



**NDDB**

**STANDARD OPERATING PROCEDURE**  
**Milk Collection Centre (DCS/MPI) with testing facilities**  
**11 January 2016**

**Objective**

To facilitate the milk collection personnel at the DCS/MPI to follow the correct procedure for collection and testing of safe and superior quality milk in the shortest possible time.

**Activities**

1. Milk Collection.
2. Milk Sampling and Testing.
3. Transportation of milk to Collection Centers (DCS/MPI).

<b>WHAT / STEPS</b>	<b>HOW/ STANDARDS</b>
<b>1. Preparatory activities</b>	<ol style="list-style-type: none"><li>1.1. The In-charge/ DCS personnel should report at least one hour before the notified time of milk collection.</li><li>1.2. Clean and sanitize all milk collection accessories prior to milk collection.</li><li>1.3. Ensure use of clean &amp; dry sample bottles for milk samples.</li><li>1.4. Keep sample bottles upside down without capping in the cleaned sample tray and allow bottles to dry. Bottle caps also be allowed to dry in clean and dry place.</li><li>1.5. Do not keep, milk samplers, plunger or any other articles on the floor. Put these on the shelves.</li><li>1.6. Ensure that nylon sieve and nylon/ muslin cloth used for milk filtration is clean and not damaged.</li><li>1.7. Organize the milk reception place properly and ensure that printer stationery and other necessary articles such as chemicals, reagents, cleaning agents and sanitizers are in place.</li><li>1.8. Ensure that all the chemicals/reagents being used are under their expiry period.</li><li>1.9. Maintain good personnel hygiene as under:<ol style="list-style-type: none"><li>1.9.1. Report to work in good health, dressed in clean clothes and observe good hygiene.</li></ol></li></ol>



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	<p>1.9.2. Prior to beginning milk collection, wash hands up to the wrists, with water and soap.</p> <p>1.9.3. Keep fingernails short by trimming them regularly.</p> <p>1.9.4. Avoid handling milk if there are open wounds or sores, especially on hands and arms.</p> <p>1.9.5. Avoid handling milk if suffering from cold and cough.</p> <p>1.9.6. Men should have trimmed hair (cover head with suitable cloth/turban) and women keep their hair ties during the milk collection activity.</p> <p>1.10. Maintain high standards of general cleaning and hygiene around the collection centre in the following manner:</p> <p>1.10.1. Post 'No smoking', 'No tobacco chewing' and 'No spitting' signs or posters inside the MPP at conspicuous places and these should be strictly adhered to.</p> <p>1.10.2. Keep stray animals away from the milk reception area.</p> <p>1.10.3. Keep the surrounding area clean by ensuring that there is no accumulation of waste and water around the DCS/MPI.</p> <p>1.10.4. Ensure that the milk collection area is not used for washing hands and so 'No hand washing' signs or posters should be posted at the appropriate place inside the DCS/MPI.</p> <p>1.10.5. Keep the DCS/MPI clean and maintain good house keeping.</p> <p>1.10.6. Do not let the unwanted material to get accumulated at the work place.</p> <p>1.10.7. Ensure that the Centre has adequate protection from birds, rodents, pests, lizards, insects etc.</p> <p>1.10.8. Ensure that no loose electric wires are hanging in the milk collection area. All wires must be</p>



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	<p>neatly clipped together.</p> <p>1.10.9. In all areas particularly during the evening shift collection the In-Charge should ensure that insects attracted to the light do not fall into the milk.</p> <p>1.10.10. All important information like milk collection timing, Procurement rate, supervisors contact number, AH/AI/RBP contact numbers must be displayed at the notice boards on wall.</p>
<p><b>Milk testing equipment:</b></p> <p><b>Electronic Milk-o-Tester (EMT) and Ultrasound Technology-based Milk Analyser (UTMA)</b></p>	<ol style="list-style-type: none"><li>1. Keep the milk tester (EMT)/ milk analyzer (UTMA) connected to the battery.</li><li>2. Ensures that the Data processor/computer, printer, UPS and the electronic weigh scale function properly.</li><li>3. Prior to milk collection, switch on the milk tester/ milk analyser and allow to warm up for at least 30 minutes.</li><li>4. Verify (calibrate) the test results of the milk tester/ milk analyser with the control sample.</li><li>5. Inform the supervisor if the test instruments do not indicate results as per the control sample. Follow the supervisor's advice to proceed further.</li><li>6. Make a note in the log book for any action performed to correct the calibration of the EMT/milk analyser.</li><li>7. Perform pre-operational procedures for the milk tester/ milk analyser such as de-aeration of syringes and zero check as detailed in the supplier's operation/ user manual.</li></ol>
<p><b>Milk weighing equipment</b></p>	<ol style="list-style-type: none"><li>1. Ensure that proper power supply and earthing is available to the electronic weigh scale.</li><li>2. Ensure that the balancing knobs of the weigh scale are firmly placed on the leveled surface/ floor.</li><li>3. Switch on the electronic weigh scale and allow it to warm up for at least 30 minutes, before starting milk collection.</li></ol>



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	<ol style="list-style-type: none"><li>4. Ensure that the electronic weigh scale is calibrated and certified annually by the Legal Metrology Department.</li><li>5. Ensure that the electronic weigh scale is set to auto tare.</li></ol>
<b>Milk Collection, sampling and testing</b>	<ol style="list-style-type: none"><li>1 Ask pourer members to follow in a queue.</li><li>2 Smell the milk brought by producers. Reject the milk with off-odors.</li><li>3 Check the milk for any extraneous material such as dirt, hair, dead flies, straw etc. and warn the producer, if found with extraneous material in milk.</li><li>4 Advise milk producers to filter milk using a clean filter before bringing to DCS/MPI.</li><li>5 Check the milk for presence of adulterants organoleptically and if suspected, keep it aside for test. Reject the milk if adulterated.</li><li>6 Avoid contact with milk during milk collection.</li><li>7 Gently stir the milk in the producer's vessel before drawing the sample in a sampling bottle.</li><li>8 Draw the milk sample from the member's container and pour in the sample bottle carefully so as not to spill milk.</li><li>9 Write the member code number on the sample bottle.</li><li>10 Keep the sample in the numbered sample tray.</li><li>11 Steps – if DPMCU (REIL) is available<ol style="list-style-type: none"><li>11.1 Operate the system in Auto mode only.</li><li>11.2 Tare the electronic weigh scale and ask member to pour milk the container kept on the weigh scale.</li><li>11.3 Record the milk quantity with the member code in the system.</li><li>11.4 Test the milk sample for %Fat using EMT.</li></ol></li></ol>



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	<p>11.5 Pour the milk sample in the Lactometer Jar carefully and take the LR reading with the help of calibrated lactometer.</p> <p>11.6 Record/capture on DP %Fat test results from EMT, LR reading and milk quantity by EWS.</p> <p>11.7 Generate and hand over the milk bill slip to the member.</p> <p>12 Step – If DPMCU with Milk Analyzer is available</p> <p>12.1 Operate the system in Auto mode only.</p> <p>12.2 Select the Member code.</p> <p>12.3 Tare the electronic weigh scale and ask member to pour milk in the container kept on the weigh scale.</p> <p>12.4 Enter the member code and record/ capture test data of milk sample for Fat &amp; in the system against the member code.</p> <p>12.5 Run the programme to generate the producer milk receipt.</p> <p>12.6 Take out and hand over the slip to the member.</p> <p>13 Keep a track of calving in the village and inform members not to bring milk of recently calved animals to the center before seven days from the day of calving.</p> <p>14 Ensure that containers used by members to bring milk are clean preferable of SS and with cover.</p> <p>15 Advice producers not to bring milk in plastic containers/ jerry cans/ empty containers of paints.</p> <p>16 Keep a tract of average milk quantity poured by individual member both morning/ evening to check mixing of evening milk with morning deliveries or vice versa.</p> <p>17 Fix and follow regularly milk collection timings both morning/ evening.</p>



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<b>Post milk collection activities</b>	<ol style="list-style-type: none"><li>1. Prepare/ Generate milk collection summary sheet with total quantity of milk collected.</li><li>2. Draw the composite milk sample separately for Cow/ Buffalo milk, after proper plunging from the can and test it for Fat/ SNF. Record the results in the purchase register as well as in the dispatch challan.</li><li>3. Close and seal the milk Cans.</li><li>4. Clean all the milk collection accessories and keep in clean and dry place.</li><li>5. Clean the sample bottles so as the bottles are free from traces of milk solid.</li><li>6. Transport the milk cans to the BMC point following the stipulated time scheduled or through the head load arrangement/ or by designated route vehicle.</li><li>7. Ensure that milk from milk cans does not spill during the transportation.</li><li>8. In case of milk transport by procurement vehicle, ensure that the milk cans are sealed and kept ready for dispatch before vehicle arrival. Keep the filled milk cans under covered place/ shed.</li><li>9. On arrival of vehicle – open the can lids and place the milk cans on the weigh scale at BMC point.</li><li>10. After the milk is poured into the BMC/ CC, collect back the cleaned milk cans.</li><li>11. Remove the lids and keep the milk cans up side down at the collection centre in a dry place. Lids are kept on the cans so as no dust accumulate in the can/ lid.</li></ol>