Stock Feed Manufacturers' Council of Australia Inc.
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7.2.4. Feed Sample Storage and Retrieval.

Standard

Are feed samples stored in appropriate conditions and can samples be easily retrieved?

Purpose

To ensure the correct procedures are adhered to when storing a retention sample for traceability and retrieval purposes.

Reason

The appropriate management and storage of feed samples ensures:

1. Integrity: Samples physical, chemical, and nutrient content remain unchanged.
2. Verification: In the event of a feed safety risk, retention samples are a reliable point of reference.
3. Regulatory compliance: The retaining of samples for minimum period set out by industry.
4. Traceability: ability to identify and retrieve at any point in the process.
5. Shelf-life evaluation assists in studies and validation of use-by or best-before date periods.

What is Acceptable?

Retention sampling forms part of the operator's raw material quality control program (Fact Sheet 7.1.1 & 7.1.2) and receival process (6.2.1 & 6.2.2).

Labelling Retention Samples

Labelling requirements apply to all feed samples; bulk material, packaged material and finished product. Labelling specification can be found on Fact Sheets 7.2.1, 7.2.2, 7.2.3. As a summary, each container or bag shall be labelled with:

1. Product Name.
2. Batch Number.
3. Date collected and Date retained (i.e. Collected 11/9/24, Discard 11/12/24).
4. Operator Name/Signature.
5. Quantity.
6. Storage Location (ID, Name, Number).

Retention Sample Inventory

Each retention sample should be logged in a written or computer system. The inventory shall be updated weekly or monthly as required by the authorised personnel.

The inventory is intended to allow easy identification and retrieval of retention samples. The date and batch number can be used to traceback to individual deliveries.

Retention Sample Storage

The operator shall allocate a room, section or sealed off area that holds retention samples. This room should be temperature and/or humidity controlled as required based on type of product. Each bay or shelf shall be identified by lettering or numbering for easy storage and retrieval. The operator shall ensure no retention samples are stored directly on the floor or damaged shelving. Feed safety risks shall be mitigated, monitored and controlled. These include:

1. Unhygienic storage area.
2. Pests.
3. Risks of tearing or damage to package from storage shelving/pallets.
4. Improper sealed retention samples.

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