

Feed Mill of the Year Application for 2015

1. PLANT DESCRIPTION

The 2015 Feed Mill of the Year Application is due by June 30, 2015.

Important Note: Some company servers will prevent you from saving a partially completed form for access at a later date. To print a copy of the blank survey, copy the url below and paste in your browser:

For consideration of this recognition, you are required to be an AFIA member and to submit a \$35 application fee to: AFIA, 2101 Wilson Blvd., Suite 916, Arlington, VA 22201. Only one application per facility is required.

If you would like to receive a summary of your plant's performance ranking compared to the average for all survey participants, please include ALL your contact information, including your complete mailing address and email address.

*** 1. Feedmill name:**

*** 2. Street/ mailing address of feedmill:**

*** 3. City:**

*** 4. State:**

*** 5. Zip code:**

*** 6. Plant Manager Name:**

*** 7. Plant Manager Phone Number:**

8. Plant Manager email address:

9. Fax Number:

10. Parent company name:

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*11. Should your survey results also be sent to your manager?

- Yes
- No

If yes, please provide their email address:

2. PLANT DETAILS

12. Approximate Annual Tonnage Manufactured:

13. Percent Bagged:

- 0-9
- 10-25
- 26-50
- 51-79
- 80-100

14. Percent Bulk:

- 0-19
- 20-39
- 40-59
- 60-79
- 80-100

15. Percent Mash:

- 0-9
- 10-25
- 26-50
- 51-79
- 80-100

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16. Percent Block:

- 0-9
- 10-25
- 26-50
- 51-79
- 80-100

17. Percent Liquid Feed:

- 0-9
- 10-20
- 21-49
- 50-79
- 80-100

18. Percent Pelleted:

- 0-9
- 10-25
- 26-50
- 51-79
- 80-100

19. Percent Extruded or other products:

- 0-9
- 10-25
- 26-50
- 51-79
- 80-100

20. Number of Production Employees:

21. Number of Maintenance Employees:

22. Number of Contract /temp employees:

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23. How many truck drivers do you have?

24. Number of Clerical Employees:

25. Number of Supervisory Employees:

26. Shifts Per Day in Production:

27. Year Plant Constructed:

28. How would you describe your operation?

- Commercial
- Integrated
- Liquid
- Block
- Other (please specify)

29. Indicate the percentage of volume produced for each species:

- Beef
- Dairy
- Poultry
- Swine
- Equine
- Other (please specify)

30. Indicate approximate dollars of plant capital expenditures over the last 3 years

2014:

2013:

2012:

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31. Does your company participate in any other internal or external benchmarking program?

- Yes
- No

If yes, what:

3. SAFETY

32. Do you have a Safety Committee?

- Yes
- No

If Yes, Number of People:

33. Does your safety committee have planned member rotation

- Yes
- No

If yes, does it have both management and non-management employees represented?

34. Are minutes taken at your safety meetings?

- Yes
- No

35. Is the meeting agenda and minutes publicly posted?

- Yes
- No

36. Are hazardous conditions and their resolution documented?

- Yes
- No

37. Do you have a written safety program?

- Yes
- No

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38. Does your program include self-inspection for OSHA compliance?

- Yes
- No

39. Do you have all-employee safety training meetings?

- Yes
- No

If yes, how many times were they held last year?

40. Does your mill prohibit tobacco use and smoking except in designated areas?

- Yes
- No

41. Does your mill have a written emergency plan?

- Yes
- No

42. Have you had an emergency evacuation drill in the past 12 months?

- Yes
- No

43. How many employees at the mill are certified in first aid and CPR?

44. Are OSHA Programs and Training completed for the following? (Check all that apply)

- Hazard Communications
- Personal Protective Equipment
- Confined Space Entry
- Hot Work
- Lockout/Tagout
- Fire Extinguisher
- Blood Borne Pathogens

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45. Do you have a hearing conservation program?

- Yes
- No

46. Are hearing tests performed annually if required?

- Yes
- No

47. List the topics of additional safety training conducted annually:

48. Are you in compliance with OSHA's respiratory protection standard?

- Yes
- No

49. Do you have a program to certify employees for using in plant rolling stock such as fork trucks, gators, personnel movers, etc.?

- Yes
- No

50. Are seatbelts required and their use enforced on forklifts?

- Yes
- No

51. Did you have any injury or illness occurrences last fiscal year (as OSHA 300 requires all reported injuries to be listed)?

- Yes
- No

52. If yes, how many illnesses:

53. If yes, how many injuries:

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54. What is your overall injury/illness frequency rate (cases per 100 full-time employees - Total Number of Lost Workday Cases x 200,000 ÷ Total Number of Man-hours Worked)?

55. How many lost time accidents did you have in calendar year 2014?

56. If you did have lost time accidents, how many days were lost?

57. How many lost time accidents did you have:

2013

2012

2011

58. Do you have a Safety Award Program?

Yes

No

59. Do you investigate and review all employee accidents?

Yes

No

60. Do you have a program to identify, record, and follow-up on near misses?

Yes

No

61. Are you aware or use AFIA/EMC Safety Signs for equipment?

Yes

No

62. Do you have safety labels on equipment?

Yes

No

63. Do you have a written Contractor Safety Program?

Yes

No

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64. Is policy in place to prohibit non-employees from mill and warehouse areas?

- Yes
- No

65. Is visitor and handicap parking available and marked with signs?

- Yes
- No

66. Is your Experience Modification Rate (Workers Compensation rating) at or below "1.0"?

- Yes
- No

67. Did you participate in the AFIA OSHA Benchmarking Survey?

- Yes
- NO

68. Have you developed Job Hazard Analysis for every job task?

- Yes
- No

69. Do you review annually and/or as part of accident investigation of that job task?

- Yes
- No

4. QUALITY CONTROL

70. Do you have a written quality program?

- Yes
- No

71. Have you reviewed AFIA's Guide to Biosecurity Awareness and shared its information with your employees?

- Yes
- No

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72. Does it include a self-inspection for FDA compliance?

- Yes
- No

73. Do you have a food/feed safety certification program at your mill (ISO 22000 HACCP etc.)?

- Yes
- No

74. Is your food/feed program certified by an accredited third party?

- Yes
- No

75. Do you have a HACCP program at your mill?

- Yes
- No

76. Is your HACCP program certified by a third party?

- Yes
- No

77. Is your mill in compliance with the BioTerrorism Act?

- Yes
- No

78. Have you conducted a mock recall for BioTerrorism?

- Yes
- No

79. Are you certified in the AFIA's Safe Feed/Safe Food program?

- Yes
- No

80. Is your mill ISO certified?

- Yes
- No

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81. Do you have a Quality Committee?

- Yes
- No

82. Does your Quality Committee review complaints and quality errors and deficiencies?

- Yes
- No

83. Do you have a program for ingredient sample retention?

- Yes
- No

84. Do you have a QC/QA testing program for ingredients?

- Yes
- No

85. Do you have a program for finished feed sample retention?

- Yes
- No

86. Do you have a QC/QA testing program for finished feed?

- Yes
- No

87. How often do you analytically test your highest volume ingredient?

88. How often do you analytically test your highest volume finished feed?

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89. Do you test ingredients at the plant for: (Check all that apply)

- Density/specific gravity
- Mash Size/particle size
- Moisture/dry matter
- Mycotoxins
- Salt on Complete Feeds

90. Does your mill or company have written product specifications issued to suppliers for ingredients or toll manufactured products?

- Yes
- No

91. Does your quality program allow rejection of ingredients that do not meet company specifications?

- Yes
- No

92. Is prior cargo on each incoming truck identified and documented prior to unloading at your mill?

- Yes
- No

93. Has RUPP (restricted use protein products) been banned from your mill?

- Yes
- No

94. Is prior cargo on each incoming truck and railcar identified and documented prior to unloading at your mill?

- Yes
- No

95. Do you have a written recall program?

- Yes
- No

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96. Have you conducted a real or mock recall?

- Yes
- No

97. Do you have a written procedure to handle quality complaints?

- Yes
- No

98. How often do you analytically test your highest volume feed?

99. Do you verify flushing and sequencing procedures by testing for “unsafe residue carryover”?

- Yes
- No

100. Do you run pellet durability tests and/or other product quality assurance tests?

- Yes
- No

101. Do you run pellet durability tests?

- Yes
- No

102. How often do you calibrate your liquid meters or scales?

103. If so, do you calibrate them:

- By self
- Outside service

104. How often do you check your truck scale?

105. If so, do you check it:

- By self
- Outside service

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106. How often do you check your micro scale?

107. If so, do you check it:

- By self
- Outside service

108. Do you weigh all incoming truck ingredients?

- Yes
- No

109. How do you verify rail weights?

110. Do you have a double check for ingredient setup prior to unloading?

- Yes
- No

111. Have you tested your mixer's coefficient of variation in the past 12 months?

- Yes
- No

What were the results?

112. Do you perform sieve analysis on particle reduction process?

- Yes
- No

113. Do you perform toll milling?

- Yes
- No

114. Are your toll milling agreements documented and signed?

- Yes
- No

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115. Do you run tests for cross-contamination from mixing to load out?

- Yes
- No

5. GOVERNMENT COMPLIANCE

116. Are you required to have a feed mill license?

- Yes
- No

117. License Number:

118. Have you had an FDA Inspection in the past year?

- Yes
- No

119. What is your current FDA inspection status based on your last inspection?

120. Do you have written procedures for preventing mammalian protein carryover, including verification of ingredients delivered on previous loads?

- Yes
- No

121. Have you had an OSHA inspection in the past year?

- Yes
- No

122. If Yes, did you receive a citation?

- Yes
- No

Please Explain:

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123. Did you have an inspection by EPA in the past year?

- Yes
- No

124. Did you receive a citation for violation of any EPA regulations?

- Yes
- No

125. Do you have a storm water runoff program?

- Yes
- No

126. Or, does your facility qualify for conditional non-exposure?

- Yes
- No

127. Are you required to have an SPCC plan at your mill?

- Yes
- No

128. If yes, is it certified by Professional Engineer

- Yes
- No

129. Have you developed and implemented a Storm Water(SW) pollution prevention plan?

- Yes
- No

130. Were your scales inspected by your State's Weights and Measures in the past year?

- Yes
- No

131. Are you in compliance with the Americans with Disabilities Act (ADA)?

- Yes
- No

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132. If so, is your operation in compliance with the ADA employment provisions?

- Yes
- No

133. Have you had to make ADA public accommodations at your facilities?

- Yes
- No

134. Do you currently have a worker's compensation case involving a disabled employee?

- Yes
- No

135. Do you have a buried storage tank?

- Yes
- No

136. If you have a buried storage tank, are you in compliance with EPA's underground storage tank regulations?

- Yes
- No

6. HOUSEKEEPING AND PLANT APPEARANCE

137. Is a formal written housekeeping checklist/document used?

- Yes
- No

138. If yes, does it include regularly scheduled clean up of the plant exterior and grounds?

- Yes
- No

139. Does your housekeeping program include self-inspection?

- Yes
- No

If Yes, how often is the inspection done?

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140. Do you have follow-up procedures?

- Yes
- No

141. Are both management and mill employees performing inspections?

- Yes
- No

142. Is the plant exterior maintained to present a good appearance?

- Yes
- No

143. Is your bulk receiving area enclosed?

- Yes
- No

144. Are the plant interior equipment, floors and walls painted?

- Yes
- No

145. How would you rate your plant's first impression to an outsider driving by?

- Excellent
- Good
- Average
- Poor

146. Are outside grounds trimmed and mowed routinely?

- Yes
- No

147. Is additional landscaping done (trees, shrubs, flag)?

- Yes
- No

148. What is the Permit Number of your waste transporter?

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149. Do you have a written waste minimization program?

- Yes
 No

150. Describe programs for waste minimization:

151. Is your trash removed on a "scheduled" or on an "as needed" basis?

- Scheduled
 As Needed

152. Do you have your company name or logo on or near the mill so that it can be easily identified?

- Yes
 No

7. PRODUCTIVITY AND EFFICIENCY

153. What was your actual percent of shrink, or gain, in 2014 based calendar or fiscal year? Using formula from Feed Mill Technology V (FMTV) chapter 38.

Percent Gain

Percent Shrink

154. What were your man hours/ton for the following calendar or fiscal years (include production, maintenance and temps)

2014

2013

2012

155. Do you have an energy management program?

- Yes
 No

156. Do you monitor and control load and demand?

- Yes
 No

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157. What was your BTU/ton in 2014 based on calendar or fiscal?

158. What was your BTU/ton for each of the past five years based on calendar or fiscal?

2013

2012

2011

2010

2009

159. Have you conducted an energy audit in the past 12 months?

Yes

No

160. Who conducted the audit?

161. In time per month, what is your finished feed turnover? See FMTV chapter 38 for formula

162. In time per month, what is your ingredient turnover? See FMTV chapter 38 for formula

163. Do you have established work performance standards?

Yes

No

If yes, what measures do you use?

164. If yes, how do they compare to a year ago?

Better

Same

Worse

165. Do you have a written preventative maintenance program? (or automated program?)

Yes

No

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166. Do you keep history and/or maintenance logs on equipment?

- Yes
- No

167. Do you have a predictive maintenance program?

- Yes
- No

168. Do you track production downtime related to maintenance issues?

- Yes
- No

169. Do you set annual production cost objectives?

- Yes
- No

170. If yes, were they all achieved?

- Yes
- No

171. Areas of your mill that are automated:

	Automated (Check for Yes)	Process controlled by PLC or Computer (Check for Yes)	Validated (Check for Yes)
Receiving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batch/Mix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand added-additives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

172. Of the areas automated above indicate % utilized:

Receiving	<input type="text"/>
Batch/Mix	<input type="text"/>
Routing	<input type="text"/>
Hand added-additives	<input type="text"/>

173. Do you track and document your actual manufacturing costs?

- Yes
- No

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174. Do you break out and know what your different production process costs are?

Example: Receiving, grinding, mixing, pelleting, etc.

Yes

No

175. Do you know your actual production costs by product group? Example: meal, pellet, granular, bagged, bulk.

Yes

No

176. Do you track and document your actual pelleting costs?

Yes

No

177. Do you know what your actual die and roll costs are?

Yes

No

8. EMPLOYEE DEVELOPMENT

178. Do you have written job descriptions for all jobs?

Yes

No

179. Do you have a new employee orientation program?

Yes

No

180. Do you have scheduled job performance reviews for hourly employees?

Yes

No

181. Do you have regularly scheduled management/employee communications sessions?

Yes

No

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182. Do you have an employee uniform program?

- Yes
- No

183. Do you have an employee tuition reimbursement program?

- Yes
- No

184. Do employees have access to an Employee Assistance Programs (EAP) such as counseling, etc?

- Yes
- No

What type, please specify

185. Do you have regularly scheduled job training sessions?

- Yes
- No

186. Do you have written training programs for production employees (company, web-based, third-party)?

- Yes
- No

187. Do you have written training programs for maintenance employees (company, web based, third party)?

- Yes
- No

188. Have employees at your mill attended feed industry short courses?

- Yes
- No

189. Do you provide non-english speaking employees remedial classes?

- Yes
- No

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190. Do you have a written employee benefits manual?

- Yes
 No

191. Do you provide lunchroom facilities for your employees?

- Yes
 No

192. Do you provide locker rooms with showers for employees?

- Yes
 No

193. Average length of employment for non-supervisor:

194. Average length of employment for supervisors:

195. What is your unexcused absence rate in day/year/employee?

9. COMMUNITY AND CUSTOMER RELATIONS

196. Do you participate in any trade associations or civic group activities?

- Yes
 No

197. Does plant management participate in local and state agencies such as the Chamber of Commerce?

- Yes
 No

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198. Do you track and record your customer service and quality defects?

- Yes
 No

If Yes, record last calendar or fiscal year results, as well as the previous 5 years.

199. Do you have an off hours customer service or complaint plan or procedure?

- Yes
 No

200. Do you have a written procedure for handling service complaints?

- Yes
 No

201. Does local production management visit customers and solicit their feedback?

- Yes
 No

10. Finished

202. Your 2015 Feed Mill of the Year Application is due by June 30, 2014.

For consideration of this recognition, you are required to be an AFIA member and to submit a \$35 application fee to:

AFIA

2101 Wilson Blvd.

Suite 916

Arlington, VA 22201

Please notify us of the check number you are paying for this entry with.

To pay using PayPal, click here.

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203. If you wish to receive a copy of your benchmarking report via email, please provide your address here:

204. If you wish to have your supervisor or colleague receive a copy of your benchmarking report, provide their email address here: