	DOCUMENT:	PGP.QA.POL.001.00
PGP Pennsylvania Grain Processing, LLC®	VERSION:	2
	REVISION DATE:	8.21.2019
TITLE:	Corn Receiving	
Document Type:	**Policy**	

Purpose:

To ensure that all product being received by Pennsylvania Grain Processing, LLC meets quality, food safety, and regulatory standards.

Scope:

Corn being received into Pennsylvania Grain Processing, LLC. for the manufacturing process.

Employee Responsibilities:

Security will initiate ticket into iRely.

Lab Manager will verify this policy, Ingredient Receiving Procedure, and Processing Aid/Material Receiving Procedure are being followed.

Material Handlers will review all necessary paperwork and review product samples for foreign material and grading.

Logistics Manager will provide support if questions arise.

Corporate Quality Assurance Manager will provide rejection or approval feedback when discrepancies in receiving documentation occur.

Corn Originators will communicate concerns to the customer and feedback to Material Handlers.

Definitions:

Farmer is one that cultivates land or crops and transports their crop to PGP utilizing their own trailers/trucks.

Foreign Material is anything that is not the intended product that is within the intended product. This can be cereal grains, stems, plastic, if delivering corn then soybean is a foreign material, etc.

Bulk product is product that is loose in the trailer/tanker/truck.

Received is when product is taken into PGP possession for manufacture.

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Wash is, at a minimum, a hot water rinse.

Wash ticket includes: header with semi-truck wash station name, address of facility, phone number of facility, date of wash, trailer ID, and driver's signature.

Sweep is done with broom or air to remove dry particulates.

PGP signifies Pennsylvania Grain Processing, LLC.

iRely is the software utilized to track incoming deliveries, inventory, outbound, and processing tracking.

Customer is the original owner of the corn prior to transfer of ownership to PGP.

Policy:

Security will enter information into iRely.

All drivers hauling product to be received are required to provide the following upon entering the receiving area. All documentation being presented shall have the trailer ID listed. Trailer ID can be hand written in the event that it is not listed on prior load.

      BOL for current load (Farmers exempt)
      BOL or unload ticket from prior load hauled in the same trailer (Farmers exempt)
      Wash ticket or sweep verification as required, based on prior load hauled. See requirements below.

Wash ticket is required if the prior load hauled in the same trailer is:

- Products/Commodities containing prohibited material or restricted use proteins as defined in 21 CFR 589.2000 and 589.2001*
- Medicated feed
- Chemicals or fertilizers
- Treated seeds

*Prohibited Materials/Restricted Use Proteins List:
Meat, Animal Liver, Dried Meal Soulbles, Meat and Bone Meal, Hydrolyzed Hair, Animal Digest, Dehydrated Garbage, Mechanically Separated Bone Marrow, Fleshings Hydrolysate, Animal By-Product Meal, Meat Meal, Tankage, Hydrolyzed Leather Meal, Dehydrated Food Waste, Unborn Calf Carcasses, Glandular Meal and Extracted Glandular Meal, Meat By-Products, Cooked Bone Marrow, Meat Protein Isolate, Bone Meal Steamed, Leather Hydrolysate, Bone Meal – Cooked, Stock, Meat and Bone Meal Tankage, Entire Carcass of BSE Positive Cattle, Brains and Spinal Cords of Cattle 30 Months of Age and Older, Entire Carcass of Cattle Not Inspected and Passed for Human Consumption That are 30 Months of Age or Older From Which Brains and Spinal Cords Were Not Effectively Removed, Mechanically Separated Beef, Tallow

Sweep and Sweep Verification Form are required if the prior load included any of the following:

- Wood
- Rocks
- Metal
- Salt
- Sand
- Glass
- Coal
- Lime

- Feed Grade Urea
- Calcium chips
- Gypsum
- Untreated Seed products
- Untreated Grains
- Dairy Chocolate
- Beet Pulp Pellets or Flakes

If items on previous load paperwork are not listed within this policy contact Lab Manager. If further questions arise, Lab Manager will consult with Corporate Quality Assurance Manager.

At the time of receiving, product will be sampled with a probe (Logistics Manager to provide guidance if extenuating circumstances occur preventing probe use). Incoming corn will be graded against the discount schedule. If testing results fall within the "subject to rejection" or "rejection" parameters, the team member that graded the product will contact the Corn Originator. The Corn Originator will notify the Customer of the concern. The Lead Corn Originator (or Grain Elevator Manager as designee) will decide if the product is accepted in PGP or if it is rejected based on all factors. Corn Originator will communicate decision to the Material Handlers.

Standard protocol is to review paperwork and sample prior to unloading/receiving of product. If documentation does not meet above requirements the truck may be asked to pass by the receiving pit without unloading. Delivery is subject to rejection if paperwork does not meet above requirements. This is for the safety of our products and equipment. In the event that a delivery is rejected, the Material Handler will notify the Corn Originator.

In the event that a material handler, corn originator, or lab manager is not available to carry out responsibilities, their direct manager is the designee.

While on site drivers shall wear PPE (a hard hat and safety glasses) when out of their trucks. Food, drink, and tobacco products are prohibited in the receiving and loading areas.

Livestock trucks containing livestock are not allowed on PGP property.

Related Documents:

Sweep Verification Form

Corn Receiving Procedure

Discount Schedule