

## 7.2.3. Finished Product Retention Samples.

### Standard

Are clearly labelled samples taken of all finished product bulk loads and packaged product runs, and retained for at least three months?

Is sampling of finished products conducted so that samples are sealed, separated, labelled and retained to allow easy retrieval?

*Preference is for a longer period, min. 6 months, in case of feed safety incidents and required traceability.*

### Purpose

To define the process required for collecting finished product retention samples, including labelling, and storage.

### Reason

Sampling, testing and retaining finished product samples is an integral part of an operators quality control activities. The implementation of sampling procedures ensures:

1. A representative sample is tested.
2. Sufficient quantity size for retaining and traceability.
3. Correct labelling and bagging/storage for easy retrieval.

Correct labelling and storage are important for retrieval and traceability purposes. In the event of a feed crisis, operators shall be able to locate and retrieve immediately.

Retention sampling shall not introduce extrinsic risk factors to the process. Hence, validated, and tested procedures are vital to ensure safety, consistency and repeatability. They also form the foundation of competence training for quality personnel. Operators shall ensure Workplace Health and Safety regulations are implemented where required.

### What is Acceptable?

The sampling of finished product shall form part of an operator's quality control activities. The process may be outlined in work instructions (Fact Sheet 8.2.1 & 8.2.2), or release for sale requirements. The sampling process shall be risk assessed as per operators HACCP System (Fact Sheet 5.2). Any high-risk activities, such as the introduction of foreign contaminants during sampling, shall be mitigated.

#### Sampling Procedure

Instructions for collecting samples shall be made available to the personnel conducting activity. Sampling procedure shall provide instructions for:

1. Equipment for collecting samples. Ensuring any equipment for RAM or medicated products is sanitized or specific instructions to use different equipment.
2. Point of sample collection\*.
3. Quantity size. For testing purposes, a minimum sample size of 100g is required. This amount may vary and is sample specific. It should be confirmed by your on-site testing team or external laboratory.
4. Labelling instructions. See below.
5. Storage instructions and specifications. Where samples require specific storage such as refrigeration, this shall be specified for each.
6. Sealing instructions. See below.

#### 7. Adding to Sample Inventory. See Below

\* The operator shall aim to collect multiple sub-samples, also referred to as primary samples, at regular intervals when tonnage flow remains the same. The interval may change when the tonnage flow varies or if collecting from static material.

#### Composite Sampling

Primary samples should be mixed together to form a composite. This sample will be the representative sample of finished product from bulk loads or packaged product runs.

#### Sample Inventory & Storage Instructions

Retention samples should be stored in a designated room, ideally temperature controlled at 25°C (Room Temperature). Humidity shall be risk assessed to control any moisture absorption and biofilm growth that will affect the integrity of samples.

Samples should be stored in a way that allows easy retrieval, for example by product, batch number, year of manufacture. Any information listed on sample bag/box should be outlined on sample inventory list.

The inventory is a written document detailing the contents of the storage facility (Fact Sheet 2.3.3). By ensuring the inventory/log is updated by authorised personnel, the operator can achieve easy retrieval of all finished product retention samples.

Records indicate finished product records should be retained for a period of 12 months (Fact Sheet 4.2.2). Retention samples may be held for a period of 6-months, however, 12-month retention is ideal to account for feed safety incidents.

#### Labelling Samples

Retention samples should be labelled\* with:

1. Product Name.
2. Batch Number.
3. MFG/EXP.
4. Unique Identification Number (UIN) (if different from batch number).
5. Date stored / Retention Period.
6. Status: RAM, Medicated, Other.

\*(Fact Sheet 2.3.2)

A UIN should be randomly, or computer generated to minimise the risk of human error or repetition. UIN is a great tool for the use of labelling and identification, i.e. Julian Date Calendar.

#### Sealing Samples

Samples for retention and testing should be collected at the end of a production run, prior to packaging. The packaging used for retention samples should be made of the same or similar materials as the original feed packaging, to replicate the storage environment. This allows for the operator to mimic the same storage environment. Operators must properly seal the samples to maintain their integrity, using methods such as heat sealing with a tamper-evident sticker.

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