



# GEP-FREE PROGRAM MANUAL

## Feedlot Operation

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### 1. Document Control

Legal Business Name: \_\_\_\_\_

Premises ID (PID): \_\_\_\_\_

Operation Type: Feedlot

Effective Date: \_\_\_\_\_

Version Number: \_\_\_\_\_

Approved By (Owner): \_\_\_\_\_

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### 2. Purpose

This manual defines the governance, authority structure, and accountability framework supporting compliance with the GEP-Free Program in a feedlot environment.

The objective is to ensure:

- Enrolled cattle are not exposed to GEPs
  - Segregation from non-eligible cattle is maintained
  - Feed controls prevent contamination
  - Traceability is maintained through finishing
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### 3. Organizational Structure

#### 3.1 Organizational Overview

The feedlot maintains defined accountability for:

- Animal eligibility control
- Feed procurement and management
- Segregation controls
- Documentation and traceability



- Certification compliance
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### 3.2 Organizational Chart

Position	Name	Reports To	Alternate
Owner / General Manager		N/A	
GEP-Free Program Manager		Owner	
Yard Manager		Owner	
Feed Manager		Owner	
Records Administrator		Owner	

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## 4. Roles and Responsibilities

### 4.1 Owner / General Manager

Responsible for:

- Overall compliance
  - Approving program documentation
  - Resource allocation
  - Signing certification documents
  - Oversight of corrective actions
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### 4.2 GEP-Free Program Manager

Responsible for:

- Maintaining written GEP-Free procedures



- Ensuring segregation of eligible and non-eligible cattle
- Verifying supplier and source documentation
- Preparing for validation and verification audits
- Investigating non-conformities

Authority includes:

- Immediate suspension of pen or lot eligibility
  - Initiating corrective action protocols
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### **4.3 Yard Manager**

Responsible for:

- Physical segregation of enrolled cattle
  - Managing pen allocation
  - Monitoring animal movements
  - Reporting deviations
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### **4.4 Feed Manager**

Responsible for:

- Ensuring no GEP-containing feed is delivered to enrolled cattle
  - Managing feed bin segregation
  - Maintaining supplier documentation
  - Preventing cross-contamination
  - Maintaining batch records
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### **4.5 Records Administrator**

Responsible for:

- Maintaining traceability from arrival to shipment
  - Retaining feed records
  - Maintaining treatment records
  - Providing documentation during audits
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## 5. Delegation of Authority

Responsibility	Primary	Alternate	Activation Condition
Program Oversight	GEP Manager	Owner	Absence
Feed Approval	Feed Manager	Yard Manager	Absence
Lot Eligibility Decision	GEP Manager	Owner	Absence
Certification Communication	GEP Manager	Owner	Absence
Corrective Action Approval	Owner	GEP Manager	Owner unavailable

Delegated authorities may:

- Access and review records
- Authorize corrective actions
- Communicate with Certification Body
- Suspend lot eligibility

They may not modify core policy without Owner approval.

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## 6. Mixed-Status & Segregation Controls

The feedlot implements:

- Pen-level segregation
- Feed bin segregation
- Dedicated processing protocols
- Clear lot identification
- Documented movement controls

Any breach of segregation results in immediate eligibility review.

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## 7. Training & Competency



Personnel involved in:

- Feeding
- Animal handling
- Recordkeeping
- Procurement

Are trained in GEP-Free requirements. Training records are maintained.

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## 8. Internal Review & Continuous Improvement

The GEP-Free Program is reviewed annually to verify:

- Effectiveness of segregation controls
- Feed management compliance
- Record integrity
- Authority assignments

Review Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

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**END OF FEEDLOT MANUAL**