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| Food Safety Program for Small Egg Producer |  |
| Template |  |

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# Introduction

## About this document

This is an official template published by the Food Authority to assist egg producers comply with the legal requirement to develop and implement an food safety program. It also aims to reduce the time and resources needed by a business to comply with the Regulation.

This template has been specifically developed for small egg producers. It includes typical production operations undertaken by these businesses. It also includes additional food safety procedures that must be followed to ensure that eggs are safe (e.g. personal hygiene, structural requirements, cleaning, pest control).

The Egg Food Safety Scheme (Part 10 of the Food Regulation 2015) requires certain egg businesses to be licensed with the Food Authority and develop and implement a food safety program that complies with Standard 3.2.1 – *Food Safety Programs* of the Food Standards Code. This Standard is available at <http://www.comlaw.gov.au/Details/F2011C00551>

## What is a food safety program?

A Food Safety Program (FSP) is a written document that shows a business has examined their food production activities and identified all potential food safety hazards. An FSP outlines how these hazards are controlled, corrective action if they are not controlled, regular review of the program, and appropriate records to be kept.

## How do I use this document?

The final, tailored version of this document needs to include all the production operations and food safety procedures undertaken by a business. It also needs to reflect how these operations and procedures are undertaken. Therefore, this document may need to be customised.

For example, businesses that do not use pesticides or oil eggs after grading will need to remove these procedures from their FSP, or businesses that sell cracked eggs as stock food, instead of disposing of them, will need to change their crack detection procedure accordingly.

Alternatively, businesses that wet wash eggs, collect pulp or sell cracked eggs will need to include these operations in their FSP. The Food Authority has developed information sheets that outline the minimum requirements for these operations. These information sheets are available at [www.foodauthority.nsw.gov.au/industry/eggs](http://www.foodauthority.nsw.gov.au/industry/eggs)

However, if businesses undertake all the production operations and food safety procedures included in this document they may adopt it in full.

## About the NSW Food Authority

The NSW Food Authority is a State Government agency, established in 2004, to provide New South Wales with an integrated food regulation system. As Australia’s first completely integrated or “through-chain” food regulatory agency, the Food Authority is responsible for food safety across the entire food industry, from primary production to point-of-sale.

The Food Authority provides the regulatory framework for the food industry in New South Wales by administering and enforcing State and national food legislation. This includes the national Food Standards Code and the *Food Act 2003* (NSW), as well as a range of food safety schemes in the Food Regulation 2015, which regulate key industry sectors.

The Food Authority works to ensure food sold in the State is safe and correctly labelled, and that consumers are provided with information that helps them make informed choices about the food they eat.

Responsible to the Minister for Primary Industries, the Food Authority is a statutory authority within NSW Department of Industry and provides a single point of contact on food safety for industry, local government and consumers.

# Management responsibility

## Food safety commitment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to maintaining this food safety program so that:

* the eggs produced and sold are safe and suitable for human consumption, and
* the business complies with the requirements of *Food Act 2003* (NSW), and the Food Regulation 2015 and the national Food Standards Code.

## Scope

This food safety program covers the collection, grading (including crack detection and dry cleaning dirty eggs), stamping, storage and transport of eggs sold for human consumption.

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# Egg production operations

## Collection

|  |  |
| --- | --- |
| Potential food safety risk | How to control this risk |
| Collection equipment, laying environment or leakers contaminate eggs with Salmonella. | Collection trays that are visibly dirty, damp or contain egg liquid are cleaned or discarded.  Laying environment is kept clean and in good repair.  Leakers are removed, and disposed of, frequently enough from the laying environment to minimise any build-up of egg product and shell. |

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## Grading

| Potential food safety risk | How to control this risk |
| --- | --- |
| Visual and hairline cracks, and dirt (i.e. visible faeces, soil or other matter) contaminate eggs with Salmonella. | * Crack detection * All eggs are examined by an acceptable method, e.g. candling for visual and hairline cracks before they are sold. * Cracked eggs are not sold for human consumption. They are segregated and disposed of hygienically away from clean intact eggs. * Dry cleaning dirty eggs * Dirty eggs are not sold for human consumption. Only eggs that are visibly dirty are cleaned. * Dirty eggs are dry cleaned so that visible faeces, soil or other matter is removed from the shell. * Dirty eggs are cleaned with a dry cloth that is changed when visibly dirty. Dirty cloths are cleaned and sanitised after use. * Eggs with visible faeces, soil or other matter that cannot be removed by dry cleaning are segregated and disposed of hygienically away from clean intact eggs. * Stamping eggs * All individual eggs and packages of egg pulp for sale are stamped with a unique identifying mark to enable trace back to the place of production in the event of a food poisoning outbreak. |

## 

## Storage

|  |  |
| --- | --- |
| Potential food safety risk | How to control this risk |
| Eggs contaminated with Salmonella during storage. | Storage facilities are kept clean and in good repair. |

## Transport

|  |  |
| --- | --- |
| Potential food safety risk | How to control this risk |
| Eggs are contaminated or damaged during transport. | Transport vehicles kept clean and in good repair. Eggs are adequately packed and transported to prevent damage during transportation. |

## 

## Annual review

To ensure operational compliance with procedures as well as assessing the accuracy and effectiveness of this food safety program, a review by the producer will be conducted annually as a minimum.

### Records of the annual review including any corrective actions taken for issues identified are recorded on *Form 3: Annual Review.*

## Inputs

### Water

The bird’s primary drinking water is supplied from a clean, good quality (e.g. no mould or algae) source.

Drinkers are regularly cleaned and at a height that prevents fouling by birds.

## Stock food

Stockfeed is stored to prevent contamination from pests, vermin and other foreign materials.

Records are maintained for each stockfeed delivery, including the name and address of the supplier from whom feed is purchased, and the date and batch details of stock food deliveries. The supplier’s invoice will be maintained for this record.

Feeders are regularly cleaned.

## Pesticides and veterinary medicines

All pesticides and veterinary medicines are registered for use with the Australian Pesticides and Veterinary Medicines Authority. This register is available at [www.apvma.gov.au](http://www.apvma.gov.au). They are used and stored according to the manufacturer’s instructions.

## Packaging materials and oil

Packaging materials and oil used in the oiling of eggs are suitable for contact with food. The supplier will provide this information.

# Waste disposal

## Birds

Dead birds are promptly removed from the laying environment and disposed of in a designated facility on a daily basis.

## Manure

Manure is removed often enough to minimise cross-contamination between egg, bird and manure.

## Eggs

Leakers are not sold for human consumption. They are discarded hygienically and away from clean intact eggs.

# 

# Health and hygiene requirements

Egg handlers and visitors follow the hygiene checklist below to make sure their personal health and hygiene practices do not contaminate eggs.

**Table 1: Hygiene checklist for egg handlers and visitors**

|  |  |  |
| --- | --- | --- |
| Risk | Procedure | Corrective action |
| Contamination of eggs  Example – egg handlers with unclean hands, clothing or uncovered wounds | Body and outer clothing of personnel handling eggs is clean at start of operations each day  Egg handlers are free from known infectious diseases  Egg handlers cover open wounds with a secure and waterproof bandage  Egg handlers wash hands whenever it is likely that their hands could contaminate eggs (i.e. after handling sick birds; after removing dead birds from laying environment; after visiting the toilet; after meal breaks) | Wash hands thoroughly with soap and sanitiser (or use gloves); change into clean outer clothing  Do not engage in handling eggs  Securely apply waterproof bandages  Discard contaminated eggs; wash hands thoroughly with soap and sanitiser (or use gloves); retrain staff handling eggs |

# Skills and knowledge

Egg handlers have appropriate skills and knowledge of safe food handling and food hygiene to enable them to perform their job safely and competently.

Egg handlers are made aware of their responsibilities according to this FSP.

# Design, construction and maintenance of premises, equipment and transportation vehicles

## Premises, equipment and transport vehicles

The premises, equipment and transport vehicles are designed and constructed to:

* minimise the risk of eggs being contaminated,
* allow for the premises, equipment and transport vehicles to be effectively cleaned, and
* minimise the harbourage of pests.

The premises, equipment and transport vehicles are maintained in good working order.

Monthly inspections to identify construction and maintenance issues relating to the premises and equipment are recorded on ***Form 1: Monthly FSP Monitoring Checklist.***

## Cleaning and sanitation

### Laying environment

Equipment that comes into contact with eggs is cleaned often enough to ensure it is free from heavy soiling.

### Grading room

Fittings, fixtures and equipment in the grading room are cleaned and sanitised (egg contact surfaces only) whenever it is necessary to prevent eggs from being contaminated.

All egg contact surfaces are cleaned and sanitised between use.

### Cleaning chemicals

Chemicals used to clean equipment that come into contact with eggs are suitable for contact with food. The supplier will provide this information.

Chemicals are labelled, stored and handled to prevent contamination, and used in accordance with the manufacturer’s instructions.

## Pest control

### Laying environment

The laying environment, including feed and water storage facilities, is constructed and maintained to minimise the entry of pests and the congregation of wild birds.

### Grading room

Doors will be kept closed as much as possible to minimise the entry of flies.

The grading room is kept in good repair to minimise the entry or harbourage of pests.

The area outside the grading room is kept clean and tidy to minimise the harbourage of pests. This includes mowing or reducing excess grass or weeds, removal of rubbish or unused equipment.

Pest control chemicals used in the grading room are safe for use in a food premises. The supplier will provide this information.

Any records of pest control undertaken are kept.

# Bird health

Sick birds will be promptly removed from the laying environment and treated or culled.

***Form 2: Veterinary Medicine Record*** is maintained to show observance with the correct withholding periods when veterinary medicines are administered to birds including the date treated, drug used, animal treated (e.g. shed number), and observance with the withholding period.

# Traceability

## Egg carton labels

Egg cartons for retail sale are labelled to comply with Part 1.2 *Labelling and other Information Requirements* of the Food Standards Code. This Standard is available at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) and includes the requirement to label egg cartons for retail sale with:

* the name of the food,
* the business name and address,
* lot identification (date marking may be used instead of the lot identification),
* nutrient information panel, and
* country of origin.

Based on the above advice, for traceability purposes, the following information is included on our retail egg cartons for sale:

|  |  |
| --- | --- |
| Name of the food (brand name) | to be completed |
| Business name and address | to be completed |
| Lot identification | to be completed |
| Nutrient information panel | to be completed |
| Country of origin | to be completed |

## Egg stamping

To comply with national Standard 4.2.5 – *Primary Production and Processing Standard for Eggs and Egg Products*, each egg for sale will be stamped with a unique identifier (e.g. image, letters, numbers) so they can be traced to the place of production.

The Food Authority will be notified of, and approve, any new or alternative egg stamp design to ensure that it is unique and not currently in use by any other business.

Replacement ink will be available at all times to ensure that each egg is stamped prior to sale.

|  |  |
| --- | --- |
| Details of the approved egg stamp used by this business | |
| Description (provide as much information as possible on the relevant details as to how to interpret the details of this stamp, e.g. do the numbers relate to a lot #)) |  |
| Text/data of the approved stamp |  |
| Insert image of the approved stamp |  |

# Equipment failure – egg stamping

If egg stamping equipment (manual or automatic) breaks down or needs replacing, the Food Authority must be contacted before any unstamped eggs are sold.

To do this, ***Form 4: Notification of Equipment Failure – Egg Stamping*** is to be completed and submitted to the Food Authority’s Consumer and Industry Helpline at [contact@foodauthority.nsw.gov.au](mailto:contact@foodauthority.nsw.gov.au) within 24 hours of the equipment failure.

Once the form is completed and submitted, this business will:

* not sell unstamped eggs prior to receiving formal approval from the Food Authority
* demonstrate to the Food Authority that all measures necessary will be taken to rectify the equipment failure that is currently preventing you from stamping your eggs until the agreed date
* follow through with all proposed corrective actions as soon as practicable to bring production of stamped eggs back on-line as soon as possible
* not sell eggs beyond an agreed resumption date if the equipment failure has not been rectified by that time
* contact the Food Authority as soon as:
  + the equipment is repaired and egg stamping resumes
  + the equipment remains broken beyond the agreed resumption date and an extension of the grace period is required
* keep a copy of this form in the food safety program for review by a Food Safety Officer

Until the egg stamping equipment is repaired or replaced, a traceability system will be implemented to ensure unstamped eggs can be recalled should a foodborne illness incident occur. The following records will be maintained for the sale of unstamped eggs:

* the name and address of the person or business to whom the eggs are sold,
* the lot identification (or the date of sale), and
* the quantity of eggs sold.

**Form 1: Monthly FSP Monitoring Checklist** *Print as required, complete and file*

Satisfactory (✓) Unsatisfactory (🗶) and complete corrective action column

|  |  |  |
| --- | --- | --- |
| Date: | ✓/🗶 | Corrective action |
| **Laying environment** | | |
| Premises (e.g. sheds/barns) tidy and in good repair |  |  |
| Equipment (e.g. feeders, water storage, cages/nesting boxes, collection equipment, waste containers) routinely cleaned and in good repair |  |  |
| Storage of feed prevents entry, harbourage or contamination from pests and vermin |  |  |
| Pesticides/veterinary medicines used and stored according to manufacturer’s instructions |  |  |
| Procedures for dealing with sick/dead birds, manure and leakers followed |  |  |
| **Grading room** | | |
| Ceilings, floors and walls maintained smooth and impervious |  |  |
| Doors, benches and cupboards free from damage and deterioration |  |  |
| Lights covered |  |  |
| Equipment and fittings free from rust, corrosion and peeling paint |  |  |
| Hand wash basins are operating and accessible, have warm water, soap and paper towels available |  |  |
| Chemicals, cleaning equipment and packaging stored to prevent cross contamination |  |  |
| Premises construction and stored materials not providing harbourage or entry of pests/vermin |  |  |
| External doors/openings prevent entry of pests, windows have flyscreens attached |  |  |
| Premises and equipment effectively cleaned and sanitised (where applicable) |  |  |
| Procedures for crack detection and dry cleaning dirty eggs followed |  |  |
| Procedures for personal health and hygiene followed |  |  |
| Eggs correctly labelled for traceability as per FSP |  |  |
| Completed by: | Signed: | |

**Form 2: Veterinary Medicine Record** *Print as required, complete and file*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shed treated | Name of drug used | Date used | Withholding period | Date eggs sold | Signed by |
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**Form 3: Annual Review** *Print as required, complete and file*

Satisfactory (✓) Unsatisfactory (🗶) and complete comments/corrective action column

|  |  |  |
| --- | --- | --- |
| Date: | ✓/🗶 | Comments/corrective action |
| FSP on site and available |  |  |
| FSP includes all current production operations |  |  |
| FSP procedures followed |  |  |
| Records completed and maintained |  |  |
| Issues identified on Form 1: Monthly FSP Checklist adequately rectified |  |  |
| **Reviewed by:** | **Signed:** | |

Form 4: Notification of Equipment Failure – Egg Stamping

|  |
| --- |
| **The NSW Food Authority requires that notification of egg stamping equipment failure must be made in writing within 24 hours after the holder of the licence becomes aware that their egg stamping equipment has failed.**  **Notifications are to be sent to the Food Authority’s Consumer and Industry Helpline on: Phone: 1300 552 406 Fax: 02 9741 4888 email:** [**contact@foodauthority.nsw.gov.au**](mailto:contact@foodauthority.nsw.gov.au) |

Licensee information

|  |  |
| --- | --- |
| Food Authority licence number: |  |
| Address: |  |
| Name of licensee: |  |
| Egg brands affected:  (If selling eggs under multiple brands) |  |
| Egg licensees affected:  (If stamping for other farmers) |  |
| Name of person completing notification: |  |
| Position: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Is the facility registered to export egg products? | 🞏 Yes 🞏 No  DoA Number\_\_\_\_\_\_\_\_\_ |

Equipment failure investigation

|  |
| --- |
| Investigation summary: |
| Cause of failure: |
| Corrective action taken by licensee:  *(What actions have been taken to trace eggs without the stamp?)* |
| Estimated egg stamping resumption date: |
| Actual egg stamping resumption date: |

**NOTE:**

* **licensee is to maintain a copy of this completed report in their Food Safety Program for further assessment by a Food Safety Officer.**
* **a formal letter from the Food Authority providing your business with a grace period from the stamping requirement will not be provided until this notification has been received, and an egg stamping resumption date has been agreed by both parties.**

|  |  |  |
| --- | --- | --- |
| Office use only: | Date notification received: |  |
|  | Byte entry: |  |
|  | FA contact centre notification: |  |
|  | Date notified of egg stamping resumption: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| 6 Avenue of the Americas, Newington NSW 2127  PO Box 6682, Silverwater NSW 1811  **T** 1300 552 406  contact@foodauthority.nsw.gov.au  ABN 47 080 404 416 | | | | | |
| **More resources at foodauthority.nsw.gov.au** |  | nswfoodauthority |  | nswfoodauth | November 15  NSW/FA/FI101/1510 |

