



## Policy and Procedures

Your farming system can be improved through clear policies and procedures. Clear policies and procedures will structure your farming enterprise to enable the farm to operate without the key person. Clear policies and procedures will help with staff training and ensure tasks are consistently completed.

Some of the key areas that require clear policies and procedures for permanent and relief staff include:

- Farm dairy operation.
- Pasture management/feed inputs.
- Animal health.
- Mating.
- Calf rearing.

Don't try to develop everything at once. Decide which area of the farming system is causing the most concern due to continual mistakes, high management input or lost production and develop a clear farm policy and procedures around this area. Then move on to other areas where improvements are desirable.

### *Farm Policy*

Good policies:

- explain what must be done,
- why something must be done,
- provide positive direction to staff,
- do not prescribe the methods for arriving at the result - this is written in the procedure.

### *Examples of good policy*

#### **Milking times**

The first row of cows must be cupped no earlier and no later than the times indicated below.

This ensures regular milking intervals for the cows and that milking is finished in time for the milk tanker.

Morning Milking            5.15 – 6.00 am

Evening Milking            3.30 – 4.15 pm

## Written records

Records must be kept in the dairy diary either on the specific date or in the section provided for:

- animal health: sick cows, lame cows, cows being treated,
- livestock deaths,
- calving dates/cows on heat (LIC yellow notebook),
- brought in feeds arriving on farm,
- paddocks where effluent is applied,
- monthly plant checks,
- problems/faults encountered on the farm,
- maintenance required,
- staff meetings,
- health and safety issues.

These records are required to ensure efficient management of the farm and to comply with industry / government rules and regulations.

## “No Blame”

This farm operates under a “no blame policy”. We expect staff to be open and honest with management. If a mistake is made then notify management immediately so the issue can be dealt with. Management will not allocate blame but will discuss how to rectify the mistake and then also look at what needs to be done to reduce the chance of the mistake occurring again.

## Mastitis prevention and detection

Mastitis is a costly disease in terms of lost milk production, the effect on cows and risk of milk quality penalties if SCC grades are incurred. Therefore the prevention of mastitis is extremely important and the following must occur on the farm:

- All cows must be thoroughly teat sprayed after every milking.
- Colostrum cows must be stripped every morning milking and clinical cases treated.
- All colostrum cows must be tested on the RMT test at milking 8 before entering the milking herd. Strong positives must be treated and weak positives held back and rechecked after another 2 milkings.
- For the first 4 months of the season (July – Oct) the milking herd must be stripped weekly checking one quarter each milking on Monday and Tuesday.
  - Monday morning milking                      Front left
  - Monday afternoon milking                      Front right
  - Tuesday morning milking                      Back left
  - Tuesday afternoon milking                      Back right
- If clots are found on the milk filter sock after milking then the herd must be stripped at the next milking. This can either be done over a few milkings by doing a quarter each milking or by stripping all four quarters.

When clinical mastitis is found in a quarter all other quarters must be checked with the RMT and, if positive, treated at the same time.

## Farm Procedures

Procedures are basically the „what“ „how“ and „when“.

Good procedures tell staff:

- What must be done.
- When it must be done.
- How to complete a task or routine.

Good procedures are:

- well defined,
- specific to a particular area of the farm,
- clear and concise,
- located in area where the task is carried out,
- visible to all staff.

## Examples of good procedures

### Getting the cows in – In the paddock

- Set up the gate so that cows can exit and start making their way to the dairy.
- Take time to watch the cows in the herd. Note down which cows are on heat and which cows may be sick or lame.
- Check around the paddock. This is especially important if there are areas that you can't see from the gateway:
  - Check you have collected all of the cows.
  - If there are drains check these to make sure that no animals are stuck in them.
  - Check that the fence is secure. If the fence is electric, listen for any shorts (a clicking noise).
  - Check the water trough to make sure that it is working properly and that there are no leaks.

By the time you have completed your check around the paddock the cows should have walked out of the paddock.

- If the cows aren't returning to the paddock or if you are told to, close the gate as you leave.
- Ensure the gate for the next paddock to be grazed is opened and check the water trough is working.

## Teat spray recipe

### MEL EDEN'S TEAT SPRAY RECIPE

#### SPRING MIX – STANDARD (JULY – NOVEMBER)

4 litres – teat spray  
2 litres – glycerine  
14 litres – water  
Makes up 20 litres

#### SUMMER MIX – STANDARD (DECEMBER - MAY)

2 litres – teat spray  
18 litres – water  
Makes up 20 litres

### SUMMER MIX – WINDY (DECEMBER - MAY)



3 litres – teat spray  
1 litres – glycerine  
16 litres – water  
Makes up 20 litres



### SHAKE WELL AFTER MIXING



Locate procedures where they are visible to all staff and at the location where the task is being carried out.

### Setting up the dairy for milking (prior to getting the cows)

Step	Instruction	Picture
1	<p><b>If milk is in vat:</b></p> <p>Check vat temperature gauge ensuring the milk temperature is below 7°C. Go to step 3.</p> <p><b>Note:</b> If milk is over 7oC check chiller is on and running. If milk is above 10oC then check chiller and also call Fonterra on 0800 656568 to advise that the milk is warm. If chiller is faulty then also call refrigeration provider (refer contacts list).</p>	
2	<p><b>If milk has been collected:</b></p> <p>Wash the vat following the “<b>Vat wash procedure on the wall beside the vat wash tub</b>”. Once the wash has finished check all the wash water has drained from the vat. Check the vat is clean and close the vat door and vat outlet.</p>	
3	<p><b>Turn vat inlet tap so milk will enter vat.</b></p> <p>Milk will enter the vat when the two green tape markings are lined up.</p>	

4	<p><b>Close</b> the following drain points - they are labelled with a yellow ear tag and the following letter:</p> <ol style="list-style-type: none"> <li>1. Drain point on delivery line below vat tap.</li> <li>2. Clip on water feed to flushing pulsator.</li> <li>3. Clip connecting milk pump to top of sanitary trap.</li> <li>4. Clip connecting the bottom of sanitary trap to the milk pump intake line.</li> </ol>	
5	<p><b>Check the following taps</b> are in the correct position for milking they are labelled with a yellow ear tag and the following number:</p> <ol style="list-style-type: none"> <li>1. Calf milk line tap on milk delivery line needs to be closed.</li> <li>2. Air purge tap must be closed.</li> <li>3. Wash line tap must be closed.</li> <li>4. Milk line butterfly tap needs to be open in the milk position (green tape matches).</li> </ol>	
6	<p><b>Close the pit gates</b> and <b>drafting gates</b> to stop the cows entering exit race. Ensure the <b>yard entry gates</b> are set up for the cows to enter the yard.</p>	
7	<p>Check which paddock is to be grazed next on the whiteboard and:</p> <ul style="list-style-type: none"> <li>• Ensure the gate is open.</li> <li>• If the paddock for grazing after the next milking is on a race that is not to be used then set the gates up in advance for this paddock as well.</li> </ul>	

## Using labels



Tags can also be used to identify water lines and dispensing system.

Ear tags can be used to identify taps, clips and switches.

Tags can be labelled to match the procedure and also used to record part of the procedure. Clear instructions on the tag ensure staff know what is required without having to refer back to the written procedure.



Labelling milking machine components can help when training new staff. Labels on milking machine components also help when developing written procedures.



Seasonal Teat Spray Mixes		
Teat spray ingredients (litres)	Spring	Summer
Teat spray		
Emollient/glycerine		
Water		
Totals		

When using the summer teat spray mix, monitor the teat condition. If teats are dry or in poor condition switch back to the spring mix until teat condition has improved.