



Procedures for Applying CFIA Labels for Animal Nutrition Products

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	Himanshu Patel	NA-Quality Mgr	

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Date	Approver	Title	Signature
	Troy Wilkins	Regulatory Affairs Specialist, Animal Nutrition	
	Pauline Jarney	NA Supply Chain Mgr	

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1 Introduction

The purpose of this document is to outline the procedures for applying CFIA labels for Animal Nutrition Products on inbound products arriving into a Canadian warehouse.

2 Process

a. Animal Nutrition products that ship to a warehouse located in Canada must have CFIA approved labels applied to the product upon the inbound arrival at the warehouse. Each bag or carton in a shipment must have a CFIA label, prior to putting away in the Canadian warehouse.

1. Bag

- 6" x 4" CFIA labels will be used to be placed on the outside of each bag. Each bag is accessible without repalletization.
- Any other product label on the outside of each bag will be covered.
- NA GHS label will not be covered.

2. Super Sacks, Totes and Cartons

- 8" x 11" CFIA labels will be printed and placed on the carton.
- Any production product label and/or EU GHS label will be covered either by the CFIA label or with a white label
- NA GHS label (easily identified by a coloured diamond) should not be covered, due to WHMIS requirements.

b. The most current and up to date CFIA label must be obtained from the CFIA Label website, [CFIA Product Labels - BASF](#), each time animal nutrition products are received into the warehouse. In the event, a label on the Animal Nutrition CFIA Label website does not match the Material Name on the original label, please contact Carol Perry. If Carol Perry is not available, please contact the individual indicated on her out-of-office message. **N.B. In the instance the BASF 3rd party transaction team sends a template of the label, the warehouse will use the template.**

c. If the warehouse is authorized by BASF Supply Chain to obtain the template from the CFIA Product Label website, they are to ensure they choose and print the correct label (matching the respective material/article number) from the website for the products being received on the inbound. There should be a verification done to ensure the inbound material's article number matches the printed label's article number. Before printing the label

from the CFIA Product Label website, the following fields are required to be completed on the label template:

- Date of Manufacture
- Batch/ Lot Number
- Article Number
- Net Weight

The font is to be maintained as the template. **Do not make any other changes to the label template except for the specific fields mentioned above. Do not change any formatting of the label template, fields, text font style/size.**

c. Labels are to be printed from the template on 8.5" x 11" adhesive back label stock for cartons and large bags or 6" x 4" adhesive back label for small bags. Please print only the number of labels needed for the order. Any extra labels should be destroyed immediately upon completion of the labeling activity.

3 Quality Control Measures

a. Please print out 2 labels and have two separate individuals (the individual who will apply the labels and the supervisor) at the warehouse confirm that the Material Name, Date of Manufacture, and Batch/ Lot Number, and Article Number on the labels match the order. If everything matches, the two individuals will initial and date one of the printed label and save it in a file. The other label can be reprinted as per the quantity of material on the order. **Please do not apply the initialed and dated label on packaging**, it is to be saved in a folder for quality control purposes.

b. The individual responsible for applying the CFIA labels to each bag or carton will fill out and initial a confirmation form at the time the inbound shipment is received.

c. The supervisor will confirm that the correct labels have been applied to the product before the inbound shipment is placed in the storage racks and will also initial the confirmation form. Attached is an example of the confirmation form. Please keep a copy of the form on file for auditing purposes.

4 Appendix Sample Form

Warehouse Check Sheet for CFIA Label Application

Date	# of Labels Printed/ # of Labels Used	Article number	Batch	Qty of Labels Applied	Initials	Supervisor Initials
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