

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVM01-0005	Revises Previous Effective Date:
Subject: Egg Production/Processing Unit		12/15/02
Authority: DONALD/ADAMS	Effective Date: 9/01/04	Page 1 of 7

I. POLICY:

The GDC Poultry Unit at Montgomery State Prison shall have the goal of efficient production of eggs of the highest quality while meeting all standards and practices outlined in applicable laws, rules, regulations, and directives.

II. APPLICABILITY:

Montgomery State Prison Farm Poultry Unit

III. RELATED DIRECTIVES:

- A. ACA Standards 2-4239
- B. OGCA 40-3, 40-7
- C. GDC Security Procedures
- D. GDC SOP IVL01-0022

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

- A. Poultry and Egg Production/Processing Unit:

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1. Production goals are set cooperatively by the State Food Service Administrator and the State Farm Administrator in context of the demands of the Food Service Master Menu. Poultry and Egg operations otherwise function under the general direction of the State Farm Administrator who has authority to institute fundamental farm management policies.
2. Production requirements are determined on an annual basis. Total statewide inmate population figures, actual and projected, and average daily usage are used to determine needs.
3. This Egg Production Unit is operated under certification and inspection of the Georgia Department of Agriculture and United States Department of Agriculture. Unit shall comply with the law concerning product labeling as directed by the proper authorities. The State Farm Advisor shall aid Unit in meeting labeling requirements, as called upon to do so.

B. Daily Operations:

1. Farm Manager assumes responsibility for daily care and feeding of poultry, egg collection, handling, processing, loading for shipping, and all other facets of the operation. The Farm Manager makes assignment of duties.
2. Security Staff assigned to this unit must be knowledgeable of procedures in order to supervise and instruct inmates and should not be routinely rotated once trained. This unit operates seven days per week and must be particularly guarded during inclement weather conditions due to the sensitivity of the livestock.
3. All farm staff in non-security positions shall be acutely aware of the need for inmate security at all times and shall support correctional officers in security-related functions if it is necessary for the maintenance of security. Said staff shall also observe all facility rules concerning security in all contexts, and shall seek clarification from

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supervisors or correctional officers when in doubt concerning some security aspect of the farm operation.

4. All staff shall hold the care and health of animals used in the operation to be of utmost importance. Animal abuse or mistreatment by inmates or staff shall be vigorously prohibited and dealt with in an appropriate manner if it occurs. Offenders shall not be allowed to work in a Georgia Department of Corrections animal enterprise if they have any known history of animal abuse.
5. Correctional officers responsible for inmate details assigned to this operation supervise inmates in performance of tasks and must be trained accordingly. The areas of assigned responsibility include the following:
 - a. Feeding: according to schedule determined by the Farm Manager. Feeders are monitored to be sure feed is being dispensed properly, and waterers are checked twice daily to ensure that fresh water supply is maintained at all times.
 - b. Daily cleaning and sanitation: including floors, egg washer, cooler storage area, outside grounds around poultry houses, grass cutting, and any other as required. Removal of spider webs and feed dust buildup is necessary on a daily basis to prevent accumulation.
 - c. Mixing, grinding, and auguring feed to poultry houses: requiring monitoring and care to be sure the proper amount of each ingredient is weighed out for mixing, and that feedmill is set to the proper calibration for each ingredient. A thorough understanding of the feedmill equipment, the care and maintenance, are included in the responsibilities of this job.
6. Each house is to be equipped with environmental sensors to prevent temperature related losses.

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- a. The environmental sensors are to be programmed to begin emergency notifications when the temperature exceeds 88°F.
 - b. Emergency notifications are to be made in the following order.
 - 1) Montgomery State Prison Control Room
 - 2) Farm Manager or Designee
 - 3) State Farm Advisor
 - 4) State Farm Administrator
 - c. Upon emergency notification, immediate actions must be taken to prevent significant loss of livestock.
- C. Regular daily maintenance checks: performed on waterers, feeders, motors, fan, and egg washer, and as needed on other parts of the buildings and equipment. Poultry drinking cups are replaced as needed, and other repairs and/or replacements made whenever necessary.
- D. Collection and handling of eggs:
1. Mechanical belts and rod conveyors collect eggs daily.
 - a. Fresh eggs are run one time each month. They are cleaned by passing through a continuous washer with water exceeding 140°F. Eggs are then candled and crated into boxes. Boxes are coded using a six-digit packaging date system. (Example: 02-11-01 First two digits are the year, next two are the month, last two are the day.) Boxed eggs are then manually stacked onto pallets and refrigerated at a constant temperature of 40°F until picked up by Food Distribution Unit truck. Fresh eggs for use by supporting institutions will be issued directly from the farm based on menu requirements. These issues shall be recorded on a farm weigh bill and inventoried accordingly. Direct use

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to other institutions is prohibited unless specifically approved by Central Farm Services.

- b. Eggs for shipment to the cracking plant are run daily. Eggs are fed by conveyor into an egg packer and packed into egg crates. Crated eggs are manually stacked onto pallets and stored in a refrigerated storage area at a contact temperature of 40°F.

E. Storage/Inventory Control:

1. Eggs are placed in egg cooler/storage room in daily lots, with date of production clearly marked on boxes.
2. Storage area for eggs is maintained consistently at a temperature of 40°F or less. Regular checks are performed to determine that temperature has not varied from this range due to equipment malfunctions or other factors.
3. Storage area shall be maintained in an orderly manner at all times. Sanitation and pest control procedures for this area, as well as other areas where eggs are handled in any manner, must be addressed according to all applicable regulations and requirements.
4. Eggs must be stored at least four (4) inches from walls and four (4) inches above the floor at all times to prevent possible contamination and facilitate proper sanitation. Eggs must be stored so as to provide adequate air circulation.
5. At time of pickup by Food Distribution Unit truck, or delivery to Montgomery SP Food Service, the cases of eggs with earliest production date, within date range for shipment and use, are to be used.
6. An inventory control system consisting of number of cases of eggs, dates produced, dates shipped and to whom, is to be maintained at all times.

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7. Storage of supplies and equipment other than eggs is to be in an area separate and apart from processing and egg storage areas.

F. Record Keeping:

1. Records of operation are kept on a daily basis.

a. Livestock mortality is recorded daily, by house, and totaled.

b. Egg production figures are recorded daily, by house, and totaled.

c. Total dozens picked up by Food Distribution Unit or Montgomery SP Food Service are recorded on Waybill created at time of pickup (IVM01-0001, Attachment 3).

d. Poundage of ingredients mixed and used for poultry feed, and other usages are recorded on a daily basis.

2. Daily figures are compiled and submitted to the State Farm Administrator on a monthly basis by the 10th of the following month. Reports submitted are:

a. Livestock Monthly Report, (IVM01-0001, Attachment 6), which includes:

1) Beginning inventory, by house.

2) Mortality figures for the month, by house.

3) Additions of a new house of poultry or slaughter of house of hens.

4) Ending Book inventory.

b. Feed Mill Operations Report, (IVM01-0009, Attachment 1), which details:

1) Raw Materials on hand at the beginning of month, in tons.

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- 2) Recipes from Vendors and other sources during month.
- 3) Tons on hand at end of month.
- 4) Resulting verified usage by ingredient and total feed mix.

G. Sanitation: Personnel, methods of operation, and facility must meet United States Department of Agriculture and Georgia Department of Agriculture standards and regulations, and must be approved by inspectors. The Information Resources Manager shall assist personnel in questions relating to sanitation.

H. Safety:

1. Weekly safety meetings pertaining to work area specific topics will be mandatory. A copy of the meeting minutes including list of attendees should be maintained on site for a period of two (2) years.
2. It will be the responsibility of all farm staff to monitor farm operations on a daily basis to insure the safety of both the staff and inmates assigned to this work area.

I. Quality Control:

1. All staff should be conscientious of quality control.
2. The farm manager will be specifically held responsible for the quality of all finished products leaving the farm operation.