

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVM01-0009	Revises Previous Effective Date:
Subject: Feed Mill Operations		12/15/02
Authority: DONALD/ADAMS	Effective Date: 9/01/04	Page 1 of <div style="text-align: center;">5</div>

I. POLICY:

Feed mills shall operate to provide quality livestock feeds for GDC livestock; feeds shall be formulated to comply with USDA and FDA regulations and meet the nutritional needs of livestock at a reasonable cost.

II. APPLICABILITY:

All GDC Farm Service operated feedmills; specifically, those currently in operation at Lee Arrendale SP, Joe Kennedy Farm, Rogers SP, and Montgomery SP.

III. RELATED DIRECTIVES:

NONE

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

Attachment 1 - Monthly Feedmill Operations Report

Attachment 2 - Feedmill Inventory Adjustment Report

VI. PROCEDURE:

A. Receipt of Feed Ingredients:

1. Feed ingredients received and processed through the feedmill operation shall receive the proper care and processing as outlined herein.

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2. Product received will be inspected for quality prior to receipt. Only feed ingredients considered to be of quality acceptable for processing into feed rations will be received. All others will be refused.
3. Feed ingredients such as corn, soybean meal, peanut hulls, etc. will be accurately weighed upon receipt, with weight recorded on scale ticket.

B. Inventory and Record Keeping:

1. A complete inventory of all feed ingredients on hand is to be consistently maintained.
2. Monthly report of all inventory and feed distribution is submitted each month using Monthly Feed Mill Operations Report (Attachment 1). This form is to be completed as follows:
 - a. Column 1: Tons of feed, minerals, etc., on hand at the beginning of the relevant month are listed by separate ingredient. Amount should always agree with ending inventory from the previous month. Any discrepancies should be explained on the form.
 - b. Column 2: Feed ingredients received from vendors during the month should be totaled by ingredient.
 - c. Column 3: If any feed is received from institutional farms during the month, the entry should be made beside the correct type.
 - d. Column 4: Tons on hand at end of month are listed by ingredient.
 - e. Column 5: Spoilage and Waste--all spoilage and waste is to be reported and explained.
 - f. Column 6: Usage in Tons for Month--determined from records of actual usage during the month.
 - g. Summary: Usage in tons issued to each enterprise (i.e., beef, dairy, swine, and

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poultry) is totaled and entered. Totals added together should equal total from column 6.

C. Feed Processing:

1. Processing of feed ingredients into livestock rations is conducted under the following procedures:
 - a. Feed is mixed according to specifications established by nutrition specialists.
 - b. Medications that are incorporated into livestock rations are analyzed three times each year if the medication being used is subject to federal guidelines and once each year if there is no federal guideline for that specific medication.
 - c. Accurate records are kept regarding the amount and kinds of medications mixed into livestock rations. The bin number where rations containing these medications are stored must be included in these records.

D. Testing of Livestock Feed:

1. Corn is analyzed for the presence of alfatoxin at the feedmill site. Samples are submitted to the state-testing laboratory for complete analysis on a periodic basis.
2. Laboratory analysis for nutrient content of rations will be conducted a minimum of four times per year.

E. Personnel:

1. Overall feedmill operation is under the direction of the institutional farm manager.
2. Feedmill supervisor is responsible for daily feedmill operations.

F. Security:

1. Supervision and control of inmates is determined by security classification, and is conducted in

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adherence to departmental and institutional rules and regulations.

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

G. Samples:

1. Finish feed product samples will be taken quarterly and sent to laboratory to be tested to assure feed ingredient requirements are being met.

H. Corn Test:

1. Alfatoxin test will be pulled on all corn received, farm grown or purchased.
2. Alfatoxin levels should be in the acceptable range for its intended use.
3. Inventory adjustments are to be noted using (Attachment 2) and submitted to the State Farm Administrator's office with monthly feedmill report. The Farm Manager must sign the adjustment forms.

I. Inventory Adjustments:

1. It is the farm managers' responsibility to insure that an accurate inventory is maintained on all feed ingredients.
2. Inventory adjustments required to offset shrinkage and waste will be made as follows:
 - a. All bulk items (i.e. Corn, soybean meal, fat, etc.) will be adjusted each time storage bin is emptied.

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b. All bagged feed ingredients will be adjusted monthly.

J. 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.

VII. RETENTION SCHEDULE:

Attachments 1 and 2 of this SOP will be kept locally for three years, one year in an active file and two years inactive. A copy should be forwarded to the Central Farm Office to be kept for five years, one year in an active file and five years inactive, then destroyed.