: 008675309 Registration Status: Registered CQM Number: QC20150002R				
My CQM Program				
Last Validation Activity Your last validation milestone was a full validation completed on 2016/04/04 with a status of Approved.			Next Validation Activity Your next validation milestone is a self-declaration due 2017/04/04.	
General Information				
Assigned Validator: Francine Girard (450) 987-5432 nsillett@ruminator.org			Assigned Trainer: Not Assigned	
Application Date: 2015/10/14 Registration Date: 2016/04/04 CQM Contacts CQM Forms and Documents			Training Date: -	
Standard Operating Procedures (Help)				
Milking Type	Last Modify Date	Actions		
Freestall	2016/12/13	View And Print Edit Delete		
Language <input type="text" value="Select Language"/> Milking Type <input type="text" value="Select Milking Type"/>				
<input type="button" value="Add New Milking Type"/>				

- The following screen will be displayed. The next steps indicate how to create or edit the SOP.

Standard Operating Procedures - SOP TEST

Language: English

Milking Type: Freestall

Review/Add SOP: Euthanasia

Bold items in above drop down are already part of your SOP

Details * indicates mandatory SOP requirements

☐ Select All

- ☐ Confirm identity of animal, diagnosis and decision to euthanize: Consult with herd manager, veterinarian and/or dairy specialist and/or refer to decision criteria and euthanasia plan developed in consultation with your herd veterinarian. (Insert applicable directions)
- ☒ * Promptly euthanize cattle with untreatable conditions, not responding to treatment, or not fit for transport.
- ☐ Advise authorities of any suspected or confirmed cases of reportable disease
- ☐ Euthanasia must only be performed by a veterinarian or designated, trained person (Insert names as applicable).
- ☐ The following are the only acceptable methods for on-farm euthanasia of cattle: Free bullet: .22 caliber for calves, .22 magnum or high powered rifle for mature heifers, cows and bulls / Penetrating captive bolt – followed by pithing, bleeding or cardiac puncture / Non-penetrating captive bolt -
- ☐ Perform euthanasia [describe how].
- ☒ * Confirm death immediately by checking the animal for breathing, heartbeat and consciousness. Evaluate consciousness by touching the animal's eye (cornea) and noting if the animal blinks. Any eye movement is an indication of sustained or recovering consciousness. A lack of heartbeat and
- ☐ Repeat euthanasia technique or use alternate technique if there are any signs of eye reflex, breathing or heartbeat.
- ☒ Do not move or leave the animal prior to confirmation of death.
- ☐ Dispose of carcass in accordance with local regulations within 48 hours.

Other Details

Print

Save and Previous Save and Next

Save and Exit

- Use the "Review/Add SOP" dropdown list (circled in green above) to add a new procedure to the SOP or to jump to a different procedure. Note that the system will automatically move to the next sequenced procedure when the "Save and Next" button is pressed at the bottom of the screen (circled in red above).
- For each Procedure "Detail" you want to add to the SOP, click on the boxes on the left side of the screen (circled in blue above). Note that you can click on the "Select All" box to select all the boxes at once. You can change the text for any Detail to reflect what is done on your farm. Note that the ones marked with a red asterisk are mandatory.
- The "Other Details" text box is reserved for any additional details that you may do on your farm that are not listed in the pre-defined Details area.

6. To print all procedures press the “Print All” button located on the bottom left of the screen. To print selected procedures, check the ones you want then click the “Print Selected” button.

Standard Operating Procedures - SOP TEST	
Print SOP	
<input type="checkbox"/> Pre-Milking	Print
<input type="checkbox"/> Milking	Print
<input type="checkbox"/> Milking Animals with Abnormal Milk	Print
<input type="checkbox"/> Milking Treated Animals	Print
<input type="checkbox"/> Post-Milking Cleaning	Print
<input type="checkbox"/> Treating Cattle	Print
<input type="checkbox"/> Shipping Animals	Print
<input type="checkbox"/> Medicated Feed	Print
<input type="checkbox"/> Post-milking System Cleaning	Print
<input type="checkbox"/> Colostrum management and calf feeding	Print
<input type="checkbox"/> Animal health practices and branding	Print
<input type="checkbox"/> Euthanasia	Print
Print All Print Selected Return to SOP	

7. To save your changes do one of the following:
- “Save and Next” will save changes and proceed to the next Procedure
 - “Save and Previous” will save changes and proceed to the previous Procedure
 - Using the “Review/Add SOP” dropdown list (**highlighted in green above**), select the Procedure you want to Review or Add. The current Procedure will be automatically saved. Note that items bolded are already part of your SOP. Non bolded are not.

Review/Add SOP

Pre-Milking
Milking
Milking Treated Animals
Milking Animals with Abnormal Milk
Post-Milking Cleaning
Treating Cattle
Shipping Animals
Medicated Feed
Corrective Actions / Contacts
Colostrum management and calf feeding
Animal health practices and branding
Euthanasia

- “Save and Exit” will save changes and allow you to exit the SOP Wizard