

FIGURE 4. SAMPLE “HIERARCHICAL STEPS” OPERATING PROCEDURE FORMAT.

Clarity Farms Parlor SOP #1, Basic Milking Procedure

Effective Date: Feb. 1, 2000

Developed by Parlor Staff

1. Wipe dirt and debris from the first cow’s udder.
 - a. Use your gloved hand to remove dry dirt and bedding.
 - b. Use a clean paper towel to dry the teats and udder if they are wet.
2. Predip all four teats with the green dip cup.
 - a. Squeeze dip up from bottom reservoir so that teat chamber is 3/4 full.
3. Strip two squirts of milk from each teat and observe for abnormal milk.
 - a. Squirt milk onto black surface of strip cup.
 - b. Abnormal milk may appear watery, bloody, or have clots or flakes.
 - c. If any abnormal milk is found, refer to Parlor SOP #2, “Dealing With Cows Showing Abnormal Milk.”
4. Repeat steps 1, 2, and 3 with the second and third cows on the same side.
5. Return to the first cow and thoroughly wipe with a clean towel.
 - a. Completely clean teats from base of udder to end of teat.
 - b. Pay special attention to the tip of the teat where the opening is located.
 - c. Use more than one towel if necessary.
6. Attach unit to first cow and adjust.
 - a. Press green button on control panel to activate milking unit.
 - b. Attach teat cups while allowing as little air as possible to escape.
 - c. Adjust automatic take-off arm and hoses so milking unit hangs level from front to back.
7. Repeat steps 5 and 6 with the second and third cows in the side.
8. Begin at step 1 with the fourth cow on the side and repeat procedure with each group of three cows until all 12 units are attached.
9. When all units have detached, postdip all cows with the blue dip cup and release.
 - a. Squeeze dip up from bottom reservoir so that teat chamber is 3/4 full.

FIGURE 5. SAMPLE GRAPHIC OPERATING PROCEDURE FORMAT.

Clarity Farms Feeding SOP #1, Feeding the Lactating Cows

Effective Date: October 7, 2000

Developed by Feeding Crew

Prepare Feedbunk

1. Sweep feed refusals to end of feed bunk.
2. Scoop feed refusals into TMR mixer.
3. Record weight of feed refusals in feeder notebook.
4. Distribute feed refusals in bunk at steer pen.

Load Mixer

1. Check feeder notebook for amount of ingredients to mix.
2. Add protein concentrate from bin #1. Record lbs added in feeder notebook.
3. Add ground corn from bin #2. Record lbs added in feeder notebook.
4. Add corn silage from bunker #1. Record lbs added in feeder notebook.
5. Add haylage from bunker #2. Record lbs added in feeder notebook.

Mix Feed

1. Mix feed for exactly five minutes.
2. Do not move tractor while mixer is running.
3. Record total amount of feed in mixer in feeder notebook.

Distribute Feed

1. Distribute feed evenly along entire length of feedbunk.
2. Record time in feeder notebook.
3. Return tractor and mixer to equipment shed.