

**PFI code: Product Handling & Storage**

**1. RECEIVING A PET FOOD DELIVERY**

- 1.1. Ensure that the pet food does not stand in direct sunlight, at the receiving point. If this is not possible, exposure to direct sunlight must be for the shortest possible period.
- 1.2. If it is raining, ensure that dry pet food, in particular, does not get wet.

**2. STORAGE AREA**

- 2.1. The STOREROOM must be a well-ventilated, cool and dry room (with no rain leaks), capable of storing pet food so that it is protected against damage, contamination and deterioration.
- 2.2. The STOREROOM must be of a design that permits adequate cleaning and disinfection and must be kept clean and orderly.
- 2.3. The STOREROOM must be clean and free of pests (insects, rodents, birds) and pets. Pest control must be practiced in the storeroom – this includes preventing access by pests to the storeroom through gates, doors, windows, drains, cable ducts, cover openings and any other means. Pest control shall be entrusted to suitable specialised, competent companies or to internal specialists. Flying insect electrocutors shall be used where necessary.
- 2.4. The STOREROOM must be managed so as to avoid the accumulation of dirt, waste, refuse; to avoid pet food coming into contact with toxic materials; and to avoid the formation of condensation or mould on surfaces.

**3. STORAGE AND HANDLING**

- 3.1. Pet food must be stored on a pallet (specifically dry pet food), to allow for airflow under the product. The pallet must be placed so as to allow for all round airflow.
- 3.2. Pet food received must be stored in such a way as to allow for good stock rotation. Each new delivery must be stored apart from previous deliveries.
- 3.3. Torn bags or broken boxes must immediately be placed, together with spilt food, into a plastic outer bag. Never allow food from torn bags or broken boxes to lie spilt across the storeroom floor for any length of time. Product from torn bags or broken boxes must be disposed of in a manner agreed upon with your supplier.
- 3.4. Every person engaged in handling pet food shall be required to maintain a high degree of personal cleanliness. No person known or suspected to be suffering from or to be a carrier of a disease likely to be transmitted through pet food, or while inflicted with infected wounds, skin infections, sores or with diarrhoea, shall be permitted to handle pet food in any capacity in which there is any likelihood of directly or indirectly contaminating the pet food with pathogenic micro-organisms.

#### 4. **STOCK ROTATION**

- 4.1. Stock must be rotated on a “*first in, first out*” basis to prevent old stock being left behind unsold that then may exceed its “*use by date*” or “*best before date*” expiry.
- 4.2. A stock record or inventory record must be maintained to facilitate stock rotation.
- 4.3. Each delivery must be stored apart from previous deliveries and be able to be identified, preferably from an attached stock record or label mark correlating back to the stock record or inventory record.