Food Authority

Food safety program template

Egg producers with additional activities

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Introduction

As the state's food regulatory agency, the NSW Food Authority is responsible for regulating and monitoring food safety across the entire food supply chain in NSW - from paddock to plate. This work includes enforcing state and national food safety laws - the Australia New Zealand Food Standards Code (the Code), the NSW *Food Act 2003* and the NSW Food Regulation 2025 (the Regulation), which includes the egg food safety scheme.

About this document

The Food Authority has prepared this template to help small to medium sized egg producers that also grade eggs meet their legal obligations under Standard 3.2.1 – Food Safety Programs of the Code. It also helps licensed egg producers comply with section 172 and Schedule 8 of the Regulation, which requires food safety risks arising from *Salmonella* Enteritidis (SE) to be managed.

What is a food safety program?

A food safety program (FSP) is a written document that shows a business has examined their food production activities and identified all potential food safety hazards. It outlines how these hazards are controlled, corrective action if hazards are not controlled, and appropriate records to be kept.

Scope

This food safety program covers:

- the primary production of eggs
- licence requirements for control of *Salmonella* Enteritidis
- egg collection and grading, including crack detection and dry cleaning dirty eggs (wet cleaning requirements are included in Appendix 2)
- egg stamping
- egg storage and transport of eggs sold for human consumption.

How to use this document

This template includes typical operations undertaken by egg primary production businesses with additional permission to grade and/or clean eggs, and the food safety procedures that must be followed to ensure eggs are safe to eat.

Each business should customise the program to accurately reflect its operations and activities, reading it thoroughly and completing the blank sections as required. Additional resources in the appendices supplement the program and can be adopted by the business to meet their obligations:

- Appendix 1: Monitoring record templates - monitoring records must be maintained in accordance with this FSP, however may be kept as physical or electronic records
- Appendix 2: Additional resources and procedures to supplement the food safety program.

The NSW egg monitoring diary (PDF, 934 KB) (available via www.foodauthority.nsw.gov.au/industry/eggs/egg-producers) can also be used to keep required records.

Key definitions

Table 1: Definitions

Term	Definition
Production area(s)	Production areas on the premises include: • where eggs are produced • where poultry are bred, raised or kept for egg production • grading room on the premises • egg packing facility.
Egg packing facility	A facility where eggs are placed into packaging, including: • packing eggs into trays (cardboard or plastic) immediately after collection before further handling, such as for crack detection, cleaning, stamping and/or grading. This includes segregation of cracked and dirty eggs from intact, clean eggs • packaging eggs following cleaning (if required), crack detection, stamping and grading • packaging egg pulp for transport to an egg processing facility.
Egg grading facility	A facility where eggs are graded and examined for cracks.
Network of premises	• Two or more premises owned or managed by the same holder of a Food Authority licence, or • Two or more premises operated as part of a single business, or • A group of premises comprising 1 or more premises that have in place an agreement to exclusively supply the same, single premises with eggs, and the premises to which the eggs are exclusively supplied.

Egg producers with additional activities food safety program

For _____

(Company name)

Licence number _____

Facility/farm manager's full name _____

(Licensee or nominated person)

Address _____

_____

Phone _____

Declaration of commitment to food safety

I advise that _____ is committed to maintaining this food safety program.

I undertake and agree that:

1. The egg production operation subject to this licence, and
   - the vehicle(s), equipment and procedures used in connection with that operation, and
   - the responsibilities of any person engaged in that operation
   - shall comply with the requirements of the Australia New Zealand Food Standards Code, the NSW *Food Act 2003*, the NSW Food Regulation 2025, including Schedule 8 – Licence condition for primary production of eggs – control of *Salmonella* Enteritidis.
2. By adopting this food safety program, I agree to comply with its requirements.

Name _____

Position _____

Signature _____ Date _____

Outline of operations

In the tables below, tick all activities that apply to the business and specify details as required. Include contact details (name, address, Food Authority licence number and phone/email) for each business that receives eggs (if applicable).

Table 2: Activities on this site

Site activities			
Egg primary production system			
☐ Barn	☐ Cage	☐ Free range	
Egg production on site			
☐ Chicken eggs	☐ Quail eggs	☐ Duck eggs	☐ Other (specify):
Egg cleaning method			
☐ Damp cloth cleaning	☐ Dry cleaning	☐ Wet cleaning	☐ Other (specify):
☐ No egg cleaning carried out on site. Eggs are sent to: ☐ Another facility owned/operated by this business ☐ Another licensed egg business ☐ Other (specify):			
Egg crack detection method			
☐ Manual candling	☐ Automatic candling (specify brand of equipment used):		☐ Other (specify):
☐ No crack detection carried out on site. Eggs are sent to: ☐ Another facility owned/operated by this business ☐ Another licensed egg business ☐ Other (specify):			

Destination for cracked eggs			
☐ Offsite disposal e.g. council bin collection	☐ Onsite disposal e.g. composted on site	☐ Sold to licensed processing facility	☐ Other (specify):

Egg grading method		
☐ Manual grading	☐ Automatic grading (specify brand of equipment used):	☐ Other (specify):

☐ No egg grading carried out on site. Eggs are sent to:

- ☐ Another facility owned/operated by this business
- ☐ Another licensed egg business.
- ☐ Other (specify):

Egg stamping method		
☐ Manual hand stamping	☐ Automatic stamping (specify brand of equipment used):	☐ Other (specify):

☐ No egg stamping carried out onsite. Eggs are sent to:

- ☐ Another facility owned/operated by this business
- ☐ Another licensed egg business
- ☐ Other (specify):

Egg packing	
☐ Eggs are packed on site after cleaning, crack detection, stamping and grading steps.	☐ Eggs are collected and packed without additional steps (cleaning, crack detection, stamping, grading) and sent offsite to: ☐ another facility in this businesses network of premises ☐ sold to another NSW Food Authority licensed egg business for additional activities ☐ other (specify):

Are eggs received from other farms for cleaning, crack detection, stamping and/or grading?				
☐ Yes		☐ No		
Details of egg suppliers				
Business name	**Address**	**Food Authority licence number**	**Contact details**	**Is supplier in the business's network of premises?** (Y/N)

Are eggs from this farm supplied to other facilities for cleaning, crack detection, stamping and/or grading or are cracked/dirty eggs sold to a licensed processor?				
☐ Yes		☐ No		
Details of facilities eggs are supplied to				
Business name	**Address and contact details**	**Food Authority licence number**	**Eggs sold intact or cracked?**	**Is receiver in the network of premises?** (Y/N)

Table 3: Poultry housing, grading and packing production area(s) on this premises

Production area	Number of fixed laying sheds	Number of ranges	Number of mobile sheds/caravans	Grading room on site (Y/N)	Packing room on site (Y/N)
Cage laying		N/A			
Barn laying		N/A			
Free range laying					
Areas where poultry are bred, raised or kept for egg production (e.g. pullet sheds)		N/A			

Table 4: Network of premises to which this farm belongs (if applicable)

Name of farm or grading facility	Farm or grading facility address	Food Authority licence number

Schedule 8 Licence conditions – control of *Salmonella* Enteritidis

Salmonella Enteritidis (SE) is a bacteria that can infect birds and contaminate their eggs, posing a food safety risk to consumers. SE can be spread to farms from a variety of sources, so it is vital egg producers and graders apply prevention controls to all production areas. These controls are mandatory under Schedule 8 of the Regulation.

Salmonella Enteritidis hazard identification

The following table lists potential carriers of SE that pose hazards to egg producers along with controls to be implemented by the business.

Table 5: Potential hazards for spread of SE and control measures

Potential *Salmonella* Enteritidis (SE) spread hazard	How the risk is controlled
Vermin and pests	
Rodents can carry and spread SE to poultry housing (including birds, feed, litter, drinking water), feed storage areas, litter storage areas, packaging storage areas, and areas where eggs are packed and graded.	• Vermin control strategy developed and implemented. • Facilities constructed and maintained to prevent entry and harbourage of pests and vermin. • Maintenance program in place to keep facility in good repair and prevent pest and vermin access.
Wild birds	
Wild birds can carry and spread SE to poultry housing (including birds, feed, litter, drinking water), feed storage areas, litter storage areas, packaging storage areas and areas where eggs are packed and graded.	• Facilities constructed and maintained to prevent entry and harbourage of wild birds, pests and vermin. • Maintenance program in place to keep facility in good repair and prevent wild bird and pest access.
People (clothing, footwear, hands)	
People entering production areas can spread SE if they have been around infected wild birds, pet birds, other poultry (including backyard chickens) or pigs.	• People entering production areas wear clean clothes and comply with visitor sign in requirements and footwear/hand cleaning controls. • Records kept of all people entering production areas.

Poultry receival, supply and destocking	
Infected poultry can easily spread SE to other birds and between farms. Infected birds will contaminate feed, litter, bird drinking water, nesting boxes, poultry housing and packaging (through contaminated eggs).	• Approved supplier program in place. • Suppliers comply with on farm SE sampling and testing. • SE sampling and testing conducted on farm. • Records kept of all poultry deliveries, sales and destocking of spent hens.
Eggs moving between farms	
Contaminated eggs can spread SE when transferred from one farm to another, e.g. for grading.	• Approved supplier program in place - all egg farms hold a current Food Authority licence and comply with all required SE controls. • Supplier farm has SE sampling and testing program. • SE sampling and testing conducted on farm. • Eggs transferred from one farm to another are segregated from other eggs to prevent cross contamination. • Records kept of eggs supplied and received (if applicable).
Vehicles	
Delivery vehicles can spread SE from other farms and properties by transferring organic matter on wheels, wheel arches and footsteps.	• Vehicles entering production areas are controlled. If they do not need to enter, vehicles are parked in designated parking areas outside production area/s. • Drivers of all vehicles entering production areas (including own farm vehicles driving in and out comply with vehicle decontamination controls (washing wheels, wheel arches and footsteps). • Records kept of all vehicles that enter production areas.
Poultry feed	
Incoming feed can be contaminated by wild birds and rodents in the supply chain or, on farms if not stored correctly.	• Approved supplier program in place. • Packaged feed deliveries are checked for damage and contamination at time of delivery.

	• Feed is stored where it cannot be accessed by rodents and wild birds (as far as practicable). • Records kept of all feed deliveries.
Manure	
Contaminated manure can spread SE around the property, or to other farms, if it is used as fertiliser or supplied to other properties.	• Records kept of all manure removal from production areas.
Litter/nesting materials	
Litter and nesting material can be contaminated by wild birds and rodents in the supply chain or on farm if it is not stored correctly. Contaminated spent litter and nesting material removed from production area(s) for disposal can spread SE. Litter removed from production area(s) for composting before re-use can be contaminated if it is not stored in a way that prevents wild bird or vermin access.	• Approved supplier program in place. • Packaged litter/nesting material arrivals checked for damage and contamination at time of delivery. • Litter/nesting material stored on farm where it cannot be accessed by rodents and wild birds (as far as practicable). • Records kept of all litter/nesting material deliveries and removals from the production area.
Packaging	
coming packaging (egg cartons, flats and fillers) can be contaminated by wild birds and rodents or organic matter in the supply chain or, on farm if it is not stored correctly.	• Approved supplier program in place. • New packaging arrives in outer packaging and is free from visible contamination. • Packaging stored where it cannot be accessed by rodents and wild birds (as far as practicable). • Only new packaging (egg cartons/flats/fillers) is used, taken directly from its original packaging or, • Used cardboard egg cartons/flats are heat sanitised, and used plastic egg flats/fillers are disinfected, unless the packaging is being used to store/transport eggs in the same network of premises. • Records kept of all packaging deliveries.

Equipment	
Equipment acquired from other poultry farms is high risk as it may be contaminated with SE. New equipment may become contaminated in the supply chain.	• Approved supplier program in place. • All surfaces of equipment are cleaned and sanitised before delivery to production areas if it is from another farm. • New equipment is delivered in its original packaging with no signs of damage or contamination on delivery. • Records kept of all equipment deliveries.
Pallets	
Pallets are often re-used, travelling on different trucks and to different properties/farms/facilities. Pallets can easily be contaminated with SE and carry visible organic matter. Wood pallets are difficult to effectively clean as they are unsealed and can absorb moisture and other contaminants.	• Pallets used to store and/or transport eggs on premises are cleaned to remove, as far as practicable, all visible organic matter after each use, unless: — pallets are used on the same premises, or within the same network of premises, as the previous use, or — pallets are being used for the first time, taken directly from the packaging. • Pallets used to transport or store eggs are kept in a clean area where rodents can't live or hide. • Records kept of deliveries and removals from production areas of pallets used to store and transport eggs.
Other items	
	• Records kept of all deliveries into, and removals from, production areas.

Demarcation of production area(s)

Under Schedule 8, the production area must be clearly demarcated from the rest of the premises (or properties).

The map must show boundaries of the production area so it is clear whether a person or a thing is inside or outside a production area and all available entrances into production area(s).

✎ To meet this requirement, complete the map template (Form 6) in Appendix 1.

Production area signage

Clearly visible signage must be displayed at entrances to production areas at all times. This is to ensure only people with permission enter production areas and that they understand and agree to comply with all SE control measures on the premises.

Signage must include:

- that person(s) must not enter the area unless they have contacted the licence holder or the person in charge of the premises
- the contact details of the licence holder or the person in charge at the premises.

✎ To meet this requirement, you can use the A4 signage template provided in Appendix 2.

Footwear controls – boot cleaning, shed boots and single use boot covers

All people entering production areas must comply with footwear controls to mitigate the risk of spreading SE into production area(s). Footwear controls must be in place at all available entrances.

✎ Complete applicable sections of the Table 6 – to outline footwear controls implemented on the premises.

Table 6: Footwear controls implemented on premises

Entrance					
	Poultry housing area(s) (Y/N)	**Egg packing area(s)** (Y/N)	**Egg grading area(s)** (Y/N)	**Area(s) poultry are bred, raised or kept (e.g. pullet sheds)** (Y/N)	**Production area** (Y/N)
☐ **Option 1: Boot scraper and footbath**					
A device for scraping the boot soles of all people entering to remove organic matter.					
Footbaths containing a suitable amount of disinfectant for effective disinfection of boots.					

Daily inspection and maintenance of footbaths to ensure effectiveness of disinfection, i.e. kept free of organic matter that can hinder efficacy.					
Footbath disinfection chemical dilution					
Chemical name/brand name:					
Active ingredient(s) as per label:					
Chemical dilution instructions (as per manufacturer's instructions):					
☐ **Option 2: Shed boots**					
Enough shed boots are available for all people entering production area(s).					
Shed boots are maintained in a clean condition.					
Shed boots are only worn when in the designated production area(s).					
☐ **Option 3: Single use boot covers**					
Sufficient single-use boot covers available for all people entering production area(s).					
Single use boot covers are maintained in a clean condition.					
Single use boot covers are only worn when in designated production area(s).					
A bin is provided for disposing of boot covers on exit from production area(s).					

Hand cleaning controls

Unclean hands can potentially spread SE and other contaminants into production areas. All staff and visitors must comply with hand cleaning controls to help prevent the spread of SE and keep eggs safe to eat.

Egg production areas

Under Schedule 8 of the Regulation, hand washing facilities with water, soap and single use paper towel, or hand sanitiser, must be available at all entrances to production areas.

✎ Complete the table below to ensure hand washing facility requirements are being met.

Table 7: Hand cleaning controls on entry to production areas

Hand washing controls		
Hand wash facilities or hand sanitiser available on entry into poultry housing production area(s).	☐ Yes	☐ No
Hand wash facilities or hand sanitiser available on entry to egg packing area.	☐ Yes	☐ No
Hand wash facilities or hand sanitiser available on entry to egg grading facilities.	☐ Yes	☐ No
Hand wash facilities or hand sanitiser available on entry to production area(s) where poultry are bred, raised or kept for egg production e.g. pullet sheds.	☐ Yes	☐ No

Egg handling (packing/grading) area(s)

Hand wash basins must also be provided inside egg packing/grading areas in accordance with Standard 3.2.3 clause 14 of the Code. These must be:

- permanent fixtures, connected to or provided with a supply of warm running potable water
- big enough to allow easy and effective hand washing
- clearly designated for the sole purpose of washing hands, arms and face
- easily accessed by food (egg) handlers, within their areas of work, and immediately adjacent to toilets if they are on the premises.

Hand washing facilities must be equipped with soap and single use paper towel at all times.

Vehicle controls

There must be sufficient parking separate from, and external to, the production area(s) to enable vehicles not entering production areas to park on the premises.

Wheel washing facilities must be provided for vehicles entering production areas (cars, trucks, motorbikes, tractors, mobile poultry caravans etc). Wheel washing facilities must:

- include equipment and soap/ detergent to wash all visible matter from wheels, footsteps and wheel arches
- be located on the premises for use before and after vehicles access the production area.

All drivers of vehicles must wash wheels, wheel arches and footsteps:

- before entering production area(s)
- after exiting production area(s) and when leaving the premises.

✎ Complete the table below to demonstrate wheel washing requirements are being met.

Table 8: Vehicle parking and disinfection controls

Required provision	Provide details
Separate parking area provided for vehicles not entering production areas.	
Location of vehicle disinfection station(s).	
Equipment provided for vehicle disinfection. *e.g. hose and scrubbing brush, high pressure washer*	
Soap/detergent available at vehicle disinfection station(s).	

Information for people entering production area(s)

The following information must be available to all people entering production area(s) before entry:

1. the measures in place to control SE in accordance with Schedule 8 of the NSW Food Regulation 2025
2. how to follow these measures.

Table 9: Information provided before entry to production area(s)

All people entering production area(s) must read and agree to comply with the following *Salmonella* Enteritidis control measures for this premises.	
Requirement	**How to comply**
Ask for and be given permission to enter production area(s).	Those entering production areas must have permission to enter from the licensee or person in charge.
	Be familiar with the measures in place on the premises and production area(s) to implement the requirements for *Salmonella* Enteritidis controls as per Schedule 8 of the NSW Food Regulation 2025.
Clean hands before entering production area(s).	Use the soap, water and single use paper towels provided, or use the hand sanitiser provided.

<table>
<tr>
<td>Comply with footwear controls that are in place on entry to production area(s).</td>
<td>
Option 1: Boot scraping and cleaning
People entering production area(s) where boot cleaning is required must:
• scrape their boots to remove organic matter using the scraping device provided, then
• disinfect their boots using the footbaths provided

Option 2: Shed boots
People entering production area(s) where shed boots are required must:
• remove their own footwear
• place the shed boots provided at the entrance on their feet and wear them while in the production area
• on exiting the production area, remove the shed boots and leave them at the entrance to the production area.

Option 3: Single use boot covers
People entering production area(s) where single use boot covers are required must:
• place the provided clean single use boot covers over their boots
• remove the boot covers on exit from the production area(s) and place them in the bin provided for disposal.
</td>
</tr>
<tr>
<td rowspan="2">Comply with vehicle disinfection controls.</td>
<td>
If permission is provided for a vehicle to enter the production area(s), the driver must:
• Wash the wheels, footsteps and wheel arches of the vehicle to remove all visible organic matter using the equipment, water and soap/detergent provided:
— before entering the production area
— after exiting the production area and before exiting the premises.
</td>
</tr>
<tr>
<td>If a person does not have permission to drive a vehicle into production area(s), the driver must park the vehicle outside the production area in the parking area provided.</td>
</tr>
</table>

Instructions provided onsite

✎ Complete the table below to show how the information requirements for people entering production areas are being met.

Table 10: Instructions on how to comply with *Salmonella* Enteritidis control measures on the premises

Examples of methods for providing instructions to all persons entering production area(s)	Method used on this premises? (Y/N)
Written instructions/procedures are given to all staff and visitors on how to follow all *Salmonella* Enteritidis control measures prior to entering production area(s). Staff and visitors must all complete a signed declaration that they understand how to comply with all control measures.	
Weatherproof signage is displayed at entrances to production areas providing instruction on how to comply with hand washing/sanitising, footwear and vehicle parking and/or vehicle disinfection requirements. People entering production areas must sign a declaration of understanding and agreeance to comply with all requirements before entering.	
Training is provided to all staff entering production area(s) on how to comply with all *Salmonella* Enteritidis control measures onsite. Records of training are kept in the staff training register (Form 4) in Appendix 1.	
Written instructions/procedures are displayed using weatherproof signage outside the entry to production area(s). All people entering production area(s) must have permission to do so by the licence holder or designated person in charge. Before entering, they sign a declaration that they understand and agree to comply with the control measures.	
Before being given permission to enter production area(s), people must scan a **QR code** to read the instructions before entering and declare they understand and agree to comply with all Salmonella Enteritidis control measures implemented onsite.	
Other: This farm provides instruction on how to follow *Salmonella* Enteritidis control measures to all people before entering production area(s) using the following means (specify below):	

Vermin control strategy

Under Schedule 8, the licence holder must document, develop and implement a vermin control strategy for the premises to prevent the risk of infection of poultry and contamination of eggs.

Rodents, wild animals and wild birds are all potential spreaders of *Salmonella* Enteritidis. Controlling areas of potential vermin habitat or harbourage, and preventing the entry of vermin and wild birds, helps to significantly mitigate this risk.

The specific requirements that need to be implemented are in table 11 below.

✎ Complete the table to provide evidence a vermin control strategy is in place.

Table 11: Vermin control strategy on site

Schedule 8 vermin control requirement	Actions taken to meet this requirement
All practical measures taken to prevent rodents entering or harbouring in, areas used for poultry housing, egg handling and storage of packaging, feed and litter.	
Rodent bait stations placed at regular intervals around the production area based on a rodent risk assessment.	
Rodent bait stations are not accessible to poultry.	
Rodent bait stations are sufficient to control rodent activity.	
Rodent bait stations are numbered and their locations mapped.	
Rodent bait stations are checked frequently using a risk-based approach with fresh baits laid as required.	
A record is kept of each rodent bait station inspection and activity.	

A harbourage buffer zone of at least 3m, as far as practicable, is maintained by removing vermin habitat, such as overgrown grass, dense vegetation, clutter and unnecessary items.	
A record is kept of all actions taken in compliance with the vermin control strategy.	
All poultry housing, egg packing facilities, egg grading facilities, feed storage, packaging storage, litter storage and grading facilities in the production area are constructed and maintained, as far as practicable to— prevent the entry of wild birds limit the access of vermin prevent the harbourage of vermin.	
Dead birds on the premises are stored and disposed of in a way that prevents vermin and other animals from accessing them.	

Record requirements for production area(s)

To maintain traceability and a potential source of *Salmonella* Enteritidis if a flock is infected, records must be kept of people, vehicles, deliveries and removals from production areas.

Records must also be kept for the storage, sale and transport of cracked eggs.

All records must be kept onsite and be available for audit for **2 years** after each record was made.

✎ Complete the table below to show the records system used by the business.

Table 12: Record keeping system

Record to be kept	Information required	Detail of records system
People entering production area(s)	Names and date of entry	☐ Written visitor log (in this FSP) ☐ QR code sign in ☐ Other (specify):

Deliveries into production area(s)	• Date of delivery • Nature and contents of delivery e.g. equipment, feed, litter, birds, packaging • Name of the company, or person responsible for the delivery • Number plate of delivery vehicle	☐ Receivals form (in this FSP) ☐ Invoices filed with all required information ☐ Digital (specify):
Removals/dispatch from production area(s)	• Date of the removal • Nature and contents of thing being removed e.g. manure, litter spent hens, eggs, equipment • Name of the company, or person responsible for the removal • Number plate of vehicle used	☐ Receivals form (in this FSP) ☐ Invoices filed with all required information ☐ Digital (specify):
Poultry purchases	• Names and addresses of people or businesses poultry purchased from • Date of purchase • Quantity of poultry purchased • the property identification code (PIC), (if applicable)	☐ Receivals form (in this FSP) ☐ Invoices filed with all required information ☐ Digital (specify): ☐ Other (specify):
Poultry sale and destocking (spent hens)	• Names and addresses of people or businesses poultry are sold or supplied to • Dates sold or supplied • Quantity sold or supplied • Property identification code (PIC) of buyer (if applicable)	☐ Dispatch form (in this FSP) ☐ Digital (specify): ☐ Other (specify):
Cracked egg storage, transport and sale	• Names and addresses of businesses cracked eggs are sold, transported to or stored • The date cracked eggs are first stored • Lot identification numbers and quantity of cracked eggs stored, sold and transported	☐ Cracked egg dispatch form (in this FSP) ☐ Invoices filed with all required information ☐ Digital (specify):

Egg cartons, flats, fillers and pallets

Egg cartons, flats, fillers, trays, collection baskets/collection containers and pallets must be handled and stored in a way that prevents contamination.

✎ Complete table 13 to demonstrate how egg packaging and pallets are handled.

Table 13: Handling of egg packaging and pallets

Handling procedures - ✓ tick all that apply	
Cardboard egg flats/cartons	
Cardboard egg flats and cartons are heat sanitised before transporting or storing eggs.	☐ N/A ☐ Yes - specify heat sanitising method and temperature/time parameters:
Cardboard egg flats and cartons are only used on the same premises or within the same network of premises as the previous use.	☐ N/A ☐ Yes
Cardboard egg flats and cartons are used for the first time, taken from the original packaging.	☐ N/A ☐ Yes
Plastic egg flats and fillers	
Plastic egg flats and fillers are disinfected before transporting or storing eggs.	☐ N/A ☐ Yes – list disinfection method as per chemical manufacturer's instructions:
Plastic egg flats and fillers are only used on the same premises or within the same network of premises as the previous use.	☐ N/A ☐ Yes
Plastic egg flats and fillers are used for the *first time* taken from the original packaging.	☐ N/A ☐ Yes

Pallets	
Pallets for storing or transporting eggs on are cleaned to remove (as far as practicable) all visible organic matter after each use.	☐ N/A ☐ Yes - specify how and where pallets are cleaned:
Pallets are used on the same premises or within the same network of premises as the previous use.	☐ N/A ☐ Yes
Pallets used for the first time, taken from the original packaging.	☐ N/A ☐ Yes
Pallets for storing or transporting eggs on the premises are stored in a clean area that is not rodent habitat or potential rodent habitat.	☐ N/A ☐ Yes - specify where pallets are stored and how rodents are controlled:

Premises, equipment and vehicles

The premises, equipment and transport vehicles must be:

- designed and constructed to minimise the risk of eggs being contaminated
- maintained in good working order and free from damage.

✎ Use the Monthly monitoring checklist (Form 14) in Appendix 1 to record inspection results.

Poultry housing, feed storage and litter storage

- Poultry housing facilities, feed storage areas and litter storage areas must be constructed to prevent vermin and wild bird access, as far as practicable. As rodents can enter through and hide in gaps less than 1 cm, gaps must be closed to prevent pest entry.
- If given the opportunity, wild birds will nest in areas that provide protection in poultry housing, feed storage or litter storage structures, for example in eaves, rafters or open/unsealed wall cavities. Regular inspections are required to identify gaps/crevices/spaces where rodents and wild birds may access or harbour in poultry housing, feed storage and litter storage facilities with action taken to address them.
- Where it is not practical to fully enclose poultry housing facilities – for example, there are grated floors or under shed manure systems – the vermin control strategy applies.
- The walls, ceilings and where possible, floors of poultry housing (such as free range sheds/mobile caravans), should be enclosed or able to be enclosed at night.
- Nesting boxes in poultry housing are egg contact surfaces and must be made of smooth, sealed, impervious materials so they can be effectively cleaned and sanitised. Rough unsealed surfaces harbour bacteria and cannot be effectively cleaned and if necessary, sanitised.
- Feed may be stored in silos or other enclosed containers to prevent access by rodents or wild birds. Bags of feed (including bulk bags) should be stored off the ground (for example, on pallets), inside, to prevent pest and wild bird access.

✎ Outline how feed is stored on the premises in Table 14.

Table 14: Feed storage areas

Poultry feed storage areas	✓ all that apply
Silo(s)	☐
Enclosed drum/container	☐
Original packaging (bags or bulk bags) stored off the floor in a sealed shed/room, which cannot be accessed by wild birds or vermin.	☐
Other (specify):	☐

Egg grading, packing and storage areas

Egg packing, grading and storage areas must be constructed in accordance with the requirements of Standard 3.2.3 of the Code, that is with:

- enclosed rooms/buildings that prevent the entry or harbourage of pests
- sealed impervious floors, free of gaps/cracks, maintained to allow effective cleaning and sanitising
- walls and ceilings constructed of smooth, sealed, impervious material that can be effectively cleaned and sanitised
- fittings, fixtures and equipment of materials that can be effectively cleaned and sanitised and do not provide harbourage for pests. Surfaces must be smooth (for example, no rust) and non-porous to enable effective cleaning
- no gaps around doors, windows, incoming egg conveyors or docks that may allow pests in
- hand washing facilities equipped with warm water, soap and single use paper towel
- egg handling areas and fittings, fixtures and equipment within these areas maintained in a clean condition, free from accumulated matter/debris.

Any room used to wet clean eggs must have adequate drainage and ventilation to remove steam and vapours.

Egg packaging storage areas

- Cardboard egg flats and cartons, and plastic egg flats/fillers must be stored in a way that prevents contamination, such as in a sealed area pests and wild birds cannot access, like a shipping container or sealed room in an egg grading room.
- Cardboard egg flats and cartons should be stored in secondary packaging unless in the grading room ready for use.
- Any contaminated cardboard egg flats or cartons must be immediately discarded.
- Any contaminated plastic egg flats/fillers must be either:
  - discarded, or
  - cleaned and sanitised using a suitable disinfectant as per the manufacturer's instructions.
- Plastic egg flats/fillers damaged with cracks and crevices must be replaced as they cannot be effectively cleaned and sanitised.

✎ Complete table 15 below to outline how packaging is stored on the premises.

Table 15: Egg packaging storage

Egg packaging storage area(s)	✓ all that apply
Sealed shipping container	☐
Sealed storage shed/room	☐
Designated area within the grading facility	☐
Other (specify):	☐

Cleaning and sanitation program

Businesses must implement a cleaning and sanitation program for production and storage areas to prevent contamination of eggs. Cleaning and sanitising is a 2-step process:

- **cleaning** removes waste, dirt and grease and other visible matter
- **sanitation** reduces the number of microorganisms on surfaces after cleaning.

Food contact surfaces of equipment must be sanitised after cleaning.

Poultry housing - nesting boxes, feeders and bird drinking water

- Clean nesting boxes, bird drinker and feeders regularly to prevent accumulation of visible matter/debris.
- Poultry housing areas are to be cleaned to a frequency adequate to maintain bird health and to prevent contamination of eggs.

Feed and litter storage areas

Feed storage and litter storage areas must be kept clean and dry to prevent contamination. Any spilled feed must be managed to prevent the attraction of rodents and wild birds.

Egg grading, packing and storage areas

These areas must comply with cleaning and hygiene requirements of Standard 3.2.2 of the Code.

✎ Outline cleaning frequency of egg handling areas in Table 16.

Table 16: Cleaning schedule on premises

Area/equipment to be cleaned	Frequency
Nesting boxes To be maintained free from accumulated matter. Bedding (if used) must be replaced (straw, etc) or cleaned (mats) frequently enough to prevent eggs becoming unclean.	
Bird drinkers and feeders To be maintained clean and free from accumulated matter.	
Floors of egg packing and grading facilities To be maintained clean and free from visible matter, e.g. egg residue.	
Walls and ceilings of egg packing and grading facilities Cleaned to ensure no accumulation of visible matter.	
Walls, floors and ceilings of egg storage areas, including cool rooms Cleaned to ensure no accumulation of visible matter.	

Food contact surfaces of equipment in packing and grading rooms Must be cleaned and sanitised after every use.	
Non-food contact surfaces of equipment, fittings and fixtures To be maintained clean to prevent any contamination of eggs.	
Transport vehicles (if applicable) To be maintained clean to prevent any contamination of eggs.	
Toilets and hand washing facilities To be maintained clean to prevent any contamination of eggs.	
Other (specify):	

Cleaning and sanitising chemicals

- Chemicals used to clean egg contact surfaces of equipment must be suitable for contact with food - keep supplier documentation as evidence.
- Chemicals must be labelled, stored and handled to prevent contamination, and used in accordance with the manufacturer's instructions.

Personal health and hygiene requirements

Egg handlers and visitors must follow the hygiene checklist below to make sure their personal health and hygiene practices do not contaminate eggs.

Table 17: Hygiene requirements for egg handlers and visitors

Potential food safety hazard	Procedure	How to control the hazard
Contamination of eggs Example – egg handlers with unclean hands, clothing or uncovered wounds	Body and outer clothing of personnel handling eggs is clean at start of operations each day.	Wash hands thoroughly with soap and sanitiser (or use gloves); change into clean outer clothing.
	All people entering production areas comply with footwear controls onsite.	Ensure all people entering production areas comply with footwear controls. Clean areas where people have walked without complying with footwear controls.
	Egg handlers are free from known infectious diseases.	Egg handlers who are sick do not handle eggs.
	Egg handlers cover open wounds with a secure and waterproof bandage.	Securely apply waterproof bandages.
	Egg handlers wash hands on entry to production areas and whenever their hands could contaminate eggs (i.e. after handling sick birds; removing dead birds from laying environment; using the toilet; or meal breaks).	Discard contaminated eggs; wash hands thoroughly with soap and sanitiser (or use gloves); retrain staff handling eggs.

Hazard analysis

The below table outlines food safety hazards throughout the egg production process and how to control them.

Table 18: Egg production and additional activities hazards and controls

Food safety hazard	How to control the hazard
Egg collection	
Collection equipment, laying environment or leakers contaminate eggs with *Salmonella*.	Collection trays that are visibly dirty, damp or contain egg liquid are cleaned or discarded.
	Laying environment is kept clean and in good repair.
	Nesting boxes are constructed of smooth, sealed and impervious materials that enable effective cleaning and sanitising (e.g. no rough unsealed wood on any surfaces of nesting boxes).
	Leakers are removed, and disposed of, frequently enough from the laying environment to minimise any build-up of egg product and shell.
Egg sorting and cleaning	
Visible faeces, soil or other matter contaminate eggs with *Salmonella*.	Dirty eggs are not sold for human consumption.
	Dirty eggs are dry cleaned so that visible faeces, soil or other matter is removed from the shell with a dry cloth that is changed when visibly dirty. Dirty cloths are cleaned and sanitised after use.
	A **damp** cloth may be used to remove visible matter without wetting the egg.
	Eggs with visible faeces, soil or other matter that cannot be removed by dry cleaning or damp cloth cleaning are segregated and disposed of hygienically away from clean intact eggs.
	Wet cleaning eggs in accordance with egg cleaning procedures to prevent drawing water/contamination into the egg. See *Appendix 2* for wet cleaning procedures and required records.

Crack detection/ grading	
Visual and hairline cracks allow contamination (e.g. *Salmonella*) to enter egg.	All eggs are examined by an acceptable crack detection method, e.g. candling, for visual and hairline cracks before they are sold.
Unauthorised sale of cracked eggs is an offence under the NSW Food Regulation 2025 (section 167(1)).	Cracked eggs are not sold for human consumption. They are segregated and disposed of hygienically away from clean intact eggs.
	Eggs are only sold to an egg processing businesses licensed with the Food Authority that pulps and pasteurises eggs to make them safe for human consumption.
Growth of *Salmonella* in cracked eggs/egg pulp intended for sale to an authorised receiver (Food Authority licensed egg processing business).	Cracked and pulped eggs intended for sale to authorised receiver are stored and transported at a temperature that will control the growth of Salmonella e.g. below 7°C. Vehicles used to transport cracked eggs and egg pulp to egg processing businesses must be licensed with the Food Authority.
Egg stamping	
No traceability on eggs slows process in the event of a recall.	All individual eggs and packages of egg pulp for sale are stamped with a unique identifying mark to enable trace back to the producer in the event of a food poisoning outbreak.
	If egg stamps are not issued by the Food Authority in the first instance, businesses must notify the Food Authority and receive approval for any new or alternative egg stamps prior to use.
	Replacement ink is always available onsite.
	In the event of an egg stamp equipment failure, the Food Authority is notified within 24 hours. (See *Egg stamping* and *Equipment failure – egg stamping* sections of this document).

Packaging	
Packaging contaminates eggs e.g. *Salmonella.*	Discard egg cartons and flats contaminated with visible matter, e.g. egg residue, dirt, dust etc.
	Egg cartons/flats may be re-used if they are free of visible contamination but only to contain eggs on this farm or others within the network of premises.
	Egg cartons and flats are: • single use only, or • used if without visible contamination and heat sanitised (unless they remain on the farm or within the network of premises).
	Packaging is stored in an area that will not cause contamination.
	Egg packaging storage area is sealed to prevent pest and wild bird entry and floors, walls, ceilings and storage pallets are maintained clean.
	Carboard egg flats and cartons remain in their secondary (outer) packaging until use.
	Plastic egg flats/fillers are disinfected between use unless they are new, taken directly from the original packaging, or are only used on this farm or within the network of premises.
Labelling	
Egg cartons and egg bulk egg flats for sale are not labelled slowing traceability in the event of an egg recall.	All egg cartons are labelled to the requirements of the Food Standards Code. (For specific labelling requirements, see T*raceability and labelling* section in this document).

Egg storage	
Eggs contaminated with *Salmonella* during storage.	Storage facilities are kept clean and in good repair.
	To minimise growth of bacteria, intact eggs are stored under temperature control.
	Cracked eggs for sale to authorised receivers for pasteurisation are stored at a temperature that prevents the growth of *Salmonella* (e.g. below 7°C).
Transport	
Intact eggs are damaged (cracked) or contaminated during transportation. e.g. with *Salmonella*.	Transport vehicles in good repair and maintained clean.
	Intact eggs that are damaged (cracked) during transport are not sold or are only sold to an authorised receiver of cracked eggs.
Growth in *Salmonella* in cracked eggs during transport.	Cracked eggs sold to an authorised receiver are only transported in a vehicle licensed with the Food Authority.
	Cracked eggs are transported at a temperature that minimises the growth of *Salmonella* e.g. below 7°C.

Inputs

Water

- Bird's primary drinking water must be from a clean, good quality source (for example, with no mould or algae).
- Drinkers must be regularly cleaned and at a height that prevents fouling by birds.
- Non-reticulated water used in egg production (including for bird drinking water) requires regular treatment and/or testing. See *Testing program* in this document for details.

Water sources

Water sources may include reticulated town water, town water by cartage to premises, tank water, dam water, or bore water. Water may be treated, for example using chlorine, UV or filtration.

✎ Outline the water sources used by the business in Table 19.

Table 19: Water sources on this premises

Water source(s) used on the premises - ✓ all that apply		
Bird drinking water		
☐ Untreated	☐ Treated:	☐ Chlorine
☐ UV	☐ Filtration	☐ Other (specify):
Hand washing		
☐ Untreated	☐ Treated:	☐ Chlorine
☐ UV	☐ Filtration	☐ Other (specify):
Wet cleaning eggs (if applicable)		
☐ Untreated	☐ Treated:	☐ Chlorine
☐ UV	☐ Filtration	☐ Other (specify):
☐ Recirculated water	☐ Recycled water	

Poultry feed

- Feed must be stored to prevent contamination from pests, vermin and other foreign materials. Contaminated feed must be discarded.
- Records must be maintained for each stockfeed delivery, including the name and address of suppliers and the date and batch details of deliveries. Retain the supplier's invoice for this record.
- If delivery vehicles enter production areas, the vehicle number plate must also be recorded. Vehicles entering production areas must comply with all requirements of Schedule 8, including

washing wheels, wheel arches and footsteps on entry and exit from production areas and exit from the premises.

- Feeders must be regularly cleaned.

Poultry litter and nesting material

Litter in poultry housing helps manage manure and bacterial decomposition, creating a cleaner, drier environment that contributes to bird health.

The litter system must be managed to prevent litter becoming wet, as wet litter can promote infection and disease in birds. A hygienic litter system must be maintained by ensuring:

- adequate ventilation in poultry housing
- adequate litter replenishment
- full replacement of the litter system when needed
- adequate drainage in poultry sheds
- removal of wet litter/water in the event of poultry shed flooding during weather events
- storing clean, unused litter in a dry place, free of rodent and wild bird contamination.

✎ Outline how litter is used and stored in Table 20.

Table 20: Litter system

Poultry litter system		
A litter system is used on this premises.	☐ Yes	☐ No
Recycled or new unused litter is stored in a manner to prevent rodent and wild bird access.	☐ Yes	☐ No
Location litter storage (recycled and/or new):		
Type of litter used (✓ all that apply):		
☐ Wood shavings	☐ Straw	☐ Sawdust
☐ Shredded cardboard/paper	☐ Recycled composted litter	☐ Other (specify):

Pesticides and veterinary medicines

All pesticides and veterinary medicines must be registered for use with the Australian Pesticides and Veterinary Medicines Authority (register available at www.apvma.gov.au). They must be used and stored according to the manufacturer's instructions.

✎ Complete *Form 1: Veterinary medicine record* in Appendix 1 when vet medicines are used.

Egg oiling

Oil used for oiling eggs must be suitable for contact with food. Keep supplier documentation verifying suitability for food onsite.

Waste disposal

Dead birds

Dead birds must be promptly removed from the laying environment and disposed of daily.

✎ Outline how dead birds are managed in Table 21. *Form 12: Deceased bird log* in Appendix 1 should also be completed as required.

Table 21: Dead bird storage/disposal method

Dead bird disposal method(s) - ✓ all that apply		
☐ Stored in freezer until council bin collection or removal from site by staff to local tip	☐ Directly into council bin	☐ Composted onsite
☐ Buried onsite in a way that ensures dead birds are not accessed by vermin or wild animals	☐ Incineration	☐ Other (specify):

Manure

- Manure must be removed often enough to minimise cross-contamination between egg, bird and manure.
- Manure must be managed to ensure hens cannot access it and it does not become an area for pest harbourage.

✎ Outline how manure is managed in Table 22.

Table 22: Manure disposal method

Manure disposal method(s) - ✓ all that apply		
☐ Council waste collection/disposal	☐ Composting onsite under controlled conditions	☐ Composting off site under controlled conditions (specify location):
☐ Sold to a processor	☐ Free range farm, manure left on pastures	☐ Other (specify):

Spent poultry litter and nesting material

Spent nesting and litter must be managed so hens cannot access it, and it does not become an area for harbouring pests.

✎ Outline how spent poultry litter and nesting material is managed in Table 23.

Table 23: Spent poultry litter and nesting material disposal method

Spent poultry litter and nesting material disposal method - ✓ all that apply		
☐ Litter is not used on this premises	☐ Disposal in same way as manure, listed above	☐ Other (specify):
☐ Spent litter/nesting material is recycled by composting under controlled conditions for reuse of litter (specify):		
☐ Spent litter/nesting material is composted on site for reuse under controlled conditions using the following process (specify):		

Leaking eggs

Leakers must not be sold for human consumption. Leakers must be discarded hygienically and away from clean intact eggs.

Sick or injured birds

Sick or injured birds:

- must be promptly removed from the laying environment and treated or culled
- undergoing treatment must be quarantined from other birds.

✎ Use *Form 1: Veterinary Medicine Record* in Appendix 1 to show observance with the correct withholding periods when veterinary medicines are administered to birds, including treatment date, drug used, animal treated (For example shed number), and withholding period observed.

Egg traceability and labelling

Labelling

Eggs for sale must comply with Part 1.2 Labelling and Other Information Requirements of the Code. The requirements depend on whether the food is packaged and how it is sold.

Retail sales and sales to caterers

If eggs are sold directly to consumers or caterers, they must be labelled with important information, including name of the food, shelf life, lot identification, and relevant warning and advisory statements. For more information, see Labelling – general requirements factsheet (PDF, 118 KB) (available via www.foodauthority.nsw.gov.au/food-labelling/labels-law/labelling-laws).

Wholesale (business to business) sales

If the eggs are sold to another business (other than caterers), the package needs to have a label that includes:

- name of food
- lot identification
- name and address of the supplier (unless this is provided in accompanying documentation).

If they request it, purchasers must also be provided with any information relevant to compositional, labelling or declaration requirements.

✎ Insert an image of the label used, or complete the table below, to demonstrate how labelling on egg cartons and bulk egg flats meets the requirements.

Table 24: Egg labelling

Egg carton labelling	
Image of label	
Name of the food (brand name):	
Production system (cage, barn, free range):	
Business name and address:	
Lot identification (can use date marking):	
Nutritional information panel:	
Country of origin:	

Egg stamping

Each egg for sale must be stamped with the producer's unique identifier – usually a number or code – so they can be traced to the place of production.

- Ink must be suitable for contact with food - keep supplier documentation to verify this.
- Replacement ink must always be available to ensure each egg is stamped before sale.
- The Food Authority provides small egg farms with a free, self-inking egg manual stamp. If a different stamp is used (not issued by the Food Authority) the business must notify the Food Authority to ensure it is unique and not used by another business.

✎ Outline the unique egg stamp(s) used by the business, including back up stamp(s), in Table 25.

Table 25: Egg stamps

Stamp text or symbol	**Food Authority approved** (Y/N)	**Image of stamp**	**How to interpret identifier** (e.g. Julian code, lot no., farm ID)	**Type of stamp - ✓ all that apply**
				☐ Manual
				☐ Automated
				☐ Manual
				☐ Automated
				☐ Manual
				☐ Automated
				☐ Manual
				☐ Automated

Egg stamping equipment failure

If egg stamping equipment (manual or automatic) breaks down or needs replacing, businesses must complete and submit the Notify an egg stamping equipment failure form (available on the Food Authority website at https://formsfa.bfs.dpi.nsw.gov.au/forms/24900), within **24 hours** of the failure.

Once the form is submitted, the business must:

- not sell unstamped eggs before receiving formal approval from the Food Authority
- demonstrate to the Food Authority that all measures necessary will be taken to rectify the failure until the agreed date
- complete proposed corrective actions as soon as possible
- not sell eggs beyond an agreed resumption date if the equipment failure has not been rectified by that time
- contact the Food Authority as soon as equipment is repaired and egg stamping resumes, or if equipment is still broken beyond the agreed resumption date
- keep a copy of their equipment failure form submission in the food safety program for review by an authorised officer.

Until egg stamping equipment is repaired or replaced, a traceability system must be implemented to ensure unstamped eggs can be recalled if required. The following records must be maintained for the sale of unstamped eggs:

- name and address of the person or business that bought the eggs
- lot identification or the date of sale
- quantity of eggs sold.

Recall program

A food recall is when any food that poses a safety hazard to consumers is removed from sale, distribution and consumption. Eggs may need to be recalled if they:

- are not from an approved source
- are contaminated with harmful microorganisms, chemicals, or physical matter
- have been tampered with.

The business's traceability system supports its recall program if a product is deemed unsafe.

- The recall program is controlled by the licensee or delegated employee of the business.
- The Food Industry Recall Protocol (available via www.foodstandards.gov.au/food-recalls/firp), developed by Food Standards Australia New Zealand (FSANZ), will be used.

Steps in the recall process

- The business may receive advice from the Food Authority that recall is necessary, or the recall may be voluntarily initiated by the business if a problem has been identified.
- The business's management team collates and evaluates information immediately available, and the nature and extent of the problem.
- The recall classification is made based on these findings (class 1 or class 2; see below), and the quantity of affected stock is established as well as its location.
- If the product is onsite or in company delivery vehicles, it is isolated immediately.
- If the product has been dispatched to customers, management liaises with businesses to recall product from customers. Dispatch records can be used for this and can be recorded on *Form 9: Dispatch register* in Appendix 1.

Classes of recall

Class 1 - where there is a reasonable probability that the use of or exposure to the product will cause adverse health consequence. For example, presence of *E. coli*, *Listeria Monocytogenes* or *Salmonella*, toxic chemical contaminants or harmful foreign bodies.

Class 2 - where use or exposure of the product is not likely to cause adverse health consequences. For example, incorrect labelling, physically undesirable product or product deterioration.

Details to be notified to the Food Authority include:

- classification of the hazard
- description of the product (product type, batch number, 'best before' date),
- quantity of affected product,
- distribution and sales dates,
- method for consumer identification, and
- contact name and telephone number.

Storage, isolation and disposal of the product is determined by management.

A written record of events and actions is always kept.

✎ Appendix 1 includes *Form 2: Food Recall Action Plan* to be customised for this business.

Testing program

Section 172 of the Regulation requires certain testing to be conducted by egg primary production businesses. These are outlined in the NSW Food Safety Schemes Manual, available via www.foodauthority.nsw.gov.au/industry/food-safety-schemes-manual, and below.

Additional product testing requirements apply to businesses that produce pasteurised and dried egg products (see the NSW Food Safety Schemes Manual for more information).

Table 26: Water testing for egg businesses

Product to be tested		Test to be conducted, the limit and frequency
		E. coli
		Not detected or less than 1 cfu in 100 mL
Non-reticulated water used in connection with the production of eggs (including bird drinking water), processing of eggs, egg products, or blended egg product mixtures	Not treated	Every month
	Treated	Every 6 months

Table 27: Microbiological testing for egg primary production businesses

Product to be tested	Test to be conducted, the limit and frequency	Sampling procedure*
	Salmonella Enteritidis	
	Not detected per sample	
Environmental swabs of individual shed where poultry are kept and each individual poultry housing area	Every 12 - 15 weeks	Individual swabs can be composited and tested as one sample

Salmonella Enteritidis sampling procedure

Under the NSW Food Regulation 2025, egg primary food production business must undertake analyses for *Salmonella* Enteritidis at each individual shed and each individual poultry housing area.

Samples must be collected and sent to an accredited laboratory for testing every 12 to 15 weeks.

What to test and how to collect samples, is detailed in Appendix 6 of the Food Safety Schemes Manual *Salmonella* Enteritidis testing for egg producers (PDF, 442 KB) (available via www.foodauthority.nsw.gov.au/industry/food-safety-schemes-manual).

✎ The following supplementary forms are in Appendix 1 to help producers meet testing obligations:

- *Form 17:* Salmonella *Enteritidis laboratory swab submission form* (EMAI laboratory)
- *Form 18:* Salmonella *Enteritidis laboratory submission form* (Birling laboratory)

Reporting failures

The Food Authority must be notified if any sample analysed fails to meet the standard set out in the Manual:

1. verbally within 24 hours of the licence holder becoming aware of the results, by phoning the Food Authority on 1300 552 406
2. in writing within 48 hours. Businesses can submit the written notice using the Notify a pathogen detection form (available via https://formsfa.bfs.dpi.nsw.gov.au/forms/23640)

Prerequisite programs

Calibration program

Measuring devices, including temperature probe thermometers, temperature gauges and pH meters used to monitor safe egg production, storage and transport must be calibrated to ensure accuracy.

✎ Outline the business's calibration program in Table 28. See also:

- *Form 15: Calibration – thermometers and gauges* in Appendix 1
- Calibration procedures in Appendix 2.
- *Form 18: Calibration – pH meters* in Appendix 2

Table 28: Thermometers, temperature gauges and pH meters on site

Measuring device	Device used onsite? Yes / No	Calibration frequency	Device is used to monitor - ✓ all that apply
Cool room gauge		Every 12 months	☐ Egg storage temperature (specify): ☐ Intact eggs (not mandatory) ☐ Cracked eggs (mandatory)
Refrigerated vehicle gauge		Every 12 months	☐ Egg transport temperature (specify): ☐ Intact eggs (not mandatory) ☐ Cracked egg transport (mandatory, 7°C)
Temperature probe thermometer(s)		Every 6 months	☐ Egg wet cleaning (specify): ☐ Egg temperature ☐ Water temperature
pH meter		Minimum every 6 months (more if required by manufacturer)	☐ Egg wet cleaning (specify): ☐ pH of wet cleaning solution when egg sanitiser is added
Other (specify):			

Skills and knowledge

Egg producers and graders must follow strict laws to ensure food safety and manage *Salmonella* Enteritidis risks. Adequate training for all staff is required to ensure all requirements are being met.

Staff must have the skills and knowledge required to complete their work duties correctly and competently. Egg handlers, depending on their duties:

- must have appropriate skills and knowledge of safe food handling and food hygiene
- must be aware of their responsibilities according to this food safety program and have the required skills to implement its requirements.

All staff entering production areas must:

- be given information and instruction on how to comply with *Salmonella* Enteritidis control measures on the premises
- agree to comply with these control measures
- be aware of all requirements for visitors.

Staff responsible for completing monitoring records must be trained to do it correctly.

✎ Complete records of staff skills/knowledge in *Form 5: Staff training register* in Appendix 1.

Approved supplier program

- Suppliers of inputs, such as feed, litter, packaging, cleaning chemicals, and equipment, must be assessed by the business to ensure they are suitable.
- All suppliers of poultry should be assessed to ensure they have a sound biosecurity plan in place.
- All egg farms supplying eggs (if applicable) must hold a current Food Authority egg primary production licence and comply with Schedule 8 Licence conditions for the control of *Salmonella* Enteritidis.

✎ Use *Form 4: Approved supplier register* in Appendix 1 to list current suppliers. The business must ensure the register is updated when there is a change.

Food safety program annual review and internal audit

The business must review this food safety program annually to ensure it still accurately reflects the business's operations and activities.

A systematic internal audit of the entire facility and the food safety program ensures a comprehensive and effective review of the system.

Once the program is reviewed, and internal audit findings documented, any changes or improvements to the system can be made as required.

✎ *Form 5: Internal audit checklist* in Appendix 1 provides guidance on internal audits.

Appendix 1 – Monitoring record templates

Form 1: Veterinary medicine record

Veterinary medicine record					
Shed treated	Name of medicine used	Date used	Withholding period as per manufacturer's instructions	Date eggs sold	Signed by

Form 2: Food recall action plan

[Company] will use this recall plan to remove unsafe product from the market.

Recalls will be coordinated by First name Last name, Job description.

Step 1 – Decide whether a recall is required because there is a risk to public health and safety		
What:	First name Last name will decide whether the product is a risk to public health and safety.	
How:	• Identify the defect in the product. • Identify the lot codes of the defective product.	• Find out whether the product poses a risk to public health or safety. • Decide whether a recall is required.
Notes:	If the product **does not** pose a risk to public health or safety, or the food safety risk has not yet been confirmed, a recall **is not** required. First name Last name will decide whether to withdraw the product as a precaution. If the product **does** pose a risk to public health or safety **a recall is required**.	

Step 2 – Decide what type of recall is required			
What:	First name Last name will decide whether to conduct a withdrawal, a trade level recall or a consumer level recall. Where necessary, First name Last name will contact the NSW Food Authority or FSANZ for assistance.		
How:	First name Last name may withdraw the product as a precaution if there is no food safety risk or the food safety risk has not yet been confirmed.	First name Last name will conduct a **trade level recall** if the product has not been available directly to the public, such as food sold to wholesalers and caterers only.	First name Last name will conduct a **consumer level recall** if the product has been available for retail sale.
Notes:	First name Last name will discuss the type of recall required with FSANZ or the NSW Food Authority. **Contact numbers and information:** • NSW Food Authority: 1300 552 406, www.foodauthority.nsw.gov.au/news/recalls • Food Standards Australia New Zealand (FSANZ): 02 6271 2610, www.foodstandards.gov.au/food-recalls		

Step 3 – Create a distribution list	
What:	First name Last name will identify who the product was distributed to.
How:	First name Last name will write or print off a list of customers using records such as customer orders, delivery dockets and invoices.
Notes:	Keep the list simple. The name of the customer, their address, their contact number and details of how much of the affected product has been sold to them is what is needed.

Step 4 – Conduct the recall	
What:	First name Last name will conduct the recall.
How:	First name Last name will contact all customers who may have received the unsafe product and tell them to: • remove the product from sale immediately, and • either destroy or return the unsafe product. First name Last name will contact FSANZ and provide details of the recall. If a consumer level recall is to be conducted, First name Last name provide details of: • where consumers can return the product, and • how the recall will be advertised.
Notes:	FSANZ can help advertise the recall.

Step 5 – Assess and report	
What:	First name Last name will identify possible causes of the risk (what caused the problem) and implement changes to address the risk.
How:	First name Last name will make a list of possible causes and look at what can be done to prevent the problem re-occurring. First name Last name will contact FSANZ to file a post recall report.
Notes:	Information about recall reporting is available at www.foodstandards.gov.au/food-recalls/how-to-recall-food

Form 3: Approved supplier register

List all suppliers, including for eggs (if applicable), birds, packaging, cleaning chemicals, egg wash chemicals (if applicable), equipment, feed, litter etc.

Approved supplier register			
Supplier	**Products supplied**	**Contact details**	**Certification details** (e.g. NSW Food Authority licence number)

Form 4: Staff training register

An example of the completed Staff training register is in Appendix 2.

Staff training register					
Name (person being trained)	**Position**	**Type of training**	**Trained by**	**Signature** (Trainer sign off on staff competency)	**Date of training** (dd/mm/yyyy)

Form 5: Internal audit checklist

Internal audit checklist		
Date:	**✓ or x**	**Comments/corrective actions**
1. Is the food safety program onsite and available for audit	☐	
2. Food safety program reflects accurately all current operations onsite	☐	
3. Production area map is still accurate	☐	
4. *Salmonella* Enteritidis controls in place and being followed as required by Schedule 8	☐	
5. Food safety program procedures are being followed	☐	
6. All monitoring records are maintained, including visitor log, receival records, dispatch records, deceased birds log, wet cleaning monitoring records (if applicable)	☐	
7. Water testing is completed at the frequency required by the FSP and Food Safety Schemes Manual	☐	
8. Mandatory SE sampling and testing completed every 12-15 weeks	☐	
9. Pre-requisite program records completed, current and up to date e.g. approved supplier list, staff training register, calibration records, vermin control strategy records, bait station inspection records etc.	☐	
10. Is bait station map still accurate?	☐	
11. Issues identified on monthly checklist form(s) have been adequately rectified	☐	
Completed by:	**Signed:**	

Form 6: Production area map

The site map must show the production area(s) and identify location/s of restricted entry signage and all entrances available for use.

Form 7: Visitor log

Visitor log								
Date	**Name and phone number of visitor**	**Reason for visit / area visiting**	**Any exposure to poultry / pigs in past 48 hrs?** Y/N (if yes, add farm / facility details)	**Overseas travel in past 7 days?** Y/N (if yes, add country details)	**Recent foodborne illness?** Y/N	**Time at entry**	**Sign if you agree:** I agree to comply with the SE measures in place at this premises as outlined by the licence holder / authorised person in charge of production areas to comply with Schedule 8 of the Food Regulation 2025.	**Time at departure**

Form 8: Receivals register

Include receival of birds, feed, litter, eggs (if applicable), equipment, packaging etc. An example of the completed Receivals register is in Appendix 2.

Receival register					
Date received	**Items received**	**Identification number** e.g. batch	**Quantity**	**Contact details** Name of company or person, mobile, vehicle registration	**Food Authority licence number and PIC** (if applicable)

Form 9: Dispatch register

An example of the completed Dispatch register is in Appendix 2.

Dispatch register					
Date of dispatch	**Items dispatched**	**Identification number** e.g. batch number	**Quantity**	**Details of receiver items are dispatched to** (company / person / customer / retailer / market where eggs are sold). • If sold to a processor include name and Food Authority licence number. • If selling spent hens include the PIC of the property to which the hens are moved.	**Food Authority licence number and PIC** (if applicable)

Form 9a: Cracked egg monitoring/dispatch record

Cracked egg monitoring/dispatch record							
Date cracked eggs first stored	**Storage temperature**	**Date sold**	**Date of transport to licensed egg processor or storage facility**	**Details of the transport vehicle (include rego number)**	**Identification number** e.g. batch number	**Quantity**	**Details of receiver** Business cracked eggs are delivered to. include name and Food Authority licence number.

Form 10: Bait station map

Map must show all locations of numbered bait stations around production area(s).

Form 11: Bait station inspection form

An example of the completed Bait inspection form is in Appendix 2.

Bait station inspection form						
Date of inspection	Bait stations checked and area	Pest activity observed Y/N?	Action taken	Bait chemical name	Bait chemical batch number	Inspection completed by

Form 12: Deceased birds log

An example of a completed Deceased birds log is in Appendix 2.

Deceased birds log					
Date	**Location**	**Quantity**	**Action taken** (disposal method)	**Investigation actions**	**Completed by**

Form 13: Six-monthly- Vermin control strategy actions checklist

Vermin control strategy actions checklist			
Part A: Inspection of poultry housing areas			
Date:	**Completed by:**	✓ or x	**Corrective actions**
1. Was rodent activity observed in poultry housing areas?		☐	
2. Were wild birds observed in poultry housing areas?		☐	
3. Is poultry housing sealed to prevent pest access (as far as practicable)?		☐	
4. Are poultry housing areas constructed and maintained to prevent wild bird entry?		☐	
5. Are rodent bait stations placed at regular intervals?		☐	
6. Are rodent bait stations inaccessible to poultry?		☐	
7. Are bait stations numbered and marked on the bait station map?		☐	
8. Are all bait stations checked regularly (risk-based approach), with fresh bait as needed?		☐	
9. Is poultry housing free of potential pest harbourage areas (as far as practicable)?		☐	
10. Is a 3m clearance of overgrown vegetation/grass and stored clutter/debris maintained around poultry housing sheds?		☐	
11. Are dead birds being stored and disposed of in a way that prevents access by rodents, wild birds and wild animals?		☐	

Part B: Inspection of egg handling (packing, grading, storage) areas			
Date:	**Completed by:**	✓ or x	**Corrective actions**
12. Was rodent activity observed in egg handling areas?		☐	

13. Were wild birds observed in egg handling areas?	☐	
14. Are egg handling areas well sealed to prevent pest access (as far as practicable), to prevent pest entry? e.g. no gaps in floors, walls and ceilings or around doors, windows, conveyors, delivery docks.	☐	
15. Are egg handling areas constructed and maintained to prevent wild bird entry?	☐	
16. Are rodent bait stations placed at regular intervals in egg handling areas?	☐	
17. Are all bait stations numbered and marked on the bait station map?	☐	
18. Are bait stations checked regularly (risk-based approach), with fresh baits as needed?	☐	
19. Are egg handling facilities maintained free of areas of potential pest harbourage (as far as practicable)?	☐	

Part C: Inspection of egg packaging storage areas		
Date: Completed by:	**✓ or x**	**Corrective actions**
20. Was rodent activity observed in areas where egg packaging is stored?	☐	
21. Were wild birds observed in areas where egg packaging is stored?	☐	
22. Are egg packaging storage areas sealed to prevent pest access (as far as practicable)?	☐	
23. Are egg packaging storage areas constructed and maintained to prevent the entry of wild birds?	☐	
24. Are rodent bait stations placed at regular intervals in egg packaging storage areas?	☐	
25. Are all bait stations numbered and marked on the bait station map?	☐	
26. Are bait stations checked regularly (risk-based approach), with fresh baits as needed?	☐	

27. Are egg handling facilities maintained free of areas of potential pest harbourage (as far as practicable)?	☐	

Part D: Inspection of feed storage areas			
Date:	**Completed by:**	**✓ or x**	**Corrective actions**
28. Was rodent activity observed in feed storage areas?		☐	
29. Were wild birds observed in feed storage areas?		☐	
30. Are feed storage areas sealed to prevent pest and wild bird access, as far as practicable? e.g. feed is stored in enclosed silo, container/vessel or in original packaging stored within an enclosed area.		☐	
31. Are feed storage areas sealed to prevent access of wild birds, as far as practicable? e.g. feed is stored in enclosed silo, container/vessel or in original packaging stored within an enclosed area.		☐	
32. Are rodent bait stations placed at regular intervals around feed storage areas?		☐	
33. Are all bait stations numbered and marked on the bait station map?		☐	
34. Are bait stations checked regularly using a risk-based approach with fresh baits laid as required?		☐	
35. Are feed storage areas maintained free from spilled feed?		☐	
36. Are feed storage areas maintained free of areas of potential pest harbourage as far as practicable?		☐	

Part E: Inspection of litter storage areas			
Date:	**Completed by:**	**✓ or x**	**Corrective actions**
37. Was rodent activity observed in litter storage areas?		☐	
38. Were wild birds observed in litter storage areas?		☐	

39. Are litter storage areas sealed to prevent pest access, as far as practicable?	☐	
40. Are litter storage areas sealed to prevent wild bird access, as far as practicable?	☐	
41. Are rodent bait stations placed at regular intervals around litter storage areas?	☐	
42. Are all bait stations numbered and marked on the bait station map?	☐	
43. Are bait stations checked regularly using a risk-based approach with fresh baits laid as required?	☐	
44. Are litter storage areas maintained free of areas of potential pest harbourage as far as practicable?	☐	

Form 14: Monthly monitoring checklist

Satisfactory (✓) or Unsatisfactory (x) - complete corrective action column

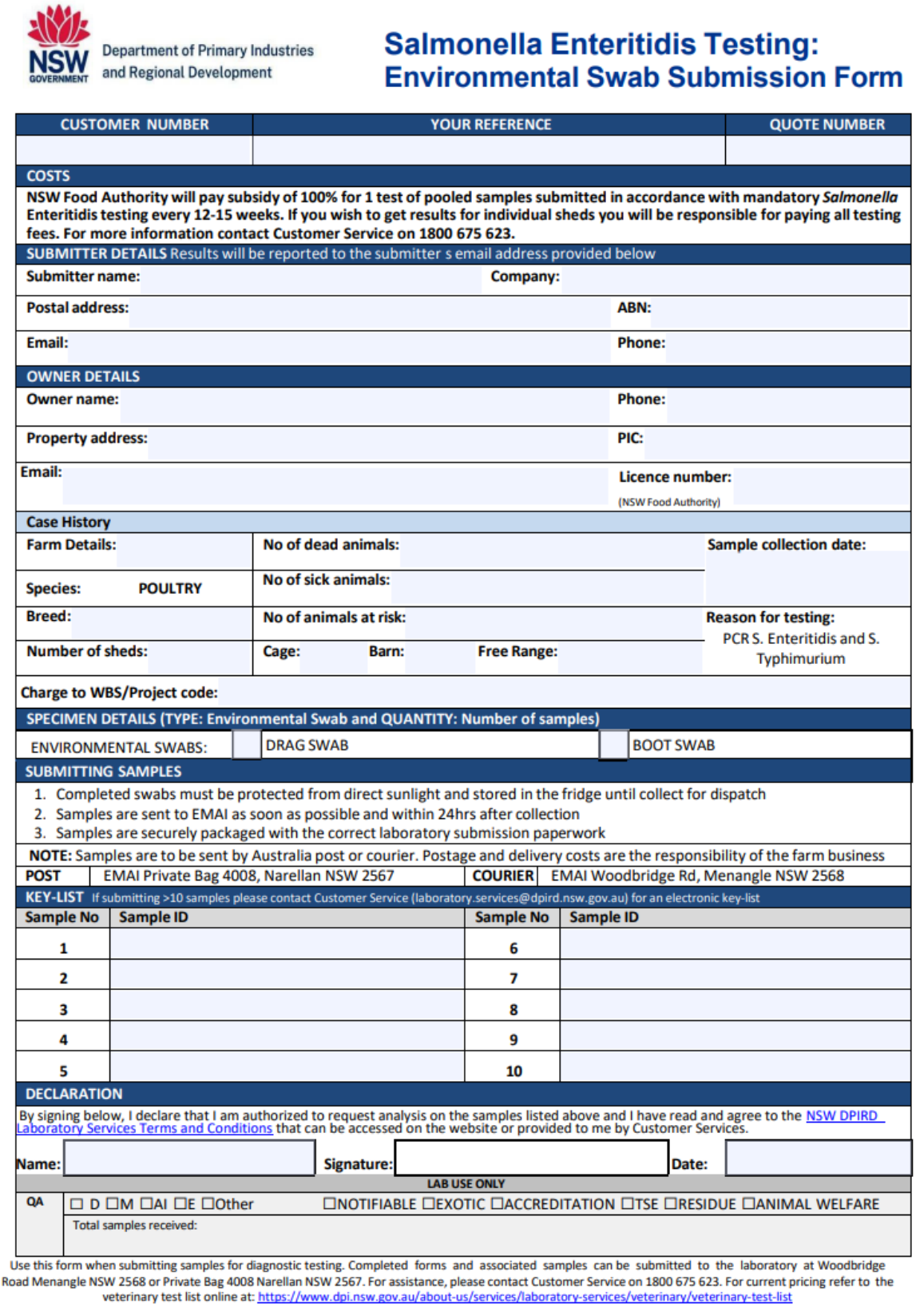
Date:	✓ or x	Corrective action
Laying environment		
Premises (sheds/barns/mobile caravans) tidy & in good repair	☐	
Equipment (feeders, water storage, cages/nesting boxes, collection equipment, waste containers) routinely cleaned & in good repair	☐	
Pesticides/veterinary medicines used & stored according to manufacturer's instructions	☐	
Procedures for dealing with sick/dead birds, manure & leakers followed	☐	
Processing room		
Ceilings, floors & walls smooth, impervious & maintained	☐	
Doors, benches & cupboards free from damage/deterioration	☐	
Lights covered	☐	
Equipment & fittings free from rust, corrosion & peeling paint	☐	
Hand wash basins operating & accessible, with warm water, soap & paper towels available	☐	
Chemicals, cleaning equipment & packaging stored to prevent cross contamination	☐	
Premises & equipment effectively cleaned & sanitised	☐	
Procedures for crack detection & cleaning dirty eggs followed	☐	
Procedures for personal health & hygiene followed	☐	
Eggs correctly labelled for traceability as per program	☐	
Completed by:	**Signed:**	

Form 15: Calibration - thermometers and gauges

Calibration checklist – thermometers and gauges				
Thermometer/gauge	Reference temperature (0°C or 100°C)	Actual temperature reading on thermometer/gauge in ice slurry or boiling water	Variance	Corrective action

Form 16: *Salmonella* Enteritidis environmental swab submission form

To download form, visit www.foodauthority.nsw.gov.au/sites/default/files/2025-09/SE-sample-submission-form-EMAI.pdf (PDF, 1.2 MB)



NSW GOVERNMENT Department of Primary Industries and Regional Development

Salmonella Enteritidis Testing: Environmental Swab Submission Form

CUSTOMER NUMBER	YOUR REFERENCE	QUOTE NUMBER

COSTS

NSW Food Authority will pay subsidy of 100% for 1 test of pooled samples submitted in accordance with mandatory *Salmonella* Enteritidis testing every 12-15 weeks. If you wish to get results for individual sheds you will be responsible for paying all testing fees. For more information contact Customer Service on 1800 675 623.

SUBMITTER DETAILS Results will be reported to the submitter s email address provided below

Submitter name:	**Company:**
Postal address:	**ABN:**
Email:	**Phone:**

OWNER DETAILS

Owner name:	**Phone:**
Property address:	**PIC:**
Email:	**Licence number:** (NSW Food Authority)

Case History

Farm Details:	**No of dead animals:**	**Sample collection date:**
Species: POULTRY	**No of sick animals:**	
Breed:	**No of animals at risk:**	**Reason for testing:** PCR S. Enteritidis and S. Typhimurium
Number of sheds:	**Cage:** **Barn:** **Free Range:**	

Charge to WBS/Project code:

SPECIMEN DETAILS (TYPE: Environmental Swab and QUANTITY: Number of samples)

ENVIRONMENTAL SWABS:	☐	DRAG SWAB	☐ BOOT SWAB

SUBMITTING SAMPLES

1. Completed swabs must be protected from direct sunlight and stored in the fridge until collect for dispatch
2. Samples are sent to EMAI as soon as possible and within 24hrs after collection
3. Samples are securely packaged with the correct laboratory submission paperwork

NOTE: Samples are to be sent by Australia post or courier. Postage and delivery costs are the responsibility of the farm business

POST	EMAI Private Bag 4008, Narellan NSW 2567	**COURIER**	EMAI Woodbridge Rd, Menangle NSW 2568

KEY-LIST If submitting >10 samples please contact Customer Service (laboratory.services@dpird.nsw.gov.au) for an electronic key-list

Sample No	Sample ID	Sample No	Sample ID
1		6	
2		7	
3		8	
4		9	
5		10	

DECLARATION

By signing below, I declare that I am authorized to request analysis on the samples listed above and I have read and agree to the NSW DPIRD Laboratory Services Terms and Conditions that can be accessed on the website or provided to me by Customer Services.

Name: **Signature:** **Date:**

LAB USE ONLY

QA	☐ D ☐M ☐AI ☐E ☐Other ☐NOTIFIABLE ☐EXOTIC ☐ACCREDITATION ☐TSE ☐RESIDUE ☐ANIMAL WELFARE
	Total samples received:

Use this form when submitting samples for diagnostic testing. Completed forms and associated samples can be submitted to the laboratory at Woodbridge Road Menangle NSW 2568 or Private Bag 4008 Narellan NSW 2567. For assistance, please contact Customer Service on 1800 675 623. For current pricing refer to the veterinary test list online at: https://www.dpi.nsw.gov.au/about-us/services/laboratory-services/veterinary/veterinary-test-list

Form 17: *Salmonella* Enteritidis sampling laboratory submission form (Birling Laboratories 2 pages)

BIRLING LABORATORIES PTY LIMITED
ABN: 31 650 660 398
211 South Street, Marsden Park NSW 2765
Phone: 02 4774 6100 / Fax: 02 4774 6188

LAB NUM

DATE RECEIVED: ____/____/_____

TIME RECEIVED: _____

SPECIMEN SUBMISSION FORM – Salmonella SE/ST Screening

COMPANY: NSW Food Authority

SITE NAME: _____ **PIC:** _____

ADDRESS: _____

_____

STATE: _____ **POSTCODE:** _____

Licence Number (NSW Food Authority): _____

SUBMITTER'S DETAILS

SUBMITTER: _____ **SUBMITTER'S SIGNATURE:** _____

SUBMITTER'S CONTACT NUMBER: _____ **SUBMITTER'S MOBILE:** _____

SAMPLE INFORMATION

DATE COLLECTED: ____/____/_____ **TIME COLLECTED:** _____

DATE SUBMITTED: ____/____/_____ **FARM TYPE:** Commercial Layers

RESULTS TO (Please provide the email address for the results to go to)

Site email address	
NSW Food Authority	Food.testresults@dpird.nsw.gov.au

Sample Type: Drag Swabs

Shed No.	Bird Breed	Age (Weeks)	Sample Description	No. of Samples	LAB USE: Sample ID

Tests Required – LAB USE ONLY

Entered into LIMS	
Results Entered	
Submission Complete	

BIRLING LABORATORIES PTY LIMITED
ABN: 31 650 660 398
211 South Street, Marsden Park NSW 2765
Phone: 02 4774 6100 / Fax: 02 4774 6188

Labelling samples: Each sample is to be clearly labelled with the farm name, shed number and age, so the sample can be matched to the submission form

INSTRUCTIONS FOR SUBMITTING SAMPLES

- Completed swabs must be protected from direct sunlight and stored in the fridge until collected for dispatch
- Samples are sent to Birling Laboratories as soon as possible and within 24 hours after collection
- Samples are securely packaged with the correct laboratory submission paperwork. All information must be clearly printed on the label and the form packaged to ensure the document is legible when received at the laboratory
- Samples are to be placed in an esky with freezer brick (or similar) to ensure the samples remain cool during transit
- Ensure that the esky is clearly labelled and secure
- Arrange for pickup and transportation to the laboratory

Samples are to be sent by Australia Post Express Post or courier.
Postage or delivery costs are the responsibility of the farm business.

Post or Courier samples to:

Birling laboratories Pty Ltd
211 South Street
Marsden Park, NSW 2765

If you have any questions about sampling, labelling or submitting samples contact:

Birling Laboratories Pty Ltd
Phone: (02) 4774 6100

Appendix 2 – Additional resources

Calibration procedure

Thermometers

Hand-held thermometers must be calibrated every 6 months and recorded on Form 15.

Thermometer gauges on cool rooms are to be calibrated every 6 months (if applicable) and the calibration result recorded on Form 15.

Hand-held thermometer calibration

Ice point (0°C)

Must be used for all handheld thermometers. Make sure the thermometer is fully equilibrated with the ambient room temperature.

- Fill a small, insulated container with crushed ice made from potable water (town drinking water is suitable).
- Add a little water to the container, no more than one third the quantity of ice to start the ice melting, then pour off the excess water. This should make an ice/water slurry.
- Place the thermometer probe in the centre of the container so the point of the probe is in contact with the ice.
- Allow the thermometer to reach a steady reading (about 5 minutes). If the thermometer is accurate it should read 0°C.
- If the temperature is more or less than 0°C (e.g. +1 or -1), write the difference on Form 15 and allow for this difference when monitoring temperatures.
- If the reading is more than +1 or -1, check that the ice water mix is a slurry and add more ice or water. If it is still not within +1 or -1, the thermometer is not accurate and may need to be replaced.

Boiling point (100°C)

- Bring a small amount of fresh water to a slow boil.
- Place the probe in the water, making sure it does not touch the sides or base of the vessel.
- Allow the thermometer to reach a steady reading. This reading should be 100°C. If the temperature is within +1 or -1 degree (i.e. 101 or 99), the thermometer is accurate.
- Write down the actual reading of the thermometer on Form 15. If the thermometer reads more or less, it is not accurate and may need to be replaced.
- For boiling point at different altitudes, see www.foodauthority.nsw.gov.au/help/calibrating-thermometers.

Cool room gauges

Calibrated handheld thermometers can be used to check the accuracy of chiller and freezer gauges (if they are used for temperature monitoring only).

Every 6 months, leave the handheld probe switched on in the chiller/freezer and compare the recordings with the gauge. Note any difference in readings on Form 15 with the date.

Fixed temperature sensors on egg wash machinery

To ensure accuracy of fixed temperature sensors, the business must be able to demonstrate either:

- a calibration certificate from the manufacturer, stating how long the sensor will remain accurate
- sensor calibration by a qualified technician with a service report provided stating calibration is within +/- 1 °C of reference thermometer
- manual calibration by using a calibrated handheld thermometer. The calibration must be recorded in Form 15.

pH meters

If a pH meter is used to measure the pH of egg wash water, it must be calibrated at least every 6 months, or to the frequency stated as per the manufacturer's instructions.

pH meters must be calibrated in alkaline buffer pH 10 and neutral buffer pH 7. Buffers must not be used past their marked expiry dates, and must be stored as per the manufacturer’s instructions.

✎ Record the results of pH meter calibrations on Form 18 on the following page.

The meter must be cleaned in accordance with the manufacturer's instructions, for example, using distilled water.

Form 18: Calibration - pH meter

Calibration – pH meter			
Buffers within expiry date (Y/N)	pH meter reading in Alkaline buffer pH 10	pH meter reading in neutral buffer pH 7	Corrective action

Egg wet cleaning program and procedures

As egg shells are porous, wet washing can allow microorganisms to enter through the pores of the shell. Critical factors to consider when implementing an egg wet washing system, include:

- prompt washing after egg collection
- water quality and suitability
- water temperature control at each stage of the wet wash cycle
- pH of water/washing/sanitising solution
- ensuring eggs do not at any time stand or soak in water.

A customised egg washing procedure must be documented by the business, describing each step of the egg wash cycle. The procedure must include:

- critical parameters at each step, for example, water temperatures, applicable pH, chemical concentration
- the methods for how each critical parameter is checked, for example, thermometer, pH test strip, pH meter, digital read out
- what records must be kept, for example, water temperature at each stage of the process, pH checks and how often they are required
- corrective actions for when critical parameters are not met, for example, what actions need to be taken if pH is not 10.5 or above or if water temperature is not correct.

✎ At the end of this section is an example procedure that can be customised for the business.

Premises requirements

Wet washing equipment must be set up in a fit-for-purpose room with proper ventilation to remove steam and vapours and good drainage. The vermin control strategy must include the entire grading room, which includes areas for wet cleaning eggs.

Egg collection before cleaning

Eggs should be collected often, at least once per day, to help reduce the number of dirty and cracked eggs. Collection should be more frequent during very hot and cold weather.

Important points to remember when collecting eggs

- Clean eggs should be separated from visibly dirty eggs.
- Eggs should be collected in an easy to clean container like coated wire baskets or plastic flats. This will prevent stains from rusted metal and contamination from other materials, which are difficult to clean and sanitise.
- Do not stack eggs too high – no more than 5 layers in baskets, or 6 for flats.

- Eggs should be held below 15°C with 70% humidity before cleaning. Embryos can start to develop in fertile eggs held at 29°C for more than a few hours. Washing eggs as soon as they are collected helps limit the opportunity of contamination and loss of interior quality.
- Never cool eggs rapidly before cleaning. The egg shell will contract and may pull any dirt or bacteria on the egg surface into the egg.
- Keep egg temperature constant until they are washed to avoid sweating, which occurs when eggs are moved from cold storage to a warm environment. Condensation on the surface of the egg facilitates movement of microbes inside the shell.

Water quality and suitability

All water supplies should ideally be of potable quality. However, if non-reticulated water is used in washing of eggs, it must be tested in accordance with the NSW Food Safety Schemes Manual requirements outlined in the table below.

Note: **Treated non-reticulated water** is non-reticulated water that has been treated with chlorine or another suitable method to make it safe for food preparation and human consumption. For more information, see the Guidelines for non-potable water in food businesses fact sheet (PDF, 169 KB) available on the Food Authority website.

Table 29: Water testing requirements for egg businesses

Product to be tested		Test to be conducted, the limit and frequency
		E. coli
		Not detected or less than 1 cfu in 100 mL
Non-reticulated water used in connection with the production of eggs (including bird drinking water), processing of eggs, egg products, or blended egg product mixtures	Not treated	Every month
	Treated	Every 6 months

Soft and hard water considerations

Use soft water for washing eggs. If only hard water is available, use a suitable water softener.

Hard water, such as bore water, has a high concentration of dissolved minerals, including calcium, magnesium and iron. It leaves limescale (chalky) deposits and decreases efficacy of detergents and sanitisers.

Iron concentration should be less than 2ppm. If hard water has a high iron content, and water is drawn into the egg during the washing process, the iron can interfere with the antimicrobial properties within the egg.

Using recycled water

Businesses wanting to use recycled water must apply in writing to the Food Authority using the Apply for an alternative compliance method online form on the Food Authority website. Applications are considered on a case-by-case basis. Recycled water is not to be used in wet washing systems without written permission from the Food Authority.

Water temperature control

As egg shells are porous, it is important not to place eggs in water cooler than the egg. Eggs contract as they cool and may the draw wash water into the egg.

Wet cleaning process temperatures must be monitored to ensure eggs are not contaminated. Brush and spray washers are ideal instruments for the egg cleaning process. Businesses that use alternative techniques and equipment must be able to demonstrate the process is scientifically validated and will not contaminate eggs.

Before eggs are dried, an egg washing system may include:

- washing with or without suitable detergent
- sanitising eggs to reduce microbial load on the surface
- a final rinse.

There may also be an additional pre-wash step before the wet wash cycle to loosen dirt and faecal matter before eggs are washed.

The most important factors in an egg washing system are:

1. Starting water temperature (including for pre-wash) must always be 11°C higher than the internal temperature of the warmest egg. Eggs must not stand in pre-wash water, and must move into warmer wash water immediately after pre-wash.
2. The temperature of water used in the system must increase at each stage of the washing process, for example in increments of at least 3°C.
3. Eggs must be promptly and thoroughly dried after rinsing before packing.

Figure 1 is a diagram of a 3-stage egg washing system with example temperature ranges at each step. In this instance the temperature increases by 4°C at every stage (an increase at each step of no less than 3°C is required). This 3-stage egg wash system includes a wash step, a sanitising step and a rinse step.

Figure 2 shows a pre-wash step in addition to the 3-stage egg washing system.

Figure 1: Example of a 3-stage wet wash system including wash step, sanitising step and rinse step

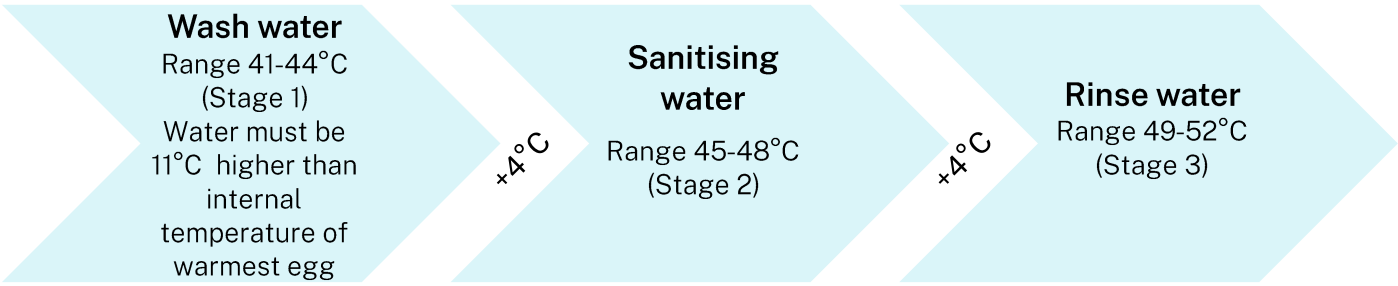
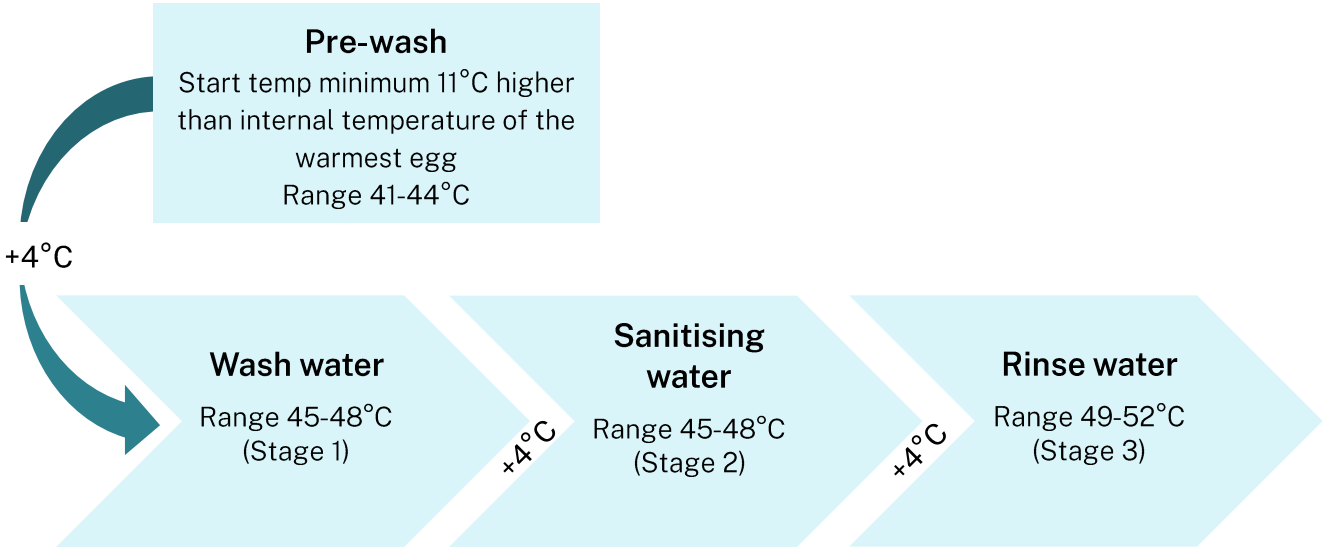


Figure 2: Example of a 3-stage wet wash system with additional pre-rinse step before the wash cycle.



Egg drying

Drying can be achieved with high speed air flow which causes water to evaporate from the shell surface. Air could be warmed or dehumidified.

Eggs should be stored between 5°C to 15°C under clean and dry conditions with their broad pole uppermost.

Condensation on the eggs should be avoided.

Egg washing hazard analysis

Table 30: Egg washing risks and controls

Risk	Potential food safety hazard	How to control the hazard	Required records
Delayed washing	Contamination or loss of egg interior quality if washing is delayed.	Collect eggs at least daily and wash immediately.	N/A
Water source	Contamination of eggs from unsuitable water supply in egg washing systems.	Only potable water is used from a reticulated water supply for egg washing.	N/A
		Non-reticulated water is treated with chlorine or other suitable method, with: • residual chlorine tested daily (or when washing is conducted). • water testing in accordance with NSW Food Safety Schemes Manual. Use of recycled water must be approved by the Food Authority.	• Daily records of chlorine concentration. • Laboratory certificates of analysis available for audit. • Copy of written Food Authority approval to use recycled water (if applicable).
		Eggs are washed as soon as they are collected to help limit contamination and loss of quality.	N/A
	Hard water:	If only hard water is available, a suitable water softener is used according to the manufacturer's instructions. Supplier documentation kept as evidence of suitability for food. Effective cleaning ensures removal of limescale on	• Water softener supplier listed in approved supplier register.

	• reduces efficacy of detergents/ sanitisers • diminishes antimicrobial properties • creates limescale build up on surfaces that can harbour bacteria.	surfaces of egg washing equipment including inside pipes.	• Use of softener in business's egg washing procedure.
		Only water with iron concentration less than 2 ppm is used for wet cleaning. Water tested to determine dissolved iron concentration.	Water test results
Water pH	Wash water permits growth of *Salmonella*.	If using appropriate temperature water, without any detergents or sanitisers, and the water is not recirculated, water pH does not need to be considered.	N/A
		If wash water is recirculated, pH must be maintained at 10.5 or above. pH testing strips must be within marked expiry date to ensure an accurate result.	• pH monitoring records. • wash water temperature recorded at all stages for each batch.
	Incorrect pH reduces efficacy of chemical sanitisers.	If a sanitiser or wash chemical is added to wash water, pH must be maintained at 10.5 or above. Monitoring must be conducted using either: • **pH testing strips** which must be within their marked expiry date to ensure accurate results, or • **a pH meter,** which must be calibrated before each use or at the frequency specified in the manufacturer's instructions.	• pH monitoring records. • chemicals used on inputs and supplier registers.

Water temperature	Eggs may draw wash water inside as they cool and contract.	Wash water is controlled using a suitable free draining water source at all stages. Egg wash equipment is designed to efficiently drain to prevent eggs standing in water.	Wash water temperature monitoring records at each stage, e.g. pre-washing, washing, sanitising and rinsing.
		Water temperature is monitored and correct temperature maintained at all stages to prevent contraction of eggs.	Wash water temperature monitoring records for each stage.
		If pre-washing eggs, wash water must be 11°C warmer than the internal temperature of the warmest egg. Pre-wash water must not be reused.	Egg temperature monitoring records with evidence water temperature adjusted.
		Water temperature for wash step with no pre-wash must be at least 11°C higher than the internal temperature of the warmest egg.	Egg temperature monitoring records with evidence water temperature adjusted.
		Water temperature increased at each step by at least 3°C higher than temperature of water at previous step.	Water temperature monitoring records at each stage.
Rinse solution	Rinse solution contaminates clean eggs.	Rinse solutions should not be re-circulated. Solutions are changed regularly, at least every 4 hours for continuous operations or after 20 dozen eggs.	Recommended: Tracking how many eggs are washed, and the time the same re-circulated water used.
Moisture on eggs	Wet eggs increase the risk of microbial entry.	Egg washing must be a continuous process, and eggs must not be left to stand or soak in wash water at any stage. If immersion egg washers are used, use the Apply for an alternative compliance method form. Eggs are dried after washing using equipment flow, warmed or dehumidified air or manual drying with a clean cloth.	Documented evidence of immersion method approval from the Food Authority.

Complete the table below to outline the business's egg washing system.

Table 33: Egg washing system

Stages in the wet wash cycle - ✓ all that apply			
Stage	**Cleaning / sanitising chemical addition**	**Chemical / brand name**	**Water temperature range (in °C) at each step** (if applicable)
☐ Pre-wash stage			
☐ Wash stage	☐ Yes ☐ No		
☐ Sanitise stage	☐ Yes ☐ No		
☐ Rinse stage			

Water source - ✓ all that apply	
☐ **Potable** (reticulated town water)	
☐ **Non reticulated water treated with chlorine** (tested in accordance with the requirements of the NSW Food Safety Schemes Manual)	
☐ **Non reticulated water treated by method other than chlorine** (tested in accordance with the requirements of the NSW Food Safety Schemes Manual)	Specify treatment:
☐ **Untreated non reticulated water** (tested in accordance with requirements of the NSW Food Safety Schemes Manual)	
☐ **Recycled water with written permission from the NSW Food Authority**	
☐ **Hard water treated with water softener as per the manufacturer's instructions**	Water softener name/brand name:

Water re-circulation - ✓ applicable
☐ Water is not re-circulated at any stage of the wet cleaning process.
☐ Re-circulated water used in the wet wash stage only. (Pre-wash water and final rinse water must not be re-circulated or re-used).

Customisable egg washing procedure

✎ Describe the business's egg washing procedure in Table 34 below.

Table 34: Customised egg wash procedure

Wet wash stage	Monitoring records to be kept		
	Temperature range of wash water per stage (in °C)	Required pH of wash water per stage	Chemical dosage/ concentration
Pre-wash stage (if applicable) *Pre-wash water must not be re-used or re-circulated.*			
Wash stage			
Sanitising stage (if applicable)			
Rinsing stage (if applicable) *Rinse water must not be reused or recirculated.*			
Drying			

Example of completed wet cleaning procedure

Wet wash stage	Monitoring records to be kept		
	Temperature range of wash water per stage (in °C)	Required pH of wash water per stage	Chemical dosage/ concentration
Pre-wash stage (if applicable): *Egg pre-wash is used to loosen dirt before the wash cycle begins.* *A probe thermometer is used to check the internal temperature of eggs and this is recorded on egg washing monitoring record.* *Water temperature is set to 11°C higher than the egg temperature. The range used is between 38°C-41°C.* *Pre-wash water is checked using a probe thermometer to ensure it is at least 11°C higher than the egg temperature. Pre-wash water temperature is recorded on the egg washing monitoring record.* *The pH of incoming potable water is checked to ensure it is between pH 6.1-6.7 and this is recorded on the egg washing monitoring record.* *After the pre-wash step, eggs move to the egg washing stage immediately, so they are not left wet.*	*38-41°C*	*pH: 6.1-6.7 as potable water is used.*	*N/A*
Wash stage *Water is re-circulated at this stage so both water temperature and pH are checked.* *Egg wash chemical is dosed manually as per the manufacturer's instructions, and concentration is checked using a test strip to ensure 100-200ppm free chlorine.* *pH is checked using a calibrated pH meter or pH test strip to ensure pH is 10.5 or above.* *Water temperature is set to 3°C higher than the pre-wash water and a temperature probe is used to check and record the temperature on the egg washing monitoring record.*	*42-45°C*	*pH 10.5 or above*	*As per manufacturer's instructions: 2-6g detergent powder per 100 mL of water.*

Hourly checks on water temperature and pH are completed to ensure the temperature and pH is maintained. *If the pH has dropped, the chemical is topped up or the re-circulated water is replaced.* *Chemical used does not require a rinse step.* *Any eggs that are still visibly dirty are removed and discarded.* *Clean eggs proceed to drying step.*			
Sanitising stage (if applicable): *No sanitising step*	*N/A*	*N/A*	*N/A*
Rinsing stage (if applicable): *No rinse step required.*	*N/A*	*N/A*	*N/A*
Drying: *At the end of the wash step, eggs move through to the drying step. Air blowers are fitted in the egg wash equipment and remove surface water by evaporation.*	*N/A*	*N/A*	*N/A*

Form 19: Wet egg cleaning monitoring record

Wet wash egg cleaning monitoring record						
Date:						
Stage	**Time of check** (am/pm)	**Egg internal temp** (°C)	**Water temp** (°C)	**pH** (if applicable)	**Detergent concentration** (if applicable)	**Sanitiser concentration** (if applicable)
Pre-wash (if applicable) Water is not re-used or re-circulated at this step					N/A	
Washing stage						N/A
Sanitising stage (if applicable)		N/A			N/A	
Rinsing stage (if applicable) Water is not re-used or re-circulated at this step				N/A		

Example visitor signage. It is not mandatory to use this exact sign.

Examples of completed records

Form 4: Staff training register					
Name (person being trained)	**Position**	**Type of training**	**Trained by**	**Signature** (Trainer sign off on staff competency)	**Date of training** (dd/mm/yyyy)
Mike Wheeler		*Site Salmonella Enteritidis controls* *Basic hygiene* *Completion of monitoring records* *Egg washer machine operation, temperature/pH checks and record keeping*	*Erica Sinclair*	*Erica Sinclair*	*23/06/25*

Form 8: Receivals register					
Date received	**Items received**	**Identification number** e.g. batch	**Quantity**	**Contact details** Name of company or person, mobile, vehicle registration	**Food Authority licence number and PIC** (if applicable)
5/11/25	*Egg cartons*	*Batch #340967*	*2 pallets*	*Egg Cartons Express Ltd* *Vehicle Rego: BOXY03*	*N/A*
6/11/25	*Eggs for grading*	*Invoice # 9234*	*40 dozen*	*Happy Layers Egg Farm 0418 111 222* *Delivered by Steve Harrington*	*47892*

				Vehicle registration EGG123	

Form 9: Dispatch register					
Date of dispatch	**Items dispatched**	**Identification number** e.g. batch	**Quantity**	**Details of receiver items are dispatched to** (company / person / customer / retailer / market where eggs are sold). • If sold to a processor include name and Food Authority licence number • If selling spent hens include the PIC of the property to which the hens are moved.	**Food Authority licence number and PIC** (if applicable)
8/11/25	*Cracked eggs for processing*	*071125*	*1 pallet*	*Eddie's Egg Pulp Pasteurising* *Cool Runnings Transport vehicle rego:XAR047*	*67120*
9/11/25	*Spent hens*	*09/11/22*	*120 birds*	*Lucas' Poultry Sanctuary* *Home Grown Chicks Delivery Vehicle REGO: OML373*	*PIC: 12345678*
9/11/25	*Spent hens*	*09/11/22*	*5 birds*	*Dustin Henderson 0412777666* *32 Dartanion Drive, Hatsville* *Home Grown Chicks Delivery Vehicle REGO: OML373*	*N/A*
10/11/25	*Eggs*	*UBD: 10/01/26*	*24 dozen*	*Barb's Best Breakfast Café* *89 Sidney St, Bush Bay* *Vehicle Rego: BAR813*	*N/A*

Form 11: Bait station inspection form						
Date of inspection	**Bait stations checked and area**	**Pest activity observed** Y/N?	**Action taken**	**Bait chemical name**	**Bait chemical batch number**	**Inspection completed by**
1/11/25	*Stations 1-10* *Around shed 1*	*Y*	*Replaced baits and added 2 additional stations at entry way*	*Ratsak*	*782245*	*Bob Newby*
1/11/25	*Stations 11-18* *Around grading room*	*N*	*N/A*	*Ratsak (did not need replacing)*	*N/A*	*Bob Newby*

Form 12: Deceased birds log					
Date	**Location**	**Quantity**	**Action taken** (disposal method)	**Investigation actions**	**Completed by**
2/11/25	*Shed 3*	*2*	*Incinerated*	*N/A Birds died of natural causes*	*Murray Bauman*
4/11/25	*Caravan 1 free range*	*1*	*Freezer until council bin collection*	*N/A Birds died of natural causes*	*Suzie Peu*
5/11/25	*Caravan 5 free range*	*10*	*Buried away from production area*	*No disease present. Electric fence was not on and fox attacked 10 birds in the flock.*	*Suzie Peu*
6/11/25	*Shed 1 (Barn)*	*16*	*Composted away from the production area*	*Suffocation due to pile up. Loud thunderstorm overnight caused bird panic resulting in 16 bird deaths due to smothering.*	*Murray Bauman*
7/11/25	*Shed 5 (Cage)*	*12*	*Vet autopsy*	*Suspected bird disease, vet to visit site to assess flock. Visibly sick birds quarantined from rest of the flock. NSW DPIRD to be contacted as suspected notifiable disease.*	*Murray Bauman*
8/11/25	*Shed 3*	*1*	*Council bin disposal*	*N/A*	*Max Mayfield*

Notes

More information

- Visit www.foodauthority.nsw.gov.au
- Contact the Food Authority helpline:
  - Email food.contact@dpird.nsw.gov.au
  - Phone 1300 552 406