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
  o Receiving sheet including milk source, destination (product to be created from raw milk), and amount of milk received.
  o 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 Secured and covered totes and/or cans enter receiving bay/area
7.2 A visual inspection is conducted. If the milk is in any way abnormal (off-color, off-smell, etc.), milk is rejected.
7.3 Licensed milk receiver takes the temperature of the milk utilizing a calibrated thermometer. If milk temperature is above 45°F/7.2°C, the milk is rejected.
7.4 Milk is tested for antibiotics under Appendix N. Samples are retained for further micro testing. If milk has unacceptable levels of antibiotics, the milk is rejected.
7.5 Milk is transferred into raw product tank or directly into pasteurization system.
7.6 Receiving/transfer lines, totes, cans, and all related equipment are cleaned and sanitized.
7.7 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name and Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>