

# TE – 32 GDC AFB RECEIVING AND SHIPPING

## Animal Food and Bedding

### Receiving

The receiving procedures for Animal Food & Bedding (AFB) at GDC differ from those in the central receiving to comply with the requirements of the American Association for Accreditation of Laboratory Animal (AAALAC). The procedures listed below will be followed.

Incoming shipments must be meticulously inspected prior to being allowed into the environmental/temperature controlled storage area. Special care must be taken when handling and transporting feed and bedding.

1. Schedule deliveries directly with vendor and/or trucking company within the week already specified by the Inventory Management Specialist.
2. Trucks are inspected as they arrive. A shipment will be rejected if;
  - The truck is damaged or leaking in any way
  - The truck contains materials other than AFB
  - Any strange odor is detected
3. Prior to unloading a truck, obtain the manifest/freight bill and verify the following:
  - Delivery location is correct
  - All feed and bedding is palletized on new pallets.  
UNPALLETIZED DELIVERIES OR DELIVERIES THAT CONTAIN OLD OR USED PALLETS ARE TO BE REFUSED.
  - Number of pallets specified on the manifest match the number in the truck.
4. Unload trucks, placing pallets in the AFB receiving vestibule. **NOTE: Truck is to remain at the receiving dock until steps 3 through 8 are completed.**
5. Perform detailed inspection of material, complete the *“Incoming Animal Feed & Bedding Inspection Report”* as the following procedures are performed
  - Reject feed that is more than thirty (30) days old from the date of manufacture at the time of delivery.
  - Reject feed and/or bedding that are wet, torn, taped, or otherwise damaged.
  - Remove all foreign matter (i.e. dirt, dust, loose feed or bedding, etc.) from the pallet using vacuum and blower located in the vestibule.
  - Examine pallets closely for evidence of pests or rodents such as droppings, shavings, nesting materials, etc. Immediately notify the

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Inventory Management Specialist, (301-496-3395) of any evidence of rodent or pest activity. He/She will make the determination regarding acceptance/rejection of the shipment.

6. Complete the **Record of Receipt** form (form ) and affix to all pallets that pass inspection. **Immediately notify the Inventory Management Specialist, of all pallets or bags that fail inspection.**
7. Close exterior dock doors and move accepted pallets into the main AFB storage area.
8. Count the number of bags per pallet and verify that the totals match those reported in the manifest
9. Annotate the manifest/freight bill to reflect any discrepancies on quantity of feed or bedding received.
10. Sign the manifest/freight bill and retain a copy for the official file. Provide a copy to GDC receiving official.
11. Using a forklift, move the pallets to permanent locations within the AFB storage area, ROTATE STOCK SO EXISTING STOCK IS PLACED IN THE BOTTOM RACKS, NEW STOCK ON THE TOP RACKS.
12. Sweep and clean the loading dock and vestibule after every use. Before leaving each evening, the dock and vestibule area will be sweep and damp-mopped.
13. The receiving official enters receiving information from purchase order into the ADB by accessing the “Receiving” screen and entering the following data:
  - Date
  - Order number (PO, GSA Julian, or record of call)
  - Quantity being received for each item on order

When all information is entered correctly, hit the “PF 1” key to add information into the database. Any problems encountered during data entry should be immediately brought to the attention of the Chief, GDC (might include the need to change the tolerance or variance levels, the system won’t accept the receiving information for various reasons, order has already been received, indicating a duplicate shipment situation, etc.). All information is to be entered the day the item is received.

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### **PICKS (Shipping)**

14. All AFB shall be picked using the oldest stock first. RIMS is programmed to issued material in a FIFO priority.
15. When AFB is being delivered no other commodities may be on the truck. AFB for more than one site may be loaded on the vehicle but, no other materials shall be distributed with AFB.
16. Prior to staging the AFB in the vestibule the dock will be inspected and clear of any dirt, dust or trash.
17. Prior to loading AFB on the delivery truck the truck will be inspected to insure that it is clean and free of any dust, dirt or trash.