Key Documents Produced by the DTAS Harmonisation Group

This publication contains a selection of key documents produced by the DTAS Harmonisation Group designed to achieve conformity across the milk haulage sector and offer best practices, guidance and support to the industry.

Benefits:

- Avoiding confusion at depots operating multi-contracts based at a single location
- Assisting new members to the scheme, or those starting organisations in milk, through ready-made examples of recognised procedures already in place and templates of key documents already produced.
- Increasing simplification, saving time and reducing costs.

Background and Objectives:

As DTAS has a number of member organisations, which each carry out a number of standard tasks but (not necessarily) using the same procedures or equipment, a DTAS Harmonisation Group was established to examine which of these tasks could be harmonised by standardising procedures.

The objectives of this work included establishing a common set of key-critical processes across all hauliers and producing generic templates (not showing prescriptive figures) that can be adapted for individual use.

N.B. These documents are recommended for use by DTAS members wherever possible but it is recognised that some companies will have rules/processes that are tailored to specifically suit local conditions and/or specific company requirements, so these documents will not be suitable.

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FARM COLLECTION TANKER SECURITY AND SEALING

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Pages 13/15	*Appendix 1: Examples of Bad Practice / Ineffective Sealing*
Page 16	*Appendix 2: Tanker status – recommended seal colours*

1: MAIN SEALING POINTS

Farm Collection tanker:

- Hose tube
- Drawbar trailer (also applies to drag trailers)
- Side manway hatch
- Exposed pipework joints, joints and valves (including CIP line)
- Rear cabinet
- External sample point
- Top box

Secured using:

- Shoot bolts
- Clasps
- Padlocks
- Single use seals
- Encryption boxes
- Air locks “pneumatic” system

IMPORTANT NOTES:

1. **Where single use seals are used, their application must ensure security and avoid access without the seal being compromised / broken.**

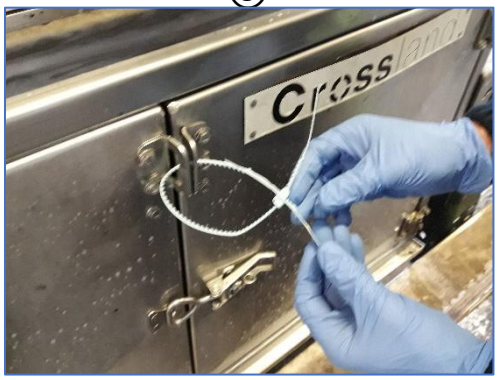
    - **The seal must not be cut and re-used *(see page 2).***

The seal must not be cut and re-used. These pictures demonstrate how an insufficiently tightened seal can be compromised (the sequence of photographs all relate to the same seal):

①

②

③



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⑩

2. **If there is an access ladder on the tanker, there is a requirement for top box to be sealed. The method of sealing needs to be visible from ground level.**

Access ladder ✓ **Top box open** ✓ **Top box closed** ✓

Examples of ground level sealing.

✓

✓

Ladders can be sealed off

✓

✓

✓

Security cable system secured to N/S Bogie Rail, along with ladder restriction.

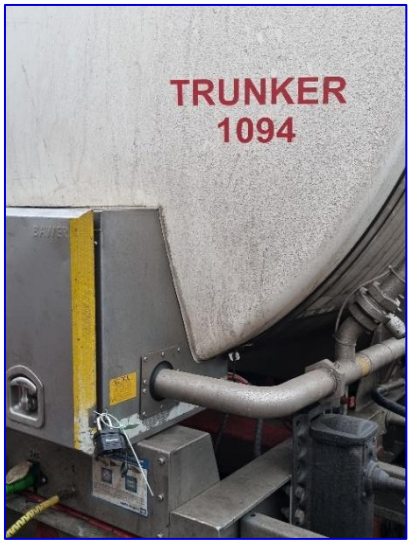
Ladder restriction with padlock and cable tie for cable system

Ladder restriction open

An example of an alternative sealing method for the top box. Where possible the method of sealing should be visible.

✗

Top box with padlock



If a padlock is being used, a security seal must also be used to prevent unauthorised access.

✓

DTAS Standard A10.1 states:

> ***"Procedures must be in place for when a tanker is left unattended at an unsecured site in that all access points to the milk and milk contact surfaces must be secured to prevent tampering or to detect tampering".***

If there is an access ladder on the tanker, there is a requirement for the top box to be secured. The method of securing needs to be visible from ground level. Where access ladders are present, these can be blanked off to provide security to the top box.

If there is no ladder on the tank, or the ladder can be sealed / sealed off then there is no requirement to physically seal the top box, subject to individual customer specification.

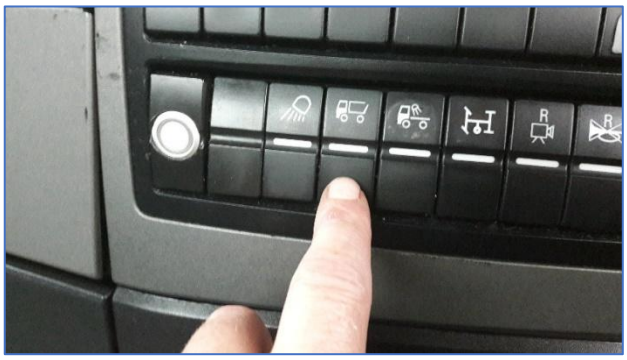
3. **Any operator using systems with exposed flexi-hoses needs to be able to demonstrate a safe and secure way of managing the risk.**

✓

4. **If an airlock system is in use, incorporating all access points, this will be deemed to be an adequate security measure.**

Procedure:

1. The release button that is situated in the cab of a vehicle is just a simple push button that sends a positive signal to the rear door locks and opens for a time of 3 minutes.
2. Once the 3-minute time has been reached the door locks automatically re-activates.
3. Once the driver then closes the rear door the locks are enabled. They are set on a 3-minute timer to enable a driver adequate time to vacate the cab and walk to the rear of the vehicle.



The series of photos below demonstrates the system which is similar to a central locking system on a car.

Pneumatic valve to operate airlock

Rear boot door locking point

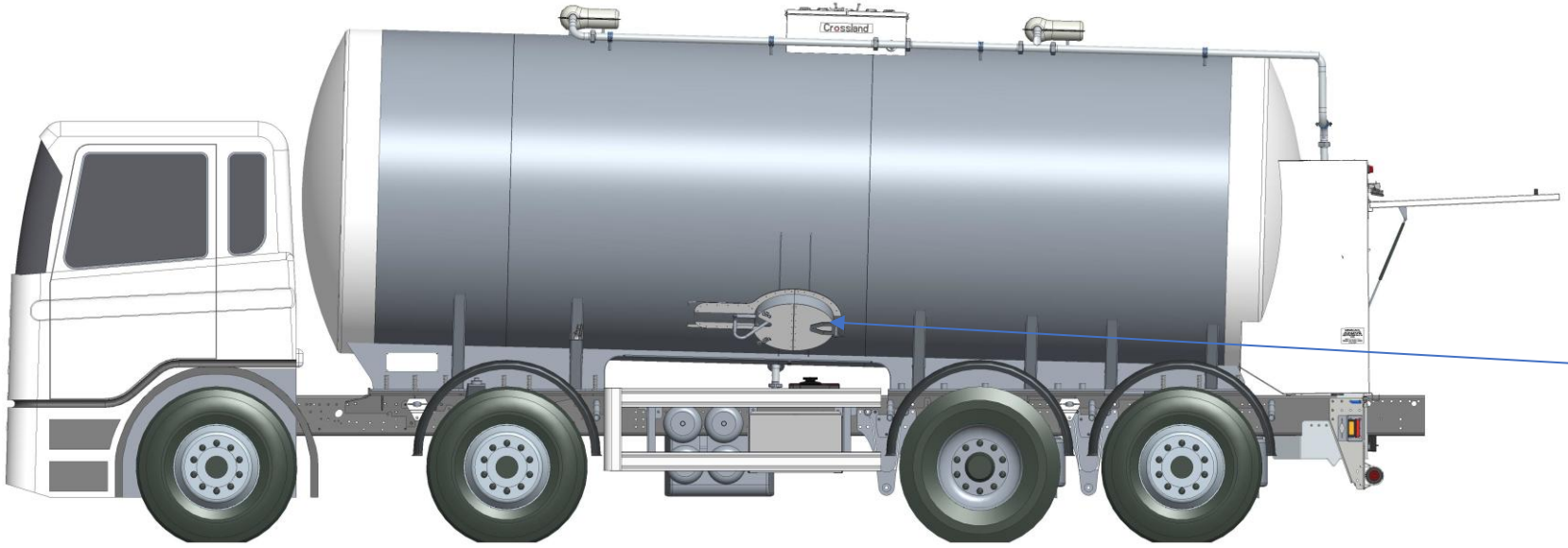
REAR CABINET LOCKING POINTS

Rear cabinet locking point retracted

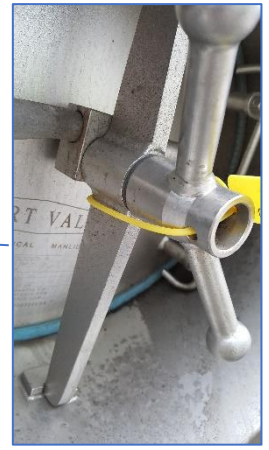
Rear cabinet locking point deployed

2: DIAGRAMS OF FARM COLLECTION TANKER SEALING POINTS

TOP BOX SEALING



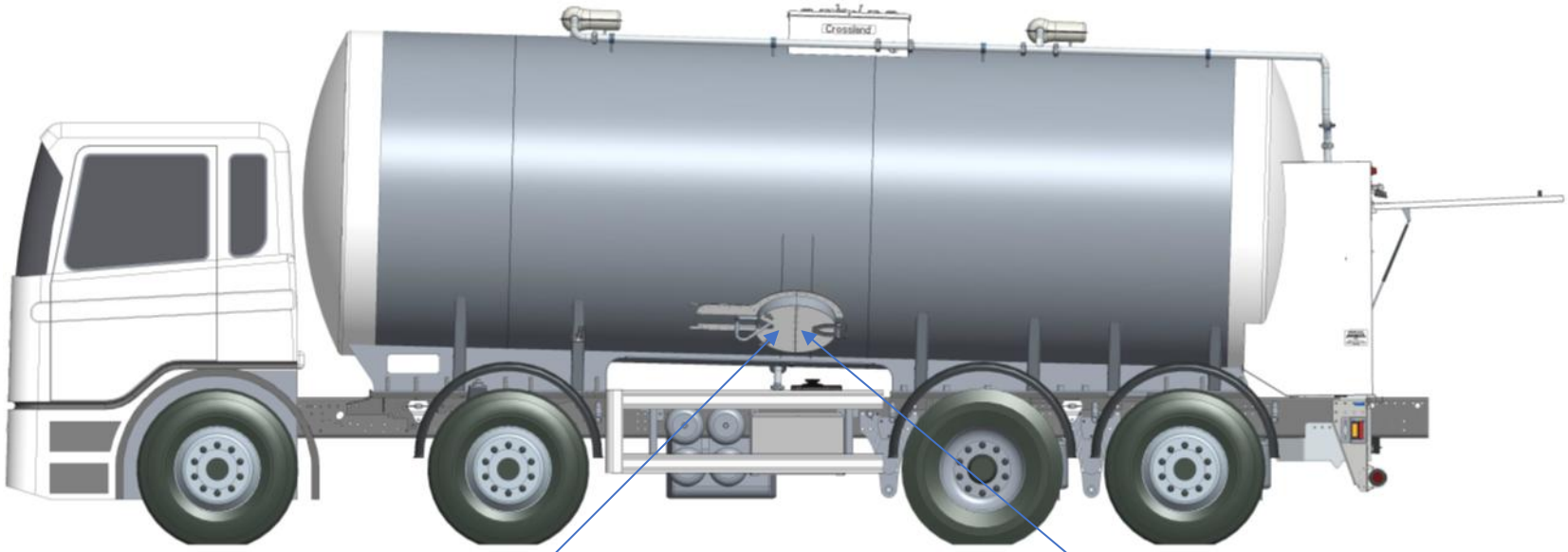
SIDE MANWAY HATCH

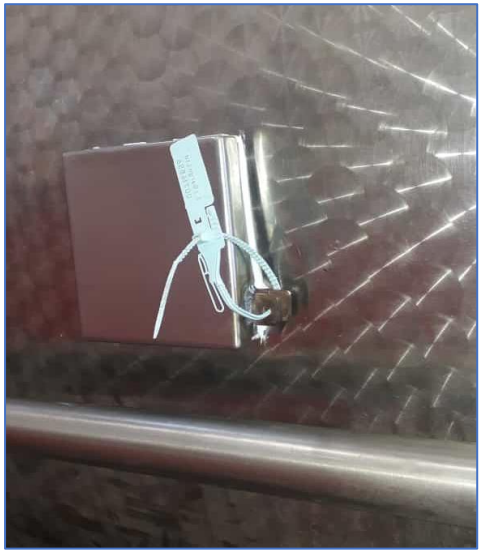


HOSE TUBE

REAR CABINET

Correct method of applying security seal for this type of latch. Application of the seal has to be done in such a way that it cannot be opened without breaking the seal.

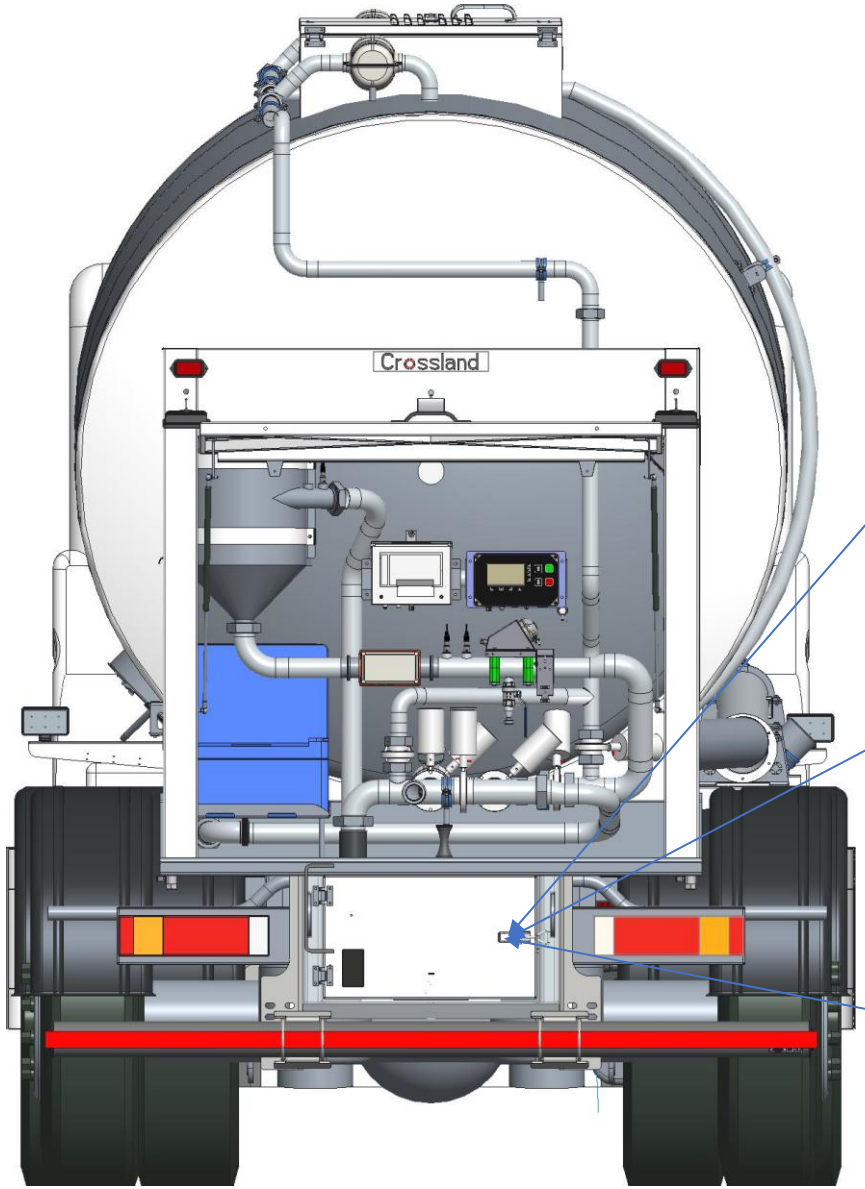




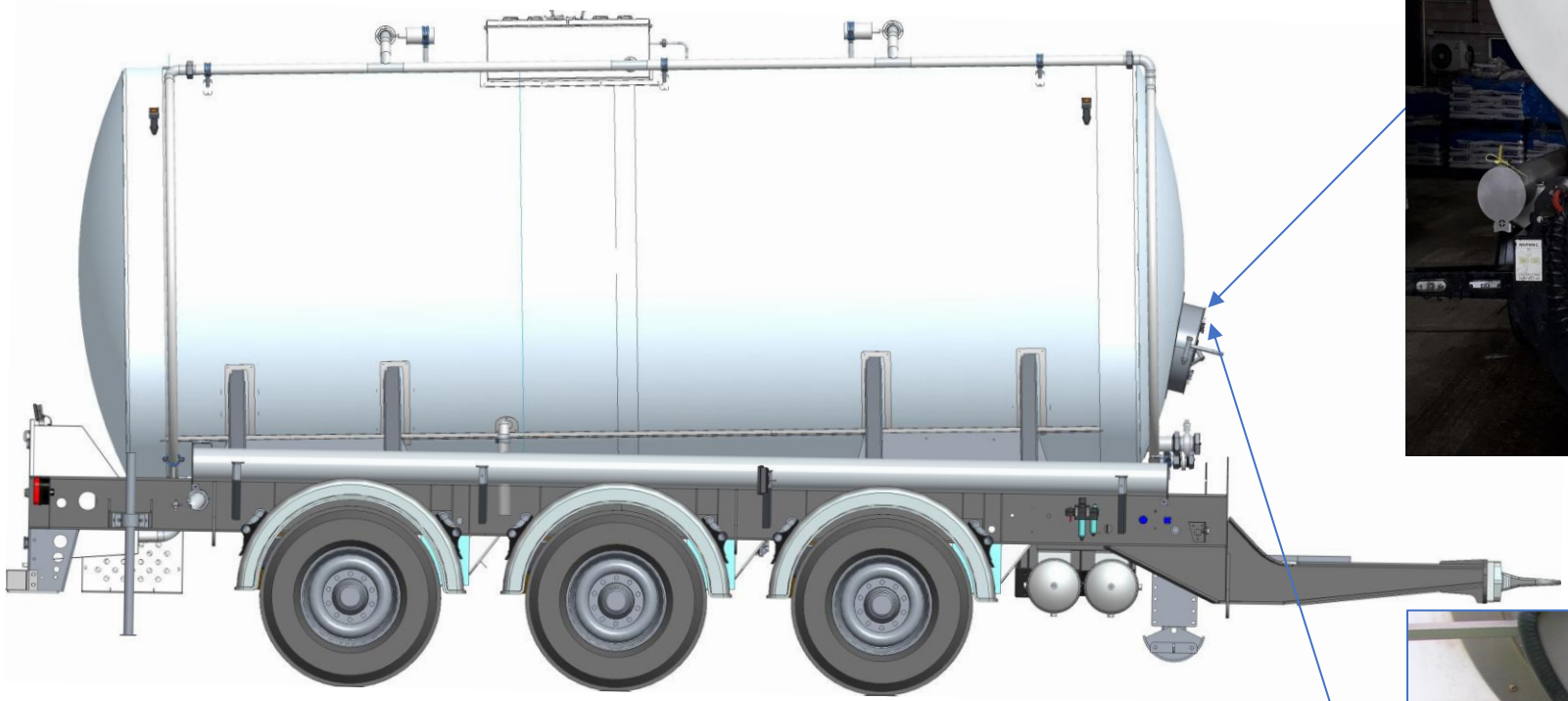
EXTERNAL SAMPLE POINT

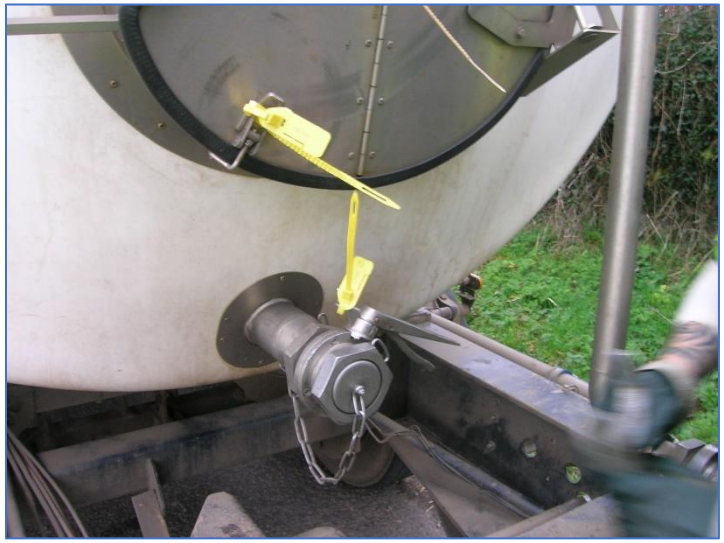
External sample taps that are fully exposed to the elements with no method of sealing present a contamination risk

REAR CABINET



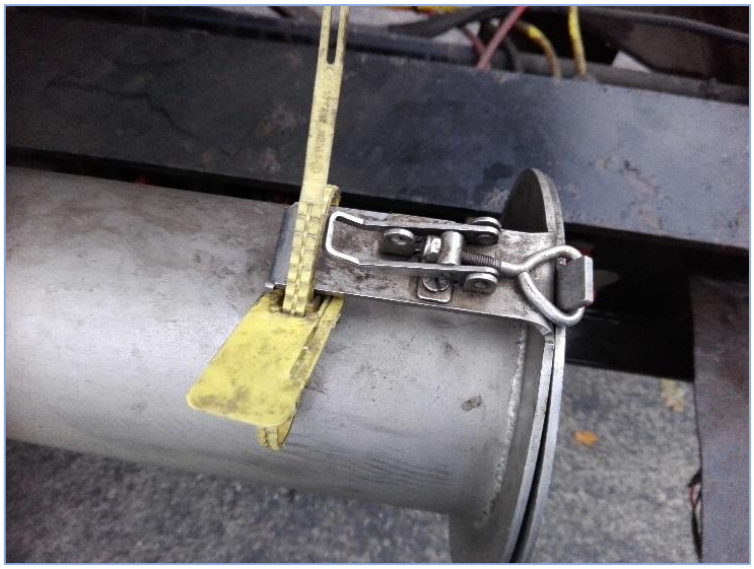
3: DRAWBAR TRAILER SEALING POINTS





APPENDIX 1: EXAMPLES OF BAD PRACTICE / INEFFECTIVE SEALING

Hose tube secured?



Security seal slid from latch

Access to hose tube without breaking seal

If applied to ladder top seal could be compromised by sliding up and down the ladder rail

Seal not tightened sufficiently – could be cut and re-applied

Applied through handle only – needs to be applied to door centre brace to be effective

Applied loosely through eyelet only

Applied tightly but through eyelet only

Latch opened without breaking seal

APPENDIX 2: RECOMMENDED SEAL COLOURS

Wherever possible, it is suggested that the following seal colours should be used to indicate the status of the tanker.

- Clean/Empty - Blue
- Partial Loaded - White
- Fully Loaded - Yellow
- Rejected - Red
- Milk Fractions (Cream/Skim/Whey) - Green
- Specialist e.g. Organic/C.I. – n/a
- Other – n/a

Acknowledgement:

We gratefully acknowledge the help of Crossland Tankers in the production of this document by supplying the tanker diagrams that have been used for illustration on pages 7, 8, 9, 10 and 12.

https://crosslandtankers.com/

HOT MILK DECISION TREES

CONTENTS	
Page 1	1: General Parameters
Page 2	2: Tanker Driver Flow Chart
Page 3	3: Depot / Supervisor Flow Chart
Page 4	4: First Purchaser Flow Chart
Pages 5/8	5: Appendix: Examples of Forms

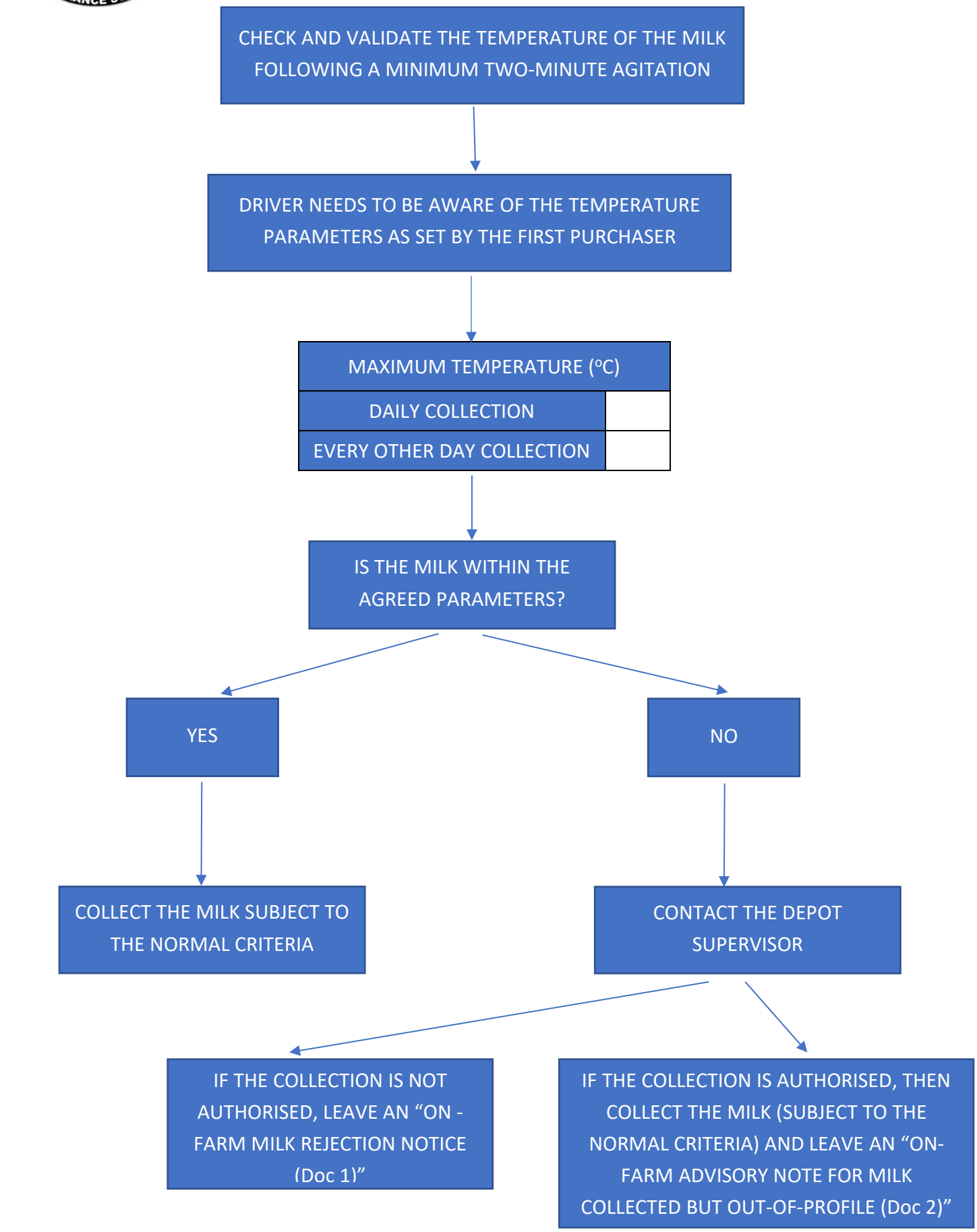
1: GENERAL PARAMETERS

1. Supervisors need to be aware of the parameters as set by the First Purchaser
2. The Supervisor needs to establish the key facts, including:
    - The current temperature on the vat gauge and hand-held thermometer (if applicable)
    - Is the milk cooling and agitating?
    - Has there been any recent history of temperature collection problems?
    - Clarify the smell and appearance of the milk
    - Clarify whether the supply is Every Other Day Collection (EODC) or daily collected – there may be varying tolerances given to specific collection profiles
    - What information is available from the farmer, e.g.
        - When did the milking finish?
        - Has there been any disruption to the power supply or interruption to the cooling system?
3. On-farm Milk Rejection Notice / advisory note (Doc1) following non-collection of milk (example in appendix on page 5)
4. On-farm Advisory Note for milk collected but out-of-profile (Doc 2) (example in appendix on page 6)
5. Capture details on the incident reporting system (example of Hot Milk Incident Report form (Doc 5) in appendix on page 8)

SUGGESTED ACTIONS:

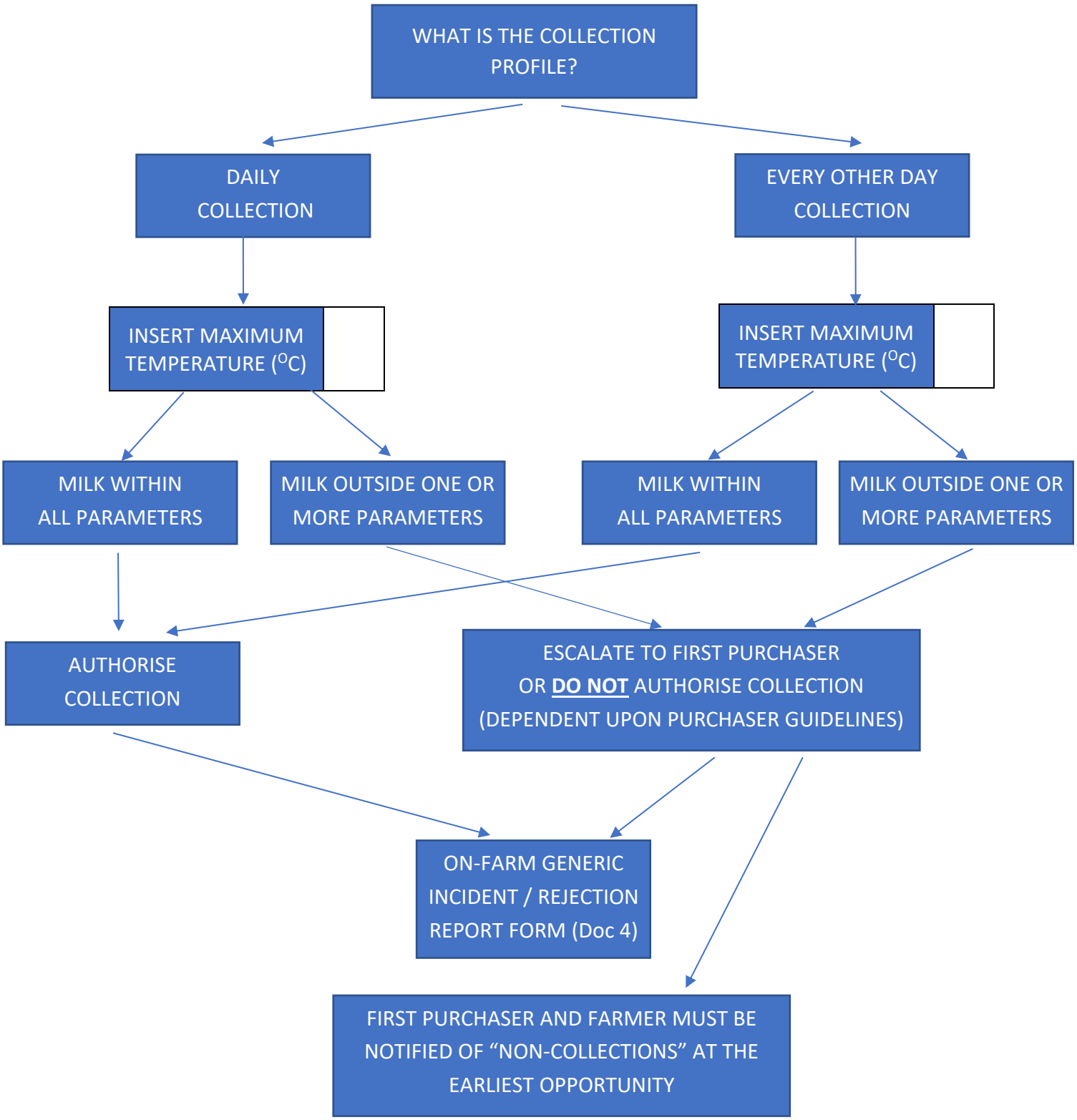
- On-farm Milk Rejection Notice (Doc 1) and / or Advisory Note for Milk Collected but Out-of-Profile (Doc 2) should ideally be printed on brightly coloured paper, laminated to prevent damage and left in a prominent position where the farmer can see it (e.g. on dairy board / parlour board where the milk collection receipts are left)
- Tanker driver to be provided with a suitable marker pen for writing on a laminated document

2: TANKER DRIVER FLOW CHART



NOTE: Examples of the "On-farm Milk Rejection Notice (Doc 1)" and "On-farm Advisory note for milk collected but out-of-profile (Doc 2)" can be seen in the Appendix on pages 5 and 6

3: DEPOT / SUPERVISOR FLOW CHART



NOTE: First Purchaser may require notification of authorised collections that have been subject to the above process.

4: FIRST PURCHASER FLOW CHART

NOTE: Each First Purchaser will set their own criteria and specific parameters.

ON-FARM
MILK REJECTION NOTICE (Doc 1)

Your milk has been rejected as unmarketable
and was not collected today because:

Milk temperature was too high	
Temperature recorded	
Presence of foreign bodies, appearance or smell of your milk gave cause for concern	
Antibiotic pre-sample fail	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

Please dispose of this milk before you commence milking

- Do not milk into this tank until you have emptied and cleaned your tank.
- Please be aware that if you milk on top of rejected milk, the entire consignment will be rejected.

To discuss, please contact your milk purchaser or depot.

Haulier:	
Driver:	
Date and time of rejection:	

ON-FARM ADVISORY NOTE

MILK COLLECTED BUT OUT OF PROFILE (Doc 2)

Your milk has been collected today but you need to be aware that it was out of profile for the following reason:

Milk temperature was too high	
Temperature recorded	
Appearance or smell of your milk gave cause for concern	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

If this occurs again, this may result in your milk not being collected, or a subsequent tanker rejection.

To discuss, please contact your milk purchaser or depot.

Haulier:	
Driver:	
Date and time of incident:	

ON-FARM GENERIC INCIDENT / REJECTION REPORT FORM (Doc 4)

Haulier name:		**Depot name:**		**Date:**			

Tanker driver name:		**Vehicle reg / tanker ID:**		**Route number**	

Supply Name	**Farm Name**	**Supply number**

Rejected?	
Collected?	

NATURE OF INCIDENT	
Presence of foreign bodies, appearance or smell of milk gave cause for concern	
Antibiotic pre-sample fail	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

Action taken / comments:

Was the profile Every Day Collection (EDC) or Every Other Day Collection (EODC)?	**EDC**		**EODC**	
Time of arrival at farm:				
Was a Farm Milk Rejection Notice (Doc 1) left displayed on farm?	**YES / NO**			
Was a Milk Collected But Out Of Profile Notice (Doc 2) left displayed on farm?	**YES / NO**			
Farm samples taken?	**YES / NO**			
Farm samples tested by haulier?	**YES / NO**			

Completed by: (*name)*		
Authorised by: (*name)*		
First purchaser informed:	**Date:**	**Time:**

ON-FARM HOT MILK INCIDENT REPORT (Doc 5)

Haulier name:		**Depot name:**		**Date:**			

Tanker driver name:		**Vehicle reg / tanker ID:**		**Route number**	

Supply Name	**Farm Name**	**Supply number**

Rejected?		**Collected?**	

Action taken / comments:

Time of arrival at farm:	
Is the collection profile daily or EODC?	
Farm vat gauge temperature on arrival	
Hand-held thermometer temperature on arrival	
Does the milk appear to be cooling at the time of collection?	
Vehicle loading temperature	
Time of collection (if applicable)	
Is the appearance and smell of the milk normal?	
Estimated time milking was completed	
Historical milking time	
Is there any recent history of temperature collection problems?	

Completed by: (*name)*		
Authorised by: (*name)*		
First purchaser informed:	**Date:**	**Time:**

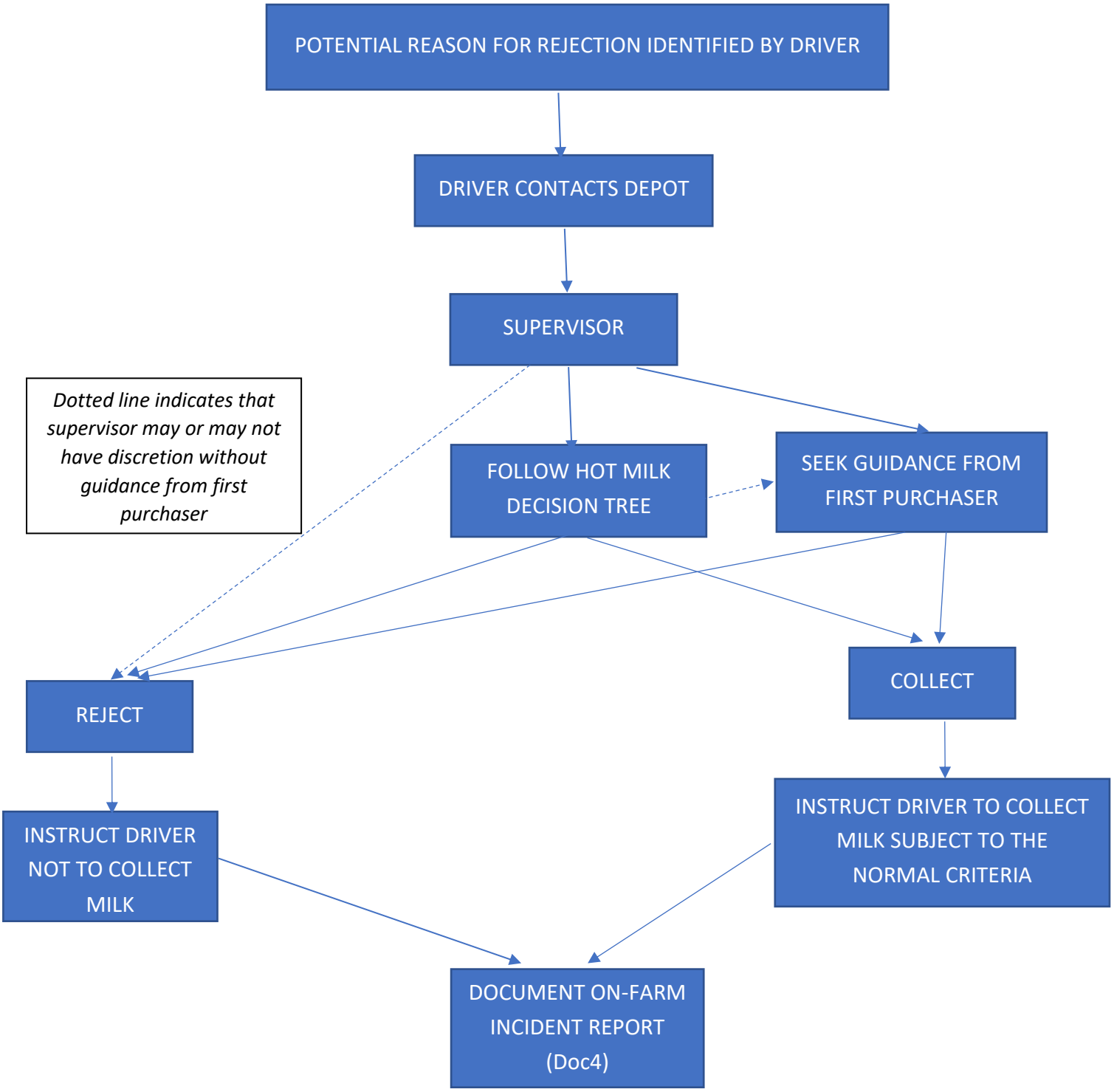
MILK REJECTION

CONTENTS	
Page 1	*1: Examples of Reasons for Rejection*
Page 2	*2: On-farm Rejection Flow Chart*
Page 3	*3: Delivery Point Rejection and Flow Chart*
Page 4	*4: Appendix: Examples of Forms* *On-Farm Milk Rejection Note (Doc 1)*
Page 5	*On-Farm Advisory Note: Milk collected but out of profile (Doc 2)*
Page 6	*Delivery Point Incident / Rejection Report Form (Doc 3)*
Page 7	*On-farm Generic Incident / Rejection Report Form (Doc 4)*

1: Examples of Reasons for Rejection

1. **Inspection re appearance and smell**
    - Temperature
    - Colour
    - Presence of foreign objects
    - Presence of lumps of butterfat
2. **Agitator not working**
3. **Suspicion of malicious contamination by:**
    - Extraneous water
    - Chemicals
    - Medicines
4. **Suspicion of milk being added to the vat before or after sampling / commencement of collection:**
    - From other containers
    - Milk being held back
    - Milking is still taking place
5. **Notice or instruction from farmer**

2: ON-FARM REJECTION FLOW CHART



SUGGESTED ACTIONS:

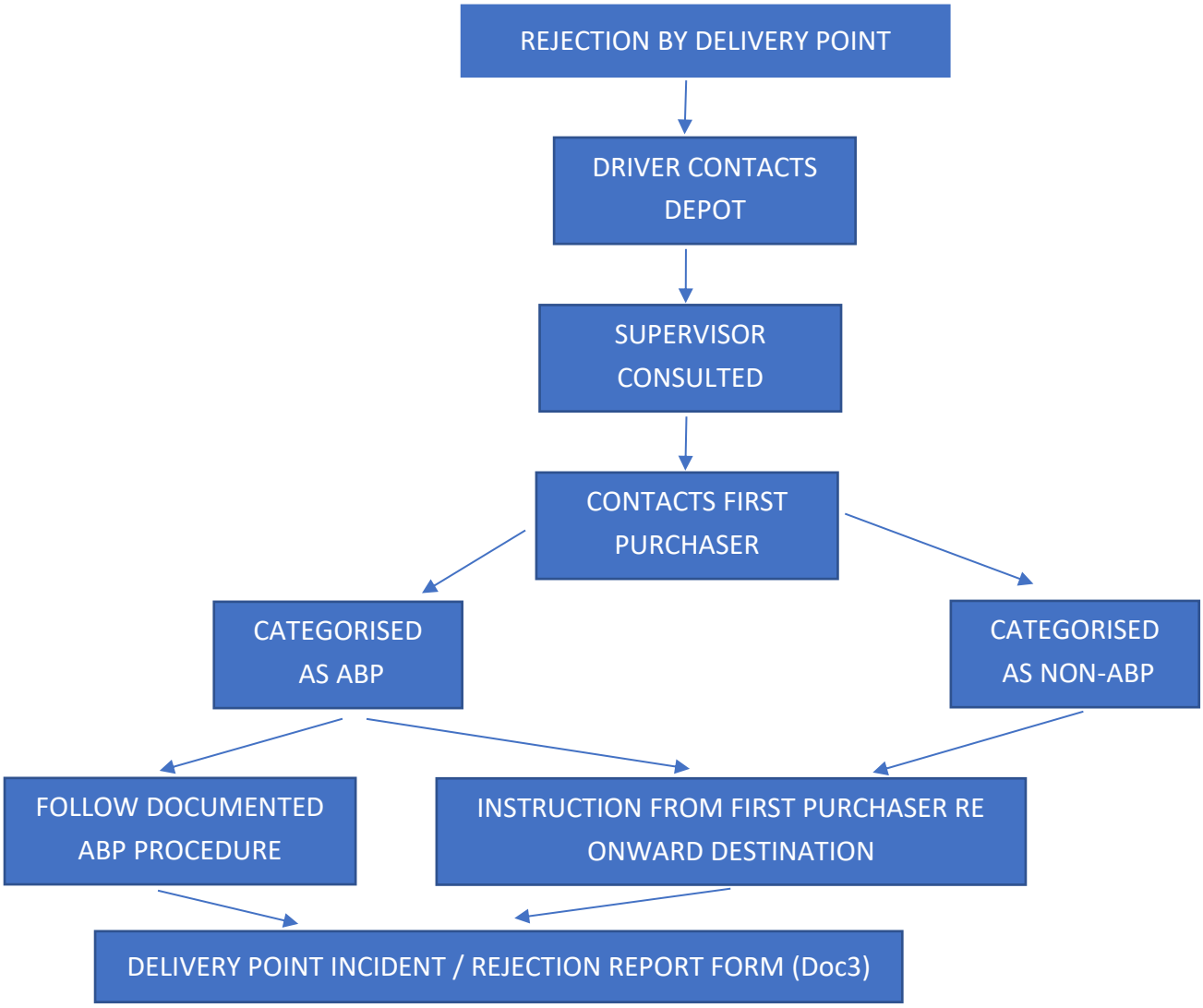
- Inform farmer and first purchaser at the earliest opportunity
- A sample from the farm tank may be required depending upon the nature of the incident
- Driver to leave On-farm advisory note: milk collected but out of profile (Doc2) or On-farm milk rejection note (Doc1) where applicable

3: DELIVERY POINT REJECTION

POSSIBLE REASONS FOR REJECTION AT DELIVERY POINT

- Presence of antibiotics
- Extraneous water (freezing point depression – FPD)
- Resazurin (keeping quality)
- Temperature outside guidelines
- Taste / taint of milk
- CIP contamination
- Age profile of milk
- Incorrect / incomplete wash record
- Incorrect / incomplete security and/or sealing
- Incorrect / incomplete paperwork

DELIVERY POINT REJECTION FLOW CHART



SUGGESTED ACTION:

- Ensure CIP protocol is followed in all cases

ON-FARM
MILK REJECTION NOTICE (Doc 1)

Your milk has been rejected as unmarketable
and was not collected today because:

Milk temperature was too high	
Temperature recorded	
Presence of foreign bodies, appearance or smell of your milk gave cause for concern	
Antibiotic pre-sample fail	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

Please dispose of this milk before you commence milking

- Do not milk into this tank until you have emptied and cleaned your tank.
- Please be aware that if you milk on top of rejected milk, the entire consignment will be rejected.

To discuss, please contact your milk purchaser or depot.

Haulier:	
Driver:	
Date and time of rejection:	

ON-FARM ADVISORY NOTE:
MILK COLLECTED BUT OUT OF PROFILE (Doc 2)

Your milk has been collected today but you need to be aware that it was out of profile for the following reason:

Milk temperature was too high	
Temperature recorded	
Appearance or smell of your milk gave cause for concern	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

If this occurs again, this may result in your milk not being collected, or a subsequent tanker rejection.

To discuss, please contact your milk purchaser or depot.

Haulier:	
Driver:	
Date and time of incident:	

DELIVERY POINT INCIDENT / REJECTION REPORT FORM (Doc 3)

Haulier name:		**Depot name:**		**Date of incident:**	
				Time of incident:	
Tanker driver name:		**Vehicle reg / Tanker ID:**		**Route number:**	

Delivery / Rejection Point *(dairy / reload site)*		**Ex-Farm?**	YES / NO	**Reload?**	YES / NO
		Rejected?	YES / NO	**Delivered?**	YES / NO

NATURE OF INCIDENT / REJECTION (✓)					
FPD / Extraneous water		CIP contaminated		CIP wash problem	
Antibiotics		Age profile		Security seals	
Resazurin		Temperature		Taste / Taint	
Incorrect / incomplete paperwork					
Other *(please specify)*					

DOCUMENTS RETAINED:	✓	**SAMPLES**	✓
Rejection Note		Farm samples analysed by rejecting site?	
Waste Transfer Note		Farm samples retrieved from rejecting site?	
BCT55 *(Route Summary)*		Farm samples tested by haulier?	
D600 *(Consignment Note)*		Tanker sample taken?	
Wash Sheet		Farm and tanker samples submitted to accredited laboratory in warranty bag with instructions?	
Security / Seal Sheet		Farm pre-sampled before next collection:	

Account – *report any known results, communications and relevant points associated with the rejection***:**
Action taken / Closure notes:

Information collated by: (*name)*		
Authorised by: (*name)*		
First purchaser informed:	**Date:**	**Time:**

ON-FARM GENERIC INCIDENT / REJECTION REPORT FORM (Doc 4)

Haulier name:		**Depot name:**		**Date:**			

Tanker driver name:		**Vehicle reg / tanker ID:**		**Route number**	

Supply Name	**Farm Name**	**Supply number**

Rejected?	
Collected?	

NATURE OF INCIDENT	
Presence of foreign bodies, appearance or smell of milk gave cause for concern	
Antibiotic pre-sample fail	
Electricity supply had failed	
Agitator was not working	
Other *(please specify)*	

Action taken / comments:

Was the profile Every Day Collection (EDC) or Every Other Day Collection (EODC)?	**EDC**		**EODC**	
Time of arrival at farm:				
Was a Farm Milk Rejection Notice (Doc 1) left displayed on farm?	**YES / NO**			
Was a Milk Collected But Out Of Profile Notice (Doc 2) left displayed on farm?	**YES / NO**			
Farm samples taken?	**YES / NO**			
Farm samples tested by haulier?	**YES / NO**			

Completed by: (*name)*		
Authorised by: (*name)*		
First purchaser informed:	**Date:**	**Time:**

ANIMAL BY-PRODUCTS

CONTENTS	
Pages 1/3	Transit note for animal by-products
Pages 4	Animal by-products explained
Page 5	Transit note template

IF REQUIRED TO TRANSPORT ANIMAL BY-PRODUCTS, PROOF OF REGISTRATION AS A WASTE CARRIER WITH THE RELEVANT ORGANISATION BELOW MUST BE DEMONSTRATED:

- ***The Environment Agency (EA) - England***
- ***Natural Resource Wales (NRW) - Wales***
- ***Scottish Environment Protection Agency (SEPA) – Scotland***
- ***Northern Ireland Environment Agency (NIEA) – Northern Ireland***

1: TRANSIT NOTE FOR ANIMAL BY-PRODUCTS

Completing Transit Note for animal by-products (ABP)

1. **Scope and Background**

Method for completing Transit note for animal by-products.

All Haulage Depots must have a supply of the ABP Transit Notes – three copies should be made for each rejection.

The **transit note for animal by-products** must accompany every load of Raw milk that has been categorised as an animal by-product.

2. **Procedure**

Below is the procedure for when the haulier has to take full responsibility for managing the rejection/disposal (the rejection site/first purchaser may wish to implement their own procedure/paperwork).

Transit note must be fully completed

a. Under **Date of rejection** please fill in the date the load was rejected from the customer (*dd/mm/yy*)

b. Under **Rejection Number** please fill in rejection number which will be issued by purchaser.

c. Under **Time Of Rejection** please fill in time (*hh/mm*) load was rejected from site

d. Under **Haulier Name and Depot address at point of rejection** please fill in full name and address of Haulier at point of rejection

e. Under **Tanker registration and trailer number at point of rejection** please fill in registration and trailer number of load rejected. Fill in waste carrier's details.

f. Under **reason for rejection** please fill in the description of the milk no longer intended for human consumption e.g. *"antibiotics present"*

g. Under **Rejection site name and address and volume of load** please fill in full name and address of rejecting customer plus volume on load

h. Ensure the correct ABP Category box is ticked. Likely to be Cat 2.

Animal by-products (ABPs) are animal carcasses, parts of animals or other materials which come from animals but are not meant for humans to eat. They can either be destroyed or can be used to make compost, biogas or other products.

ABPs are divided into 3 categories, based on the risk they pose – a general indication of the category they relate to is shown below but, to see full information on what is included in each category, please either click on the link below or refer to the Appendix on page 4.

- **Category 1 FOR DISPOSAL ONLY –** e.g. milk rejected containing veterinary products not licensed for dairy cattle, heavy metals - Mycotoxin - pesticides above regulatory limits, poison

- **Category 2 NOT FOR ANIMAL** CONSUMPTION – e.g. milk rejected for antibiotics, containing milk from TB reactor cows

- **Category 3 NOT FOR HUMAN CONSUMPTION –** e.g. milk rejected for taint, souring, low fat, raised TA, age, security breach, resazurin, temperature, low FPD, wash water

https://www.gov.uk/guidance/animal-by-product-categories-site-approval-hygiene-and-disposal

i. Under **driver removing load from rejection site** the driver must sign and print THEIR name and date it in this section

j. Under **if rejected load is transhipped,** please fill in the name address of the Haulier that is taking the load to the disposal site and fill in tanker registration and trailer number.

k. Under **Driver delivering load to approved disposal site** the driver must name and date it in this section.

l. Under **Name of Company accepting the load** please fill in full name and address of final destination of ABP load.

m. **Under Approval Number** please fill in Approval number for receiving site – should be available from the site.

The Person accepting the load at the disposal site must also sign and print their name and fill in the date (*dd/mm/yy*) and site approval number in this section.

n. Three copies of the transit note should be made with one going to the receiver, the second copy staying with the primary Haulier and third being returned to the purchaser.

All copies to be retained for 3 years plus the current year, in line with other traceability requirements

3. Any tank involved in the movement of by-products must receive a full CIP prior to commencing further work.

4. All disposal sites must be approved and registered with the Animal and Plant Health Agency (APHA) as a waste disposal site.

ANIMAL BY-PRODUCTS EXPLAINED

ABPs are divided into 3 categories, based on the risks they pose.

Milk or milk products are category 1 ABPs if:

- you have given banned substances, such as beta-antagonists or thyrostatics, to any of the animals that produced the milk
- they contain residues of environmental contaminants such as organochlorine compounds including PCBs (polychlorinated biphenyl) or organophosphorous compounds

Milk or milk products produced by animals on your farm are category 2 ABPs if:

- they contain residues of substances that you are allowed to give your animals (e.g. veterinary drugs), but in a concentration that exceeds permitted levels (this would be the case, for example, for milk taken from a cow before the withdrawal period for an antibiotic has elapsed)
- they originate from live animals, which showed signs of disease that can be passed through milk to humans or animals

The following milk and milk products are category 3 ABPs:

- raw milk or colostrum from animals that, at the time of milking, didn't show any sign of a disease communicable to humans or animals through milk
- milk or milk products left over from the production of products for human consumption, for example centrifuge or separator sludge from a milk processor
- milk or milk products that are fit for human consumption, but aren't being sold to humans for reasons that pose no risk to public or animal health (e.g. commercial reasons)
- milk or milk products from catering sources (kitchens or canteens in homes, restaurants or other businesses)

https://www.gov.uk/guidance/how-to-dispose-of-milk-from-your-farm-or-dairy

2: TRANSIT NOTE FOR ANIMAL BY-PRODUCTS

Date of Rejection: ...../...../..... **Time of Rejection:**	**Rejection Number:**

Haulier Name and Depot address at point of rejection:

Tanker Registration and Trailer number: ……

Description of product: ……..

Reason for Rejection: ……..……

Rejection site Name & Address:

Volume of load (Litres): ……

Category of Animal By-product: Tick appropriate box below

Category 1 **FOR DISPOSAL ONLY** ☐

Category 2 **NOT FOR ANIMAL CONSUMPTION** ☐

Category 3 **NOT FOR HUMAN CONSUMPTION** ☐

Driver removing load from rejection site (Print Name Below):

……..……..…

Signed: ……**Date**: ...../...../.....

If rejected load transhipped, Name and depot address of haulier, transporting load to Approved Disposal site:

Tanker Registration and Trailer number: ……...

Driver delivering load to Approved Disposal site (Print Name below):

……..……

Signed: ……..……
I confirm I have received instructions regarding delivery of the load as detailed below

Date: ...../...../..... **Time** ……...

Waste Carrier's Number: ……...

Name of company accepting load: ……

Destination address: ……..…..

……..

……..…… Post Code ……
:

Site approval Number: ……..……

Person accepting delivery (print): ……..……

We confirm that this product will be disposed of in compliance with EC Animal By-Product Regulations

Signed: ……Date……