1.0 PURPOSE
Properly receive and document receipt of raw milk into plant for processing.

2.0 SCOPE
This SOP applies to qualified individuals possessing a milk receiver’s license.

3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS
Raw product entering the plant is an important control point to ensure contaminants do not enter the environment with the product. Proper documentation of receipt of raw products is important for traceability and to meet legal requirements set forth by the Department of Agriculture and Markets.

4.0 FREQUENCY
Whenever milk is presented for receipt at the plant.

5.0 RESPONSIBILITY
- **TASK**
  Documentation of milk receiving, as well as taking raw product samples for testing, is the responsibility of the licensed milk receiver.

- **VERIFICATION**
The processor using the facility will record all necessary information on the sheet located ___________. The ___________ will analyze the raw milk samples for antibiotics under Appendix N, SPC, cryoscope and will report results to ___________.

- **PAPERWORK REVIEW**
  - Receiving sheet including milk source, destination (product to be created from raw milk), and amount of milk received.
  - Wash tags and seals (must be kept on-site for a minimum of 15 days)
  - Laboratory results
6.0 MATERIALS AND EQUIPMENT

6.1 Supplies

6.1.1 Milk

6.2 Equipment

6.2.1 Equipment from the plant will include any piping/milk hoses, filters, clamps, gaskets, and any transfer pumps used to unload raw milk from the tanker or tote into the plant. Ensure all equipment is cleaned and sanitized prior to use.

6.2.2 Raw Product Tank

6.2.3 Receiving lines

6.2.4 Calibrated thermometer

6.2.5 Record Keeping Documents

7.0 PROCEDURE

7.1 Tanker enter receiving bay/area

7.2 Seals are verified on the truck. If no seals are in place, the milk is rejected.

7.3 Wash tags from the truck will be verified and collected. If no wash tags were in place, the milk is rejected.

7.4 The tank cover is opened.

7.5 Visual inspection is conducted. If milk is abnormal (has an off-color or scent), milk is rejected.

7.6 Filter placement is verified.

7.7 Licensed milk receiver will measure the temperature of the milk utilizing a calibrated thermometer. If milk temperature is above 45°F/7.2°C, the milk is rejected.

7.8 Milk is tested for antibiotics under Appendix N using a licensed technician in an approved lab. Samples are retained for further micro testing. If milk has unacceptable levels of antibiotics, the milk is rejected.

7.9 Milk is metered then transferred into raw product tank and held at or below 45°F/7.2°C for less than 72 hours or directly into pasteurization system.

7.10 Processor will record the date, amount and source of milk, butterfat content and intended use for the milk on the information sheet posted ____________. Once the lab results are completed, ___________ will record those details on the same sheet.

8.0 ATTACHMENT/DOCUMENTATION

Sample of Master Sheet Receiving Sheet
Milk Sample Sheet for Laboratory
Raw Milk Receiving Flow Diagram

9.0 SIGNATURES AND APPROVALS

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<tr>
<th>Role</th>
<th>Name and Title</th>
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