



GOOD TRADING PRACTICE – GTP

COMMUNITY GUIDE TO GOOD HYGIENE PRACTICE FOR THE TRADING OF CEREALS, OILSEEDS, PULSES, FEED MATERIALS OF VEGETABLE ORIGIN AND DERIVED PRODUCTS

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INTRODUCTION

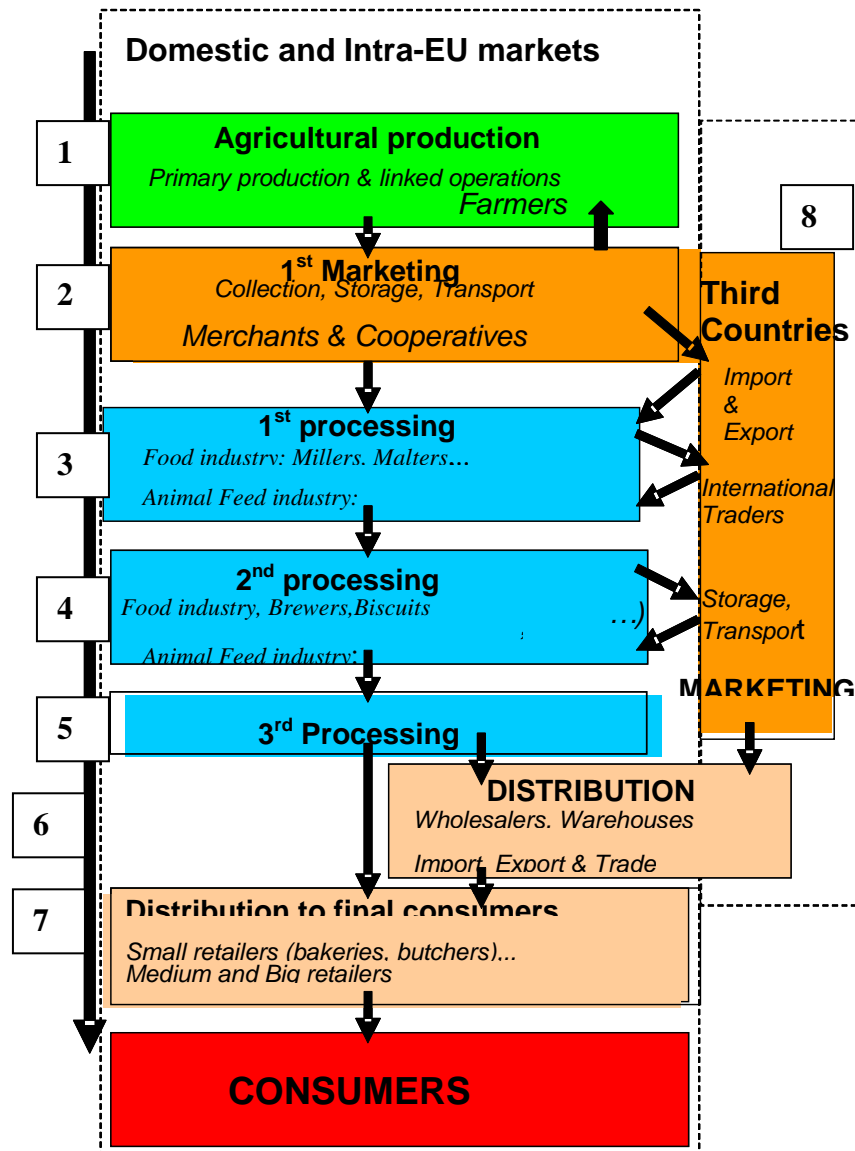
I. Position of trading operators in agricultural products in the agri-food and feed sector within Europe

COCERAL, the European association representing trading operators in cereals, oilseeds, pulses, feedingstuffs, agrosupply and derived products

COCERAL supports the idea and the concept of Community guides to good hygiene practices covering all operators in the agri-food and feed sector drawn up in collaboration with the European associations representing the operators concerned and validated by the authorities at European level.

Food and feed chain description.

GTP trading operators in the agri-food and feed sectors are active on stages 2, 3, 4 & 8



II. Scope and activity

This Community guide applies to operators trading cereals, oilseeds, pulses, feed materials of vegetable origin and derived products intended for human or animal consumption in particular including collection, storage and transport if the operator does this on his own account.

It is applicable to all food and feed operators in Europe carrying out this activity, namely any first-stage trading operator on the domestic or intra-Community market and to importers/exporters to third countries.

III. Regulatory requirements

- *Regulation EC/178/2002 on Food Safety and other regulatory amendments deriving from this.*
- *Regulatory requirements of Regulations EC/852/2004 and EC/183/2005 applicable to agricultural products of plant origin.*

Trading operators are fully aware of their responsibilities in the agri-food and feed chain. They have always had the objective of supplying safe products and satisfying their customers. In a concern to make their commitments more transparent, they have drafted a Community Guide to good hygiene practice for trade in and/or the trading of cereals, oilseeds, pulses, feed materials of vegetable origin and derived products intended for human or animal consumption in particular.

In order to maintain consumer confidence, this guide has been produced to ensure that products are always traded in accordance with good professional practice as defined by COCERAL and the European associations representing its customers with European regulations in force and in accordance with EFIP Benchmark Code.

All specified definitions and procedures comply with the European regulations in force concerning food and feed safety. The scope of the guide is limited to compliance with the regulations on food and feed safety, in accordance with the principles established by Codex Alimentarius. In this guide, there is no reference to product parameters, which remain an integral part of the terms of commercial contracts.

IV. Objectives of the guide

This guide constitutes a tool for compliance with the regulations on food and feed hygiene.

If the operator so wishes, the good hygiene practice recommendations for the activity defined in the scope of this guide can be the subject of

an external audit and certification by third-party bodies accredited through an official accreditation programme coordinated at European level.

V. Use of the guide

This guide, which is of voluntary application, has been designed by COCERAL members for trading operators, to help them to comply with good hygiene practice and identify the risks connected with consumer safety, using procedures based on the HACCP principles.

The national control authorities will be able to take account of the existence of this Community guide to adapt their official controls.

VI. Revision of the guide

The guide will be revised on the initiative of COCERAL:

- according to the development of scientific and technical data and regulations,
- or as requested by the European associations representing their customers.

Revisions of this guide may also be initiated by COCERAL on request of the European Commission or Members States within the SCFCAH (as per Article 9(4) of Regulation (EC) No 852/2004 and Article 22(5) of Regulation (EC) No 183/2005.

The successive revisions will then be proposed to the Community authorities concerned with a view to their official validation.

RECOMMENDATION FOR GOOD HYGIENE PRACTICE AMONG OPERATORS RESPONSIBLE FOR TRADING CEREALS, OILSEEDS, PULSES, FEED MATERIALS OF VEGETABLE ORIGIN AND DERIVED PRODUCTS

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1. GENERAL CONDITIONS

1.1 Commercial conditions

The operator must obtain his supplies either from identified raw material producers or from suppliers operating within a recognized system, audited and certified by an independent third party.

Notwithstanding the above-mentioned conditions, operators also have the possibility of purchasing from suppliers who are not certified but are on the way to being certified provided that the operator establishes an inspection plan for all traded products, including the necessary sampling and analyses, as per control procedures based on HACCP principles as defined by Codex Alimentarius.

Product specifications must be determined between the operators and confirmed in a contract and/or agreement. These specifications must be clear and unambiguous.

The operator must ensure that all delivered products meet the specifications laid down in the contract and/or agreement.

Specific separation, inspection, transport, handling and storage measures must be applied for products with a special status (GMO products, organic products or products from a specific sector) in accordance with regulations in force and/or contractual agreements.

1.2 Traceability

Traceability in itself does not ensure food and feed safety; it must be perceived as a tool or risk management instrument to be used to contain a food and feed safety problem more easily. Consequently, traceability must allow the competent authorities to proceed with precise and targeted withdrawals and recalls.

Traceability is different from identity preservation (IP).

- All products traded in accordance with the recommendations of this Guide are concerned by the traceability obligation, with the exception of identity preserved products such as seeds, veterinary medicines, plant-health products or materials intended to come into contact with foodstuffs.
- Operators subject to this obligation are: all stages in the food and feed chain, from and including importation and primary production, production, first-stage processing, manufacture, processing and distribution of food and feed, together with its transport and storage.

The obligations for operators working according to this Guide are:

- They must be able to identify their suppliers and customers;
- They must have systems and procedures allowing this information to be made available to the competent authorities on request;
- They must label or identify appropriately the food or feed placed on the market, to facilitate its traceability.

The duration for which the transport documents have to be kept was set to a minimum of 3 years depending on national legislation.

The administrative traceability records must indicate:

- The name and address of the seller and the buyer
- The point of loading and unloading of the products
- The quantity and type of products
- Identification of the transport company and the means of transport used, such as boats (in hold or tank), vehicles (with reference to trailer), etc.
- Identification of the storage company and the means of storage used, such as warehouse, silo or tank

1.3 Records and documentation

Within European Community, every food or feed operator must be registered and/or approved according to the regulations in force (Art. 6 of Regulation EC/852/2004 and/or Art. 9 of Regulation EC/183/2005).

Appropriate records and documentation procedures must be established in order to verify that the operator is complying with the requirements of this Guide.

The operator must draw up a clear and unambiguous manual detailing, among other things, the measures, procedures, instructions and actions carried out in order to meet the requirements set out in this Guide.

As a minimum, this manual must include the documentation provided for by the HACCP principles adopted subsequently, in particular:

- The technological and/or hygiene specifications of the product (taking account of its ultimate use, contractual requirements, etc.).
- A diagram of operations describing the different stages in the trading of the product (storage, transport, handling, etc.) for which the operator is responsible.

- A risk assessment including pre-requisite programs, identification of main hazards that could arise during the different stages and determination of the CCPs (“Critical Control Points”).
- Corrective and control measures intended to eliminate these risks or reduce them to an acceptable level.
- Monitoring and verification measures aimed at ensuring effective implementation of these measures, their results and recording of the data.

The manual must be accessible to personnel and must be regularly updated.

The manual must clearly define the responsibility of the General Management in ensuring compliance with hygiene rules, together with the tasks, responsibilities and authority of the personnel in charge of implementation of the Guide’s recommendations.

1.4 Labelling and accompanying documents

1.4.1. Labelling

Labelling must be in compliance with both the legislation of the European Union and the national legislation in the country of origin and country of destination.

Labels and/or accompanying documents, according to the type of product, its final destination or contractual requirements, must be clear and unambiguous.

All information provided is to be valid not only for the product concerned but also for any ingredients and/or additives.

Special attention is to be paid to products containing or derived from GMOs according to the relevant regulations (Reg. EC 1829/2003 and Reg. EC 1830/2003).

1.4.2. Certificates of analysis and/or conformity

The operator must keep all documents and/or samples intended to corroborate the validity and veracity of the information given on labels and accompanying documents for the products.

The period of time for which these documents and/or samples are kept is stipulated in the regulations in force, and/or in sector/domestic agreements and/or contractual agreements if they exist.

1.5 Personnel

The personnel must be trained for the tasks associated with their position.

The obligations and responsibilities of the personnel must be identified on an organisation chart available in the company.

The personnel must be made aware of and trained in the HACCP principles.

Training programmes must be organised to ensure that the personnel's knowledge of food and feed safety is maintained.

2. RISK ANALYSIS (HACCP) AND CONTROL PROCEDURES

The operator must establish a food and feed safety management system based on HACCP principles.

2.1 Risk analysis (HACCP)

A formal risk assessment must be carried out with a view to identifying hazards which could adversely affect the integrity of the traded products.

This risk assessment must be carried out according to the HACCP method as defined by Codex Alimentarius.

2.1.1. Summary of the main stages

The operator's HACCP manual must be based on the following seven principles:

- 1) Conduct a hazard analysis.
- 2) Determine the Critical Control Points (CCPs).
- 3) Establish critical limit(s).
- 4) Establish a system to monitor control of the CCP.
- 5) Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control.
- 6) Establish procedures for verification to confirm that the HACCP system is working effectively.
- 7) Establish documentation concerning all procedures and records appropriate to these principles and their application.

2.1.2. Implementation procedures

The implementation of HACCP principles consists of the following tasks as identified by Codex Alimentarius:

- The operator must designate a multidisciplinary risk assessment team, with aim to define first the scope of the HACCP plan. Then the team will have to identify and record any chemical, physical

or biological hazard which could arise in the traded product, in full knowledge of the nature of the products and their intended use.

- A full description of the traded products must be drawn up including relevant safety information.
- The intended use of each traded products must be based on expected uses of the products by customers
- A flow diagram must be constructed by the risk assessment team, covering all stages of operations
- All potential hazards associated with each stage must be listed by the team, then a hazard analysis must be conducted considering reasonable occurrence of the risks, the severity of their adverse health effects and any measures to control identified hazards.
- The risk assessment team must then identify, evaluate, organize into a hierarchy, analyse and record all the critical control points (CCP) in the commercial operations carried out by the operator and must also establish critical limits for each CCP. To this effect, they are to use the usual HACCP analysis tools such as decision trees for determination of the CCPs and the hierarchical determination table of hazards (i.e. estimate of the risk or the criticality) according to their seriousness, frequency and detectability (or even probability of non-detection).
- The team must then establish a monitoring system for each CCP. When maximum levels have been recommended for certain contaminants, this information must be taken into account in the HACCP manual and appropriate procedures applied for internal controls and information of customers

2.2 Control, Verification and Revision procedures

Control and monitoring procedures for biological, physical and chemical contamination must be established, by a designated HACCP team.

The critical control points must be detailed in the HACCP monitoring plan. They must be the subject of an appropriate and correctly documented internal monitoring plan.

Verification procedures, including random sampling and analysis, must be used to determine if the HACCP system is working correctly.

Revisions of risk assessment arrangements and the monitoring system must be carried out at least once a year in order to check that food and feed safety requirements are met and to adapt the system to legal and scientific developments in the field of food and feed safety.

Appropriate follow-up measures and/or actions (recall, withdrawal, destruction, etc.) must be taken. All the actions taken must be recorded.

2.3 Contaminants and undesirable substances

All the products concerned must comply with European Union legislation to be able to circulate freely. Products imported into the Community from third countries or exported from the Community must meet the requirements of the WTO Sanitary and Phyto-sanitary Agreement, the general obligations set out in Articles 11, 12 and 13 of Regulation (EC) No 178/2002 and all regulations referring there to.

In the case of a diagnosis of contamination exceeding the maximum residue limits for contaminants and undesirable substances fixed by European Union legislation, or when the operator considers that there are reasons to think that a feed material or a foodstuff that he has traded does not meet the legal provisions relating to the safety of the products concerned, he must inform the competent authorities and the customers concerned in accordance with the appropriate European legislation (and particularly Art. 19 and 20 of Regulation (EC) No 178/2002).

The products concerned must meet the maximum limits for contaminants and undesirable substances such as, among others, mycotoxins, heavy metals, dioxins and pesticide residues, in accordance with the standards and limits provided for in the regulations in force. If no European or national limit has been fixed, the maximum residue limits fixed by Codex Alimentarius are applicable.

For certain products with technically justified and substantial risks of biological contamination or recontamination such as “salmonella”, special procedures for monitoring, sampling, analysis and correction must be followed on the basis of the existing Community or national regulations and/or guides. The corrective and/or disinfectant treatments used must comply with the Community and/or national regulations guides in force.

2.4 Sampling and Analysis

2.4.1. Sampling

The sampling and analysis methods must be based on the HACCP monitoring or control plan as described in the manual prepared on the basis of the risk analysis according to the HACCP method.

The sampling and analysis procedures must meet the requirements of methods and rules defined at European, international or sector/domestic level. They must also be adapted to the set objectives (a contractual requirement, official or routine controls, etc.) and the types of hazards concerned (chemical, physical, biological harmful substances, pathogenic flora, mycotoxins, unauthorised GMOs, etc.).

The sampling, measurement and analysis instruments must conform to the standards in force and be regularly calibrated and tested.

Sampling must be carried out by trained personnel of the operator or of any competent external company, in accordance with the regulations in force, the sector agreements and/or the contractual requirements.

2.4.2. Analysis

Analyses must be conducted for each contaminant in accordance with the existing regulations or the recognised method allowing the values sought to be determined with the greatest possible precision.

Internal analysis must be carried out by competent laboratories. Official analysis must be carried out by laboratories with accredited competence for the field of analysis concerned.

The results of the analyses and the references to the batches concerned must be kept in accordance with the regulations in force and the operator's internal procedures.

3. SPECIFIC CONDITIONS

When the operator is responsible for the transport, storage or transshipment of products intended for identified customers, he must ensure that these activities fulfil the specific conditions of this Guide.

3.1 Transport

In general, transport must be carried out in accordance with systems comprising clear management rules recognised by market users and taking account of the legal conditions laid down by the competent authorities.

3.1.1. Common Transport minimum requirements

- Bulk products must be transported in accordance with the Transport Annex to the GTP Guide or equivalent recognised standards.
- Food and feed safety must be maintained at all times during transport. It is necessary to prevent any contamination caused by undesirable substances and products. Mixing with other products must also be avoided.
- It must be ensured that rain and spray do not enter the receptacle during transport. Once they have been emptied, the receptacles must be covered to protect them from rain and contamination by bird droppings. The tarpaulins used for this purpose must be clean.

- A procedure must be defined concerning the action to be taken in the event of any change in arrangements which could affect the wholesomeness of the products transported.

Before loading, the loading compartments must be empty, clean, dry and odourless. They must be suitable for the loading and transport of specific products. This means that:

- They must not contain pests and rodents in the widest sense of the term.
- They must not contain residues from previous loads and/or cleaning products.
- They must form a closed and secured whole verified by a visual inspection: the transport compartment must sufficiently protect the products being transported from the influence of other products transported concomitantly. Appropriate means must also be available to remedy any harmful influence that could arise during loading and transport.
- Compartments that have been used to transport dangerous products and/or products regarded as “risky” during the previous three loads are to undergo a risk analysis and may be refused. Depending on the seriousness and class of risk concerned, in order to be accepted they must, if appropriate, undergo a cleaning and/or washing and/or disinfection operation which is to be recorded and, if appropriate, checked and certified by an inspection company or an approved person trained for this purpose. Transport is a very important issue therefore information must be available for the 3 last cargoes excepted for the means of transport which are dedicated to the cereals, oilseeds, pulses, feed materials of vegetable origin and derived products **only**. Moreover, the cleaning procedures, if needed, should be detailed for the last cargo. If the last cargo required washing/cleaning but there is no proof of it being done then the cleaning must be done before the loading.

As far as the cleaning procedure is concerned the ICRT website: <http://www.pdv.nl/english/kwaliteit/page2933.php> can be used as a reference.

3.1.2. Road Transport

Road transport must be performed by the operator acting on his own account or by external transport companies, with an implemented food and feed safety system.

Road transport must be carried out in compliance with the requirements defined below:

- Before products are loaded, all visible residues from the previous load must be removed from the outside of the vehicle, including the chassis.
- To facilitate traceability, the loading compartments must be appropriately identified (coding). Loading, journeys and the processes and results of cleaning/ decontamination operations must be recorded in a log which the driver keeps in the vehicle. The logs concerning the last three journeys and all cleaning operations must be filed and remain accessible for **5** years in the office of the operator.

3.1.3. Transport by sea, waterways and rail

When products are transported by sea, waterways and rail under the responsibility of the operator, a load compartment inspection (LCI) or the issuing of a hold cleanliness certificate for the compartment, including a description of the available three previous loads must be carried out before loading begins. Safety must be constantly maintained during the loading operation.

Inspection of the compartment or issuing of the hold cleanliness certificate and the safety measures must be carried out by:

- A recognised inspection company operating in accordance with internationally recognised standards, or
- A qualified person (freight forwarder) recognised as a qualified loading inspector.

The results of the LCI and the contents of the three previous loads must be written up in a report. The operator transporting products on an approved vessel or railway wagon must be informed by the transport operator of the previous three loads before the products are made available.

Operators chartering vessels must ensure that the details of the last three loads and any cleaning/washing/disinfection operations carried out according to the type of products transported are communicated to them in the charter contract or any other contractual document approved by the parties.

3.2 Elevation and Storage

Elevation and storage, including import and/or export operations, must generally be carried out in accordance with systems comprising clear management rules recognised by market users and taking account of the legal conditions laid down by the competent authorities. These operations can be carried out in port installations, first-stage processing

factories, warehouses and storage silos (land-based, floating, cisterns, direct maritime transfer from one vessel to another, etc.).

3.2.1. Warehouse and silo design

A sufficient clean hard standing must be provided at the entrance to the warehouse/silos in order to minimise any traces of humidity and mud brought in.

Warehouses/silos must be protected against bad weather, pests and rodent. If necessary, meshes and nets are to be installed to prevent pests and rodents from entering. Special attention must be paid to control on birds with a view to reducing contamination of sensitive products by salmonella and/or controls on certain infectious diseases of these species.

Dry products warehouses must be dry, equipped with gutters and drainage systems kept in good working order. Special attention must be paid to areas where risks of condensation and stagnation may arise and thus favour deterioration of the sanitary quality of products.

Warehouse/silo doors must be kept closed, apart from during busy loading or unloading periods.

Warehouses, silos, containers, tanks and bays or cells must be clearly identified with a name, number or letter.

A warehouse/silo plan identifying the bays must be kept up to date to allow products to be easily identified.

The different products must be stored individually so as to prevent any contamination inside the warehouse.

If warehouses/silos have been used beforehand to store livestock, cleaning must be carried out with disinfectant followed by complete steam cleaning. Cleaning and disinfection operations must be recorded.

Animal protein meal and fish meal must be, based on risk assessment, stored separately in specific sheds separated from each other.

Other feeding stuffs including minerals may be stored in the same shed but they must be kept physically separated.

Waste water, rain water, drainage water and other waste must be properly removed and/or treated in accordance with the regulations in force.

Construction materials and more specifically joints and coatings must be carefully selected in order to prevent contamination of the stored products. In particular, it is recommended not to use bitumen or equivalent substances in warehouses for the storage of cereals, oilseeds, pulses and their derived products.

3.2.2. Warehouse and silo cleaning

Floors must be cleaned regularly to prevent contamination of products by the wheels of vehicles.

Access roads and entrances to warehouses must be kept clean at all times.

A cleaning programme must be established so that all dry products warehouses/silos are regularly given a thorough cleaning, including ceiling girders, walls, ledges, etc., where dust may collect.

When there is a major change in the nature of the products stored in a bay or cell, the storage bays or cells concerned are to be thoroughly cleaned (possibly including disinfection), on the basis of a risk assessment.

Cleaning, disinfection and fumigation products, insecticides and any other means to combat pests and rodent must be approved by the regulations in force and the contractual requirements of the buyers if these are specified beforehand. The personnel using them must have received training for this purpose and be regularly updated.

3.2.3. Elevation and storage maintenance

Appropriate loading and unloading equipment must be available for the different types of transport (lorries, railway wagons, barges, etc.).

Handling equipment must not have any visible sign of leakage.

Handling equipment must never bear traces of previous products.

Rooms and equipment must be accessible to supervise the operations in course.

Measuring and weighing equipment and circuits must be regularly checked, calibrated and secured.

If different operations are carried out at the same time, the equipment used must be carefully kept apart to avoid any mixing.

In bad weather conditions (rain, snow, etc.), appropriate measures should be taken to prevent any damage to products.

The local, national and Community regulations relating to the hygiene and safety of products must be observed, both for products and for residues and/or waste resulting from handling operations.

When handling products with a special status (GMOs, organic products, IP products, etc.), special measures must be taken in compliance with the regulations in force, the sector and/or domestic agreements and the contractual requirements.

Every operation must be recorded.

Warehouses/silos situated in the European Union must be duly registered and/or approved and must comply with the regulations in force.

4. AUDITING AND CERTIFICATION

The operator must carry out an internal audit programme within the framework of his annual self-inspection plan.

If they so wish, operators may have the recommendations given above audited and certified by external certification bodies accredited in accordance with an official accreditation programme coordinated at European level.

5. ANNEX: Transport Annex: Cleaning procedures & product categorization

This Annex sets out various points which can help in the categorisation of products in bulk intended for transport by land, sea or waterway according to the level of risks that they present.

In addition, it makes it possible to verify the risk category of products transported in the last three loads and to ensure appropriate implementation of cleaning and/or washing and/or disinfection procedures enabling any risk of contamination to be brought down to an acceptable level.

It also indicates the levels of cleaning required according to the nature of the previous load and describes the procedure to be followed for acceptance of compartments having transported “very high risk” products in the last three loads.

Any packed and/or packaged product is permitted for transport in compliance with the regulations in force.

5.1. Definition of levels of Cleaning Procedures

5.1.1. General Conditions

In all cases, detergents and disinfectants must be used in accordance with the recommendations on the technical data sheet provided by the product manufacturer. The operator must also ensure the sanitary quality of the water used.

Records attesting to the fact that cleaning operations have been carried out must be kept in a sufficient number and as a minimum contain information such as identification of the means of transport, the date and place of cleaning, the nature of the transport justifying the level of cleaning used and details of the type of cleaning applied.

5.1.2. Level A: Dry Cleaning

This level is generally used after transporting “neutral” products and generally consists in operations such as vacuuming, blowing and sweeping, sometimes followed, if necessary for areas which are difficult

to access, by manual cleaning. Parts that remain dirty after dry cleaning can be cleaned locally by a wet process.

5.1.3. Level B: Cleaning with clean water

Cleaning with water is often necessary after transporting wet or viscous products or products with possible chemical risks, following the stages described below, if possible:

- Removing all residues from the previous load from the compartment, without using water if possible.
- 1st rinse with cold clear water or, if necessary, hot water + manual intervention in areas which are difficult to access.
- Cleaning with pressurised water jet.
- Drying by natural ventilation or with hot air.

5.1.4. Level C: Washing with water + detergent

Level C cleaning (with detergents) is often necessary after the transport of fatty products or products containing proteins, following the stages described below, if possible:

- Removing all residues from the previous load from the compartment, without using water if possible.
- 1st rinse with hot clear water (temperature in accordance with the compartment and the detergent used) + manual intervention in areas which are difficult to access.
- Application of detergent(s).
- Rinsing with hot water.
- If necessary, drying by natural ventilation or with hot air.

5.1.5. Level D: Disinfection following cleaning at level A, B or C

D level cleaning must be applied in the case of prior transport of microbiologically unacceptable products or those identified as being carriers of micro-organisms recognised as dangerous at levels higher than the regulatory requirements. The stages to be followed are generally as described below:

- A, B or C level cleaning.
- Disinfection with disinfectant authorised for food use (according to the doses and the application instructions of the manufacturer).
- Rinsing with water.
- If necessary, drying by natural ventilation or with hot air.

5.1.6. Procedure E: re-approval of a Loading Compartment following cleaning at level A, B, C or D.

Procedure E is to be followed for approval of a compartment that has contained critical products (Category LR1) in the last three loads

This procedure makes it possible to authorise/re-authorise the use of a compartment/means of transport having contained/transported products in Category LR1 during the previous three journeys.

The procedure to be followed is as described below:

- a) Level B, C or D cleaning according to the nature of the LR1 product transported previously, on the basis of the risk assessment carried out by the operator.
- b) Inspection of the compartment/means of transport by an independent inspection company or by a qualified person which ensures that the cleaning operations mentioned in the registers have actually been performed and certifies the results on the basis of a thorough visual inspection. Depending on the nature of products transported previously, additional tests and analyses (microbiological and/or chemical) may possibly be conducted on the basis of sampling and analysis protocols adapted to the hazards detected.
- c) Issuing by the surveillance or inspection company of a statement/certificate confirming that the compartment/means of transport is suitable for transporting products intended for human or animal consumption.

5.2. Categorisation of products transported in bulk

5.2.1. General Principles

Each product transported must be categorised according to the type of risk that it presents and the seriousness of this risk. The transport conditions and the cleaning sequences must be adapted to the level of risk presented. For LR1 classed products, the load compartment may not be used until after the necessary cleaning procedures determined by a risk analysis carried out by the operator.

5.2.2. Category LR1 – Very High Risk products

Non exhaustive list (such as but not limited to):

Type of Products	Example
Fertilisers	Animal manure, Garden soils, Mushroom substrates, etc....
Other (inorganic substances)	Asbestos, Asphalt, Gas oil, Mineral clay used for detoxification, petroleum cokes, Mineral oils, Radioactive material, Used active carbon. Toxic oxidative materials, metal flakes and turnings (not degreased, washed and dried)
Other (organic substances)	Domestic waste, untreated food residues, sewage sludge, unpacked seeds treated with toxic substances, etc...
Animals Products	Processed or unprocessed Category 1,2 or 3 materials (cf. Reg. (EC) N° 1774/2002), etc..

5.2.3. Category LR2 – Microbiologically contaminated products

Non-exhaustive list (such as but not limited to):

Type of Products	Example
Other (inorganic substances)	Glass intended for recycling, etc...
Other (organic substances)	Organic compost, material contaminated with salmonella ore other pathogens, materials with perceivable signs of decay, etc...
Animals Products	Animals and marine oils and fats, etc....

5.2.4. Category LR3 – Products with chemical and/or physical risks

Non-exhaustive list (such as but not limited to):

Type of Products	Example
Fertilisers	Some artificial fertilisers,
Products containing soil	Green compost, Garden soil, etc..
Additives	All additives from the list of EU approved additives (transported in bulk-as per Reg. (EC) n° 1831/2003)
Solid mineral fuels	Anthracite, bituminous coal, brown coal, cokes, etc...
Other (inorganic)substances/products	Construction and demolition waste, various chemicals, recycled glass, metals flakes and turnings which are degreased, washed and dried with particles lees than 10mm, debris glass, shredder (copper, brass, aluminium),etc...
Other (organic)substances/products	Various organic substances (alcohols, acids, wax, vegetable and hydrogenised oils and fats, fatty acid esters, wine less, white mineral oil, acid oils and fatty acid distillates, etc...

5.2.5. Category LR4 – Neutral products

Non-exhaustive list (such as but not limited to):

Type of Products	Example
Products or raw materials for human food	Products or raw materials for human food such as grains, oilseeds, pulses, feedstuffs, agro supply and products thereof...
Feed materials of mineral and vegetable origin for the production of compound feeds or for direct feeding	Including: Sodium chloride (salt)
Feed materials of animal origin (which fall under the scope of Reg. (EC) 1774/2002)	Milk and milk product, eggs products, etc...
Animals feeds with fish meals	Animal feeds with fish meal, di-calcium phosphate, tri-calcium phosphate of animal origin and blood products of not-ruminants, if the subsequent load is feeds for non-ruminants (falls under the scope of Reg. (EC) nr. 1774/2002)
Additives	In solid/dry form (in package)
Fertilisers	Ammonium sulphates, potassium Sulphate, Urea, Calcium, etc...
Products containing soil	Garden peat, garden soil/compost (treated with artificial fertilisers)
Mineral	Granite, mine stone, etc...
Other (organic)substances/products	Various silicates, gravels, pebbles, clinkers, synthetic materials, metal particles (if the particle size is >10mm and fat and oil free), mortar, cement, gypsum, ethanol, vermiculite, talc, tree bark, grass seed, wood chips, coffee husks, (waste) paper, etc..

5.3. Recommended sequences for transport, cleaning and disinfection

Product category	Products in previous load (N-1)		Products to be loaded (N)
	category of product transported in N-1	state of compartment before loading bulk product	cleaning sequence to be followed + instructions
LR1	Products with a very high risk)	n.a. (non applicable)	unauthorised transport (except if procedure E)
LR1	Products containing processed animal proteins (cf. cat. 3 Anx V Chap II Reg EC 1774/02) except for milk products	n.a. (non applicable)	unauthorised transport (except if procedure E) and compliance with Regulation (EC) 999/2001 and instructions of the competent authorities
LR2	Products with microbiological contamination (e.g. salmonella, putrefaction, etc.)	clean after unloading	A+D
		residues remaining after dry cleaning	B+D
		Residues (smell) after cleaning with water	C+D
LR3	Products constituting a physical or chemical risk	clean after unloading	B
		Residues (smell) after cleaning with water	C
LR4	Neutral products	clean after unloading	A
		Residues remaining after dry cleaning	B
		Residues (smell) after cleaning with water	C
LR4a	Products of animal origin (which do not belong to Category LR1)	n.a. (non applicable)	Application of the rules laid down by the regulations in force (Reg. EC 1774/2002)
LR4b	Neutral products that have been treated or contain substances or additives "carrying a risk"	clean after unloading	A
		residues remaining after dry cleaning	B
		Residues after cleaning with water	C

6. GLOSSARY

This glossary explains the technical terms and abbreviations in the Guide. The definitions are from different sources as listed in the bibliography.

- **Aflatoxins**

Mycotoxins produced by *Aspergillus flavus*.

- **Audit**

Audit procedure for candidates wishing to be recognised as a GTP operator. It must be conducted by an independent certifying body using the instructions given in the Audit Guide.

- **Bay**

Individualised section of a grain store, of varying capacity, in which cereals, oilseeds, pulses straight feeding stuff and derived products are stored.

- **Calibration**

Operation in which an appropriate procedure is applied to verify that a measuring instrument is indicating an exact value.

- **CCP (critical control point) according to standard XP V 01-002**

Stage at which a control measure can be applied and it is essential to prevent or eliminate a hazard threatening food safety or bring it down to an acceptable level.

- **Certification**

Certification is carried out by an independent certifying body.

- **Cleaning**

Operation intended to remove various impurities (lumps, straw, earth, etc.) which are detrimental to proper preservation of grain. Cleaners operate on principles of vacuuming and/or sifting (meshes).

- **Codex Alimentarius**

Joint FAO/WHO committee: the purpose of the Codex Alimentarius Commission is to prepare standards intended to protect consumer safety and ensure fair practices in trade in food, with these standard serving as references for the WTO when this organisation wishes to assess whether or not national regulations and their rules of application constitute an abusive obstacle to trade.

- **Collection point**

Raw material reception point in the trading operator's facilities.

- **Contaminant**

Any biological or chemical agent, foreign matter or other substance not intentionally added to a product and liable to compromise its safety or wholesomeness.

- **Contamination**

Introduction or presence of a contaminant in a food or feedstuff or a food environment.

- **Control measures (or preventive measures)**

Actions and activities intended to prevent or eliminate a hazard which threatens food safety or to bring it down to an acceptable level.

- **Control point**

Point, stage or procedure allowing control over the hygiene of a process.

- **Corrective action**

Action to be taken when the results of the results of CCP inspection indicate a loss of control.

- **Critical Control Point**

cf. CCP.

- **Critical limit (or critical threshold)**

Criterion distinguishing between acceptability and non-acceptability.

- **Desinsectisation**

Operation consisting in applying insecticides in solid, liquid or gaseous form to grains or silo walls.

- **Equivalent standard**

Quality management system based on ISO 9001 standards including the HACCP principles.

- **EFIP**

European Food Ingredient Platform. This platform, created in 2005, regroups various EU organisations linked to supply and trade of Feed Ingredients or animal Feed and works on implementing a common benchmark standard

(see their website: <http://www.efip-ingredients.org>)

- **FAO (Food and Agriculture Organisation)**

UN agency specialising in fields relating to food and agriculture.

- **FIFO (First In First Out)**

Stock management system in which the first article entering stock is the first to leave.

- **Food safety**

Ensuring that food will not cause any harm to consumers when prepared and/or consumed in accordance with the use for which it is intended.

- **GTP-certified operator**

Operator having successfully completed audit and certification procedures and whose name and registration number is given at the address: http://www.coceral.com/eu_gtp/acc_comp/index.html

- **HACCP (Hazard Analysis Critical Control Point)**

System identifying, evaluating and controlling significant hazards for food and feed safety.

- **HACCP plan**

Document prepared in accordance with the HACCP principles with a view to controlling significant hazards as regards food and feed safety in the segment of the food sector in question.

- **Handling equipment**

System allowing grain in bulk to be moved mechanically or pneumatically.

- **Hazard (standard XPV01-002)**

Biological, chemical or physical agent present in a food or feedstuff or the state of this food or feedstuff which can have a harmful effect on health.

- **Hazard analysis**

Measure consisting in collecting and evaluating the data concerning hazards and the conditions giving rise to them in order to decide which of them are significant from the point of view of food and feed safety and therefore ought to be taken into account in the HACCP plan.

- **Hygiene of foodstuffs**

Set of conditions and measures necessary to ensure food safety and wholesomeness at all stages in the food chain.

- **Internationally recognised sampling and analysis methods or rules**

The sampling and analysis rules laid down by European Union legislation have to be applied. If such rules have not been established, national or international rules established by legislation, ISO or EN standards or contract conditions approved at sector/domestic level must be applied.

- **ISO (International Organization for Standardization)**

International standards organisation.

- **Maintenance**

Maintenance consists in keeping a tool in working order so that it can perform the service for which it was designed. Two types of maintenance are practised, corrective maintenance, consisting in repairing as and when necessary and preventive maintenance, which is planned and programmed.

- **Market users**

Operators responsible for production, collection, handling, transport, storage, treatment and/or processing. Counterpart effecting controls or trading in the agri-food and feed sector.

- **Monitoring**

Carrying out a programmed series of observations or measurements of control parameters to determine whether a CCP is controlled.

- **Mycotoxins**

Toxic metabolites produced by certain species of mould that are liable to be dangerous to humans and animals consuming the food on which this mould has grown.

- **Operating method**

Specified manner of accomplishing a task.

- **Operator**

Legal person or entity. In the European GTP Guide, it is a matter of any subsidiary of an enterprise/company.

- **Pathogen**

Anything which causes disease.

- **Pest and rodent**

Volatiles, rodents, insects and other animals liable to contaminate food directly or indirectly.

- **Procedure**

Specified manner of carrying out an activity or process.

- **Recall:**

Any measure or procedures implemented to **a)** avoid , after distribution to the final consumer, its use or consumption and/or **b)** to inform the consumer of the risk he may face if he has yet consumed the products.

- **Approved Recognized (or approved) systems**

HACCP based Quality management systems recognised nationally or internationally by market users or public authority.

- **Record**

Document reporting results obtained or providing proof that an activity has been carried out.

- **Risk (standard XPV01-002)**

Estimate of the probability of a hazard arising.

- **SCFAH**

Standing Committee on the Food Chain and Animal Health. Hereinafter referred to as the 'Committee', composed of representatives of the Member States and chaired by the representative of the EU Commission (cf. Article 58 of Regulation (EC) No 178/2002).

- **Size-grading**

Mechanical operation to sort a given species to remove grains of a particular size (e.g.: size-grading of malting barley).

- **Sorting**

Mechanical operation to sort two different species.

- **Specifications**

Document for guidance of a contractual nature between a supplier and his customer which determines quality objectives for a product or service and criteria for evaluating this quality (requirements concerning hygiene, etc.).

- **Traceability**

As per EC Regulation 178/2002: means the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution

- **Trader**

Trading operator responsible for purchasing, ensuring compliance with contractual standards, handling, storage, transport and selling of products in his own or in rented means of transport or storage.

- **Ventilation**

Operations intended to cool grain or other feedstuff and keep it at a sufficiently low temperature to ensure good preservation. Ventilation is carried out by forced circulation of ambient air through a mass of cereals (the air is driven or sucked by means of a fan, brought into the grain by means of ducts and then distributed in the mass by a system of distribution pipes).

- **Verification**

Application of methods, procedures, analyses and other evaluations in addition to those used for monitoring, in order to determine compliance with the HACCP plan.

- **WHO (World Health Organisation)**

Specialised UN agency.

- **Wholesomeness of food**

Ensuring that, when consumed in accordance with the use for which it is intended, food is acceptable for human consumption.

- **Withdrawal:**

Any measure or procedures implemented to avoid the sale and the distribution of a product to the final consumer

- **WTO (World Trade Organisation)**

7. Regulatory References and Bibliography

7.1. Regulatory References

This non-exhaustive list will be regularly updated in line with regulatory, technical or scientific developments.

7.1.1. Hygiene /Food and Feed Legislation

- Directive 93/43/EEC of 14 June 1993 on the hygiene of foodstuffs, OJEC L 175 of the 19/07/1993 p. 0001 - 0011.
- Regulation (EEC) No 315/93 of 8 February 1993 laying down Community procedures for contaminants in food, OJEC L 037 of the 13/02/1993.
- Directive 2001/95/EC of the 03.12.2001 on general product safety and its various amendments.
- COUNCIL DIRECTIVE 96/25/EC of 29 April 1996 on the circulation and use of feed materials, amending Directives 70/524/EEC, 74/63/EEC, 82/471/EEC and 93/74/EEC and repealing Directive 77/101/EEC
- Directive 2000/13/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 March 2000 on the approximation of the laws of the Member States relating to the labelling, presentation and advertising of foodstuffs.
- Regulation (EC) N° 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety , OJEC L 031 of the 01/02/2002 p. 0001 - 0024.
- REGULATION (EC) No 1774/2002 of THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 3 October 2002 laying down health rules concerning animal by-products not intended for human consumption
- REGULATION (EC) No 1831/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2003 on additives for use in animal nutrition
- Regulation (EC) N° 852/2004 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 29 April 2004 on the hygiene of foodstuffs.
- Regulation (EC) N° 183/2005 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 12 January 2005 laying down requirements for feed hygiene.

7.1.2. Contaminants in Food

- Directives 86/362/EEC of the 24.07.1986 and 90/642/EEC of the 27.11.1990 on the fixing of maximum levels for pesticide residues in and on foodstuffs of animal origin and of plant origin, and their various amendments.
- Regulation N° 2377/90/EEC of the 26.06.1990 laying down a Community procedure for the establishment of maximum residue limits of veterinary medicinal products in foodstuffs of animal origin, and its various amending regulations.
- Regulation (EC) N°1881/2006 of 19 December 2006 setting maximum levels for certain contaminants in foodstuffs, OJEC L.364 of 20 December 2006 (*repeals Regulation 466/2001/EC*)
- COMMISSION REGULATION (EC) No 1883/2006 of 19 December 2006 laying down methods of sampling and analysis for the official control of levels of dioxins and dioxin-like PCBs in certain foodstuffs
- COMMISSION REGULATION (EC) No 333/2007 of 28 March 2007 laying down the methods of sampling and analysis for the official control of the levels of lead, cadmium, mercury, inorganic tin, 3-MCPD and benzo(a)pyrene in foodstuffs

7.1.3. Undesirable Substances and products in Animal Feed

- Directive 70/524/EEC of the 23.11.1970 concerning additives in feeding stuffs, and its various amendments.
- Directive 1974/63/EEC of the 17 December 1973 on the fixing of maximum permitted levels for undesirable substances and products in feeding stuffs, amended. OJEC L 38 of the 11/02/1974, p.31.
- Directive 1999/29/EC of the 22 April 1999 rectified on 4 May 1999 and amended by Council Directive 2001/102/EC of 27 November 2001, OJEC L 6 of the 10/01/2002, p. 45.
- Regulation (EC) N°2439/1999 of 17 November 1999 on the conditions for the authorisation of additives belonging to the group 'binders, anti-caking agents and coagulants' in feeding stuffs.
- Directive 2002/32/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 7 May 2002 on undesirable substances in animal feed - OJEC L 140 of the 30/05/2002 p. 0010 - 0022.
- Recommendation 2006/88/EC of the 06/02/2006 on the reduction of the presence of dioxins, furans and PCBs in feeding stuffs and foodstuffs.
- Recommendation 2006/576/EC of the 17/08/2006 on the presence of Deoxynivalenol (DON) , Zearalenone, Ochratoxin A, T2 and HT-2 and Fumonisin in products intended for animal feeding.

7.1.4. Mycotoxins in Food

- Directive 1998/53/EC of 16 July 1998 laying down the sampling methods and the methods of analysis for the official control of the levels for certain contaminants in foodstuffs, OJEC L 201 of the 17/07/1998, p. 93-101.
- Regulation (EC) N° 466/2001 of 8 March 2001, OJEC L 77/2001 of the 16/03/2001 setting maximum levels for certain contaminants in foodstuffs.
- Regulation (EC) N° 257/2002 of 12 February 2002 amending Regulation (EC) No 194/97 setting maximum levels for certain contaminants in foodstuffs and Regulation (EC) No 466/2001 setting maximum levels for certain contaminants in foodstuffs, OJEC L 41 of the 13/02/2002.
- Regulation (EC) N° 472/2002 of 12 March 2002 amending Regulation (EC) No 466/2001 setting maximum levels for certain contaminants in foodstuffs, OJEC L 75 of the 16/03/2002.
- Directive 2002/26/EC of 13 March 2002 laying down the sampling methods and the methods of analysis for the official control of the levels of Ochratoxin A in foodstuffs (Text with EEA relevance), OJEC L 075 of the 16/03/2002 p. 0038-0043.
- Regulation (EC) N° 856/2005 of 6 June 2005 amending Regulation (EC) No 466/2001 as regards Fusarium toxins.
- Recommendation 2006/583/EC of 17 August 2006 on the prevention and reduction of Fusarium toxins in cereals and cereal products.

7.1.5. Mycotoxins in Animal Feed

- Directive 1974/63/EEC of 17 December 1973 on the fixing of maximum permitted levels for undesirable substances and products in feeding stuffs, amended. OJEC L 38 of the 11/02/1974, p.31.
- Directive 1999/29/EC of 22 April 1999, OJEC L 115 of the 04/05/1999, reworked in Directive 2002/32 of the European Parliament and of the Council of 07 May 2002, OJEC L 140 of the 30/05/2002, rectified on 4 May 1999 and amended by Directive 2001/102/EC of 27 November 2001.
- Directive 2001/102/EC of 27 November 2001, OJEC L 6 of the 10/01/2002, amending Directive 1999/29/EC on the undesirable substances and products in animal nutrition as regards dioxins.

- Directive 2002/32/EC of the European Parliament and of the Council of 7 May 2002 on undesirable substances in animal feed - OJEC L 140 of the 30/05/2002 p. 0010 - 0022.

7.1.6. Insecticides Residues

- Directive 1986/362/EEC of 24 July 1986 on the fixing of maximum levels for pesticide residues in and on cereals, OJEC L 221 of the 07/08/1986 p. 0037 - 0042. *(repealed the 1st Sept 2008 by Reg 396/2005/EC)*
- Directive 90/642/EEC of 27 November 1990 on the fixing of maximum levels for pesticide residues in and on certain products of plant origin, including fruit and vegetables *(repealed the 1st Sept 2008 by Reg 396/2005/EC)*
- Directive 91/414/EEC of 15.07.1991 (authorisation to place plant-health products on the market) and its subsequent amendments.
- Regulation (EC) **N° 396/2005** of 23 February 2005 on maximum residue levels of pesticides in or on food and feed of plant and animal origin and amending Council Directive 91/414/EEC *(repeals Directives 76/895/EEC, 86/362/EEC 86/363/EEC and 90/642/EEC as from 1st Sept. 2008).*- **MRLs can be consulted at the COM Website: http://ec.europa.eu/sanco_pesticides/public/index.cfm**

7.1.7. Miscellaneous (Radioactivity, GMOs, Wastes, etc...)

- Regulations (EC) N° 737/90 of the 22.03.1990 and 1661/1999 of the 27.07.1999 on the conditions governing imports of agricultural products following the accident at the Chernobyl power-station, and its various amending regulations *(repealed by Reg. 733/2008 dd 15 July 2008).*
- Various Regulations and Directives on the labelling of raw materials (Directive 79/373/EEC and 79/373/EEC, Directive 79/112/CEE) or products derived from GMOs (Directive 2001/18/EC of the 12.03.2001, Directive 90/220/EEC, Regulation (EC) N° 49/2000 and Regulation (EC) N° 50/2000, Regulation 1139/98) and their various amending regulations.
- Regulation (EC) N° 258/97 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 January 1997 concerning novel foods and novel food ingredients.
- Regulation (EC) N° 1139/98 of 26 May 1998 concerning the compulsory indication on the labelling of certain foodstuffs produced from genetically modified organisms of particulars other than those provided for in Directive 79/112/EEC.

- Directive 2001/18/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC.
- Regulation (EC) N° 999/2001 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 May 2001 laying down rules for the prevention, control and eradication of certain transmissible spongiform encephalopathy's and its various amendments.
- Regulation (EC) N° 1829/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2003 on genetically modified food and feed.
- Regulation (EC) N° 1831/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2003 concerning the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms and amending Directive 2001/18/EC.
- REGULATION (EC) No 1946/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 15 July 2003 on transboundary movements of genetically modified organisms
- COUNCIL REGULATION (EC) No 733/2008 of 15 July 2008 on the conditions governing imports of agricultural products originating in third countries following the accident at the Chernobyl nuclear power station
- DIRECTIVE 2008/98/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 19 November 2008 on waste and repealing certain Directives (*Directives 75/439/EEC, 91/689/EEC and 2006/12/EC are hereby repealed with effect from 12 December 2010*)

7.2. Bibliography

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- QUALIMAT Transport ® - version 04 du 1^{er} juillet 2007- Cahier des Charges Qualité pour le Transport Vrac par route des matières premières pour l'Alimentation Animale
- QUALIWAG –GBPH transport de produits agricoles bruts en Wagons Spécialisés du 22 Juillet 2005
- EFIP, the European Feed Ingredients Platform – Press Release 7th march 2006 www.efip-ingredients.org, its EFIP Benchmark Code and the Feed Ingredient Standard Ver 1 of 2008.
- Various Management systems developed by associations in different Member States, for instance Codes of Practice such as:
 - (FEFAC, EU), <http://www.fefac.org/code.aspx?EntryID=265>)
 - FEMAS (AIC, UK),
<http://www.agindustries.org.uk/content.template/30/30/Home/Home/Home.msp>)
 - GMP (OVOCOM, B), http://www.ovocom.be/intro_fr.htm
 - GMP+ (PDV, NL), http://www.pdv.nl/index_eng.php?switch=1
 - Q+S (DVT, D), <http://www.q-s.info/>
 - GTAS (GAFTA/CMI) <http://www.gafta.com>
 - FAMIQS (EU) <http://www.fami-qs.org/documents.htm>
 - GBPH of FNA-Coop de France NA & Synacomex of 2008 (Guide de Bonnes Pratiques d'Hygiène pour la Collecte, le stockage, la Commercialisation et le Transport de céréales, d'oléagineux et de protéagineux)

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