This manual summarizes important sanitation management practices for the production of safe pet food.

Please flexibly apply these basic practices in a manner suitable to the specific production conditions of your facility.
1. General considerations
2. Facility sanitation management
3. Management of production machinery and equipment
4. Sanitation management for employees
5. Handling of raw materials
6. Pet food production processes
7. Transportation
8. Learning opportunities for employees
9. Responses to accidents

Let’s practice sanitation procedures!
### 1. General considerations

- Practice sanitation procedures regularly.
- Establish appropriate cleaning, washing and disinfection procedures and incorporate them into manuals.
- Confirm the effectiveness of washing and disinfection procedures as needed.
- Exercise proper order management in proportion to the capacities of the facility, equipment and workforce.

#### Daily checklist example

<table>
<thead>
<tr>
<th>Inspection item</th>
<th>Date</th>
<th>Inspected (✓)</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>1. General practices</strong></td>
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<tr>
<td>(1) Cleaned, washed and disinfected in accordance with the procedures in the manual</td>
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<td>(2) Order management properly exercised in proportion to the capacities of the facility, equipment and workforce.</td>
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<tr>
<td><strong>2. Facility sanitation management</strong></td>
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<td>(1) Avoid placing unnecessary items in the facility.</td>
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<td>(2) Proper disposal of waste materials and water</td>
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<tr>
<td><strong>3. Management of production machinery and equipment</strong></td>
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<tr>
<td>(1) Machinery and equipment are inspected and given regular maintenance</td>
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<td>(2) Machinery and equipment are properly cleaned</td>
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<td>(3) Caution is used to avoid contaminating products with cleaning agents, etc.</td>
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2. Facility sanitation management

- Carry out regular cleaning.
- Avoid placing unnecessary items in the facility.
- Ventilate the facility and adjust the indoor daylight availability to maintain a temperature and humidity unfavorable to the growth of mold and bacteria.
- Take pest control measures to eliminate mice, etc.
- Properly dispose of waste materials and water.

Examples

**Keep doors and windows closed** to prevent insects from entering.

**Clean floors and drainage systems regularly.**

**Store garbage in designated areas using a predetermined procedure.**

**Keep the workplace organized** at all times.
3. Management of production machinery and equipment

- Regularly inspect and perform maintenance on machinery and equipment.
- Repair broken and damaged machinery and equipment quickly.
- Use cleaning agents for machinery and equipment correctly.
- Carefully handle cleaning agents, disinfectants, etc. to avoid contaminating products with them.
- Cleaning equipment should be cleaned, dried and returned to its original location after each use.

Examples

Keep cooking equipment in sanitized places.

Separate detergents and disinfectants from food materials by keeping them in designated areas.

Ensure that cleaning equipment is kept clean and dry.

Disinfect cooking equipment after thoroughly cleaning it.

Broken equipment has been found in pet food products in the past.

Repair broken and damaged machinery and equipment quickly.
4. Sanitation management for employees

- Permit only authorized workers to enter specific work areas.
- Wear clean work clothing, caps and face masks correctly.
- Wear designated footwear in the workplace.
- Avoid bringing watches, hairpins, etc. into the workplace.
- Keep your fingernails short and refrain from having them manicured.
- Be sure to wash and disinfect your hands before beginning work at the facility and after handling fresh ingredients.

Examples

Keep clothing, aprons and work shoes clean.

Handwashing with water only is inadequate. Use soap.

Avoid carrying and wearing items which may harbor microorganisms—a potential source of food contaminants—when you enter and are working at the production facility.

Avoid entering the workplace wearing outdoor shoes.

Salmonella contamination incidents have occurred overseas because handlers of raw materials entered packaging areas without adequately changing their clothing and washing their hands.
5. Handling of raw materials

- Use sanitized raw materials.
- When acquiring raw materials, confirm and record their compliance with standards.
- Use all raw materials before they expire by following the first-in, first-out rule.
- Avoid contaminating products with foreign objects, dust, chemical substances, etc.
- Store raw materials at the appropriate temperature specific to each material (by refrigeration, freezing, etc.).
- Store unprocessed raw materials separately from processed raw materials and finished products.
- Inspect divided and finely chopped raw materials for the presence of foreign objects.

Examples

**Observe expiration dates** for raw materials and goods currently being processed. Follow the first-in, first-out rule.

**Store pet food products** under conditions that minimize deterioration.

**Watch for splashes of water which may contain bacteria or other contaminants.**

**Avoid thawing** different types of raw materials in the same container.

* Avoid using vegetables from the genus Allium (onions, garlic, etc.) as pet food ingredients due to the food poisoning risk.
6. Pet food production processes

- Clean and disinfect equipment.
- Clean and disinfect equipment after using it to process unheated raw materials. Never use uncleaned equipment.
- Take careful sanitation measures during processes particularly susceptible to contamination, such as cooling, heating, drying and addition of additives.
- Manage and keep records of raw materials and products organized by lot.
- Create manuals that specify raw material processing procedures for each pet food product.

Examples

Never store pet food products in unclean places.

Follow specific instructions regarding amounts which may be processed, heating temperature and cooling duration.

If you notice anything unusual during pet food production, report it to the manager immediately.

Follow specific instructions with regard to amounts which may be processed, heating temperature and heating duration.

7. Transportation

- Clean and disinfect vehicles, containers, etc.
- When transporting pet food products and other materials together, ensure that they are physically separated.
8. Learning opportunities for employees

- Establish an on-site production facility manager.
- On-site production facility managers should attend workshops on the “pet food safety manager certification system” and “pet food labeling” to acquire the necessary knowledge.
- Arrange educational opportunities to allow trained personnel to share their knowledge with other employees.

The “pet food safety manager certification system” promotes knowledge about the Pet Food Safety Act. Certification provides an opportunity to learn about the Act and safe pet food production.
(http://www.petfood.or.jp/examination/ (in Japanese only))

“Workshops on pet food labeling” held by the Pet Food Fair Trade Association offer opportunities to learn about proper pet food labeling.
(http://www.pffta.org/index.html (in Japanese only))

9. Responses to accidents

- When you suspect that your products might have caused pet health problems, immediately contact an official responsible for pet food at a regional agricultural administration office, etc.
- Develop product recall procedures to enable prompt responses to potential problems.
- When you recall your products, disclose appropriate information to alert consumers.
- Regularly provide concrete information and explanations about your products to consumers.

Listen to customers courteously.

Hey, you are asking too much!
We hope that this manual will serve you well as a training guide for production facility employees, and as instructive posters you can place around your facilities, etc.

For most pet owners, pets are important family members. We will support you in producing safe pet food.

For more details about production management considerations for various types of pet food, please see the “manual for proper pet food production.”

http://www.maff.go.jp/j/syouan/tikusui/petfood
(in Japanese)
(in English)