

Standard Sanitary Operating Procedure (SSOP)

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SSOP's are written protocols that are specified in a food safety plan that define the procedures to be followed to achieve a specific goal or process. An SSOP may define temperatures, type of cleaning chemical, various steps or other practices to be used, and in what order to achieve a clean bottle or bottle cap.

Milking

1. Hose down milking area. Make sure the floor and station are clean and there is no standing water.
2. Prepare feed.
3. Ready milking equipment. Bring milk buckets into the milk area in a clean cart.
4. Turn on the vacuum pump; check that the pressure is within the proper range (upper red for cows, lower red for goats)
5. Bring the cow into a stanchion or tie to post.
6. Inspect cows for cleanliness and general health. Use curry comb or brush to clean dry debris from cows' flanks, legs, and udders. Rinse feet if needed.
7. Using a damp clean cloth to clean each teat thoroughly.
8. Express milk out of each teat making sure there are no abnormalities in the milk.
9. Dip teats with iodine teat dip and wait at least 30 seconds before removing. Wipe teat dip off with a clean paper towel, using a clean towel for each teat. Inspect each teat and teat end to make sure there is no lingering debris, if so repeat the dipping process.
10. Start vacuum, attach claw taking care the inflations do not touch the ground.
11. Stay attentive during the entire milking process to ensure that claw does not fall off.

After Milking is Complete:

1. Turn off the vacuum, remove the claw gently. Hang the claw on the stanchion.
2. Strip each quarter by hand to ensure total emptying.
3. Dip each teat in iodine dip solution to disinfect and seal teat orifice.
4. Release the cow back to pasture.
5. Filter milk into the bulk tank. (For goats: filter milk directly into bottles and set in an ice water bath for 1 hour. Make sure that the bath water does not go over the shoulder of the bottle)

6. Wash hands
7. Inspect bucket and claw to ensure ready for the next cow. Clean as needed.
8. Clean milking area.
9. Repeat with the next cow.

Washing Milking Equipment

1. Hose down hoses (including vacuum lines) and claw with cool water.
2. Thoroughly scrub all equipment in $\frac{1}{4}$ cup pfanzite cleaner diluted in 5 gallons of hot water.
3. Rinse in acid water rinse.
4. Rinse with hot water and allow to air dry. All buckets are hung upside down.
5. Clean the hoses and claw:
 - Add $\frac{1}{4}$ cup pfanzite cleaner to 4 gallons of hot water in white bucket.
 - Use the portable vacuum pump to run cleaner through claw and hoses.
 - Dump used cleaner water back into white bucket.
 - Add 4 gallons of acid water to orange bucket.
 - Run the acid water through claw and hoses
 - Hang claw and hoses to dry

General Maintenance

- Any hoses, inflations and other parts that are worn are replaced as needed. Inflatons are changed every 6 months according to manufacturing directions. All tubing is replaced yearly.
- The machine and parts are monitored for performance. Maintenance checks are regularly performed and tune-ups when needed.
- cows' tails are trimmed neatly to the tip of the tailbone.
- Cows' udders are shaved as needed.

Bottling Conditions

1. Assure that containers are clean and sanitary prior to filling with milk. Glass bottles should be returned clean. They are stored right side up in crates until washed (usually within 24 hours of receipt) They are rinsed and inspected visually before being washed in the dishwasher. If needed, they are scrubbed with vinegar and allowed to soak. Once clean and dry, the bottles are stored upside down in a crate until ready to use. New plastic caps are used on bottles which are sold. New bottles are stored in the garage. They are washed in the dishwasher before use.
2. All persons who bottle milk or handle equipment must wash their hands first.
3. The table is cleaned with alcohol before bottling begins.

