



Helpful Hints for Participating in the Feed Facility of the Year Program

Thank you for considering participation in the American Feed Industry Association and Feedstuffs Feed Facility of the Year benchmarking program. We feel confident that you will find it rewarding and helpful in improving your operation. Most facilities should be able to complete the entire process in less than four hours. This document has been put together to assist you in being as efficient as possible as you walk through the process.

To get the most benefit from the benchmarking, please be as honest and accurate with your answers as possible. Once you complete the Introductory section which asks basic information about your facility, you will find that the remainder of the questions are either yes/no, multiple choice or brief numeric answers. This should greatly speed up the final keying of the information into the online survey. The applications have been adjusted this year to accept the numeric data only in the appropriate format, so be sure to pay close attention to what the question is asking. Below is a step by step process that will assist you on your journey. You may also want to view the brief promotional video [here](#) and take a look at all of the previous winners [here](#).

Step One

Choose which category your facility best fits and print the appropriate blank PDF application.

Commercial Dry Feed Facility – A facility that produces the majority of its tonnage as bulk and/or packaged dry feed for any species and distributes feed through retail dealers, wholesalers or to other companies through toll mill agreements. This category would also fit facilities that specialize in blocks and mineral supplements.

Integrator Feed Facility – A facility that produces the majority of its tonnage as bulk feed where the majority is for a single species and distributed to farms that are owned, managed or operated with a management agreement by the same company.

Liquid Feed Facility – A facility that produces the majority of its tonnage as liquid bulk and packaged feed.

Premix/Ingredient Manufacturing Facility – A facility that produces the majority of its tonnage as premixes or ingredients used in feed and/or pet food production.

Step Two

Gather the required information.

Use the PDF version to begin to gather the required information necessary to complete the application. Unless otherwise indicated, your answers can be based upon your company fiscal year reports. To maintain consistent comparisons, questions in the Government Compliance section and Productivity and Efficiency section will be based upon calendar year. It would be best to gather all of the required information and mark all of your answers on the PDF copy of the application before proceeding to the online survey. Make sure you give accurate contact information for the person submitting the application as well as for all people requesting a copy of the benchmarking report. Keep a copy of the PDF version of the application with your answers for your records.

Step Three

Key your information into the online survey (links below).

Go to the appropriate online survey and enter the information you recorded on your PDF version. The questions and answers should appear exactly the same. If you gathered all of the required information and answered all of the questions on the PDF version of the application, this should be a fairly quick and painless process.

[Commercial Dry Feed Facility](#)

[Integrator Feed Facility](#)

[Liquid Feed Facility](#)

[Premix Manufacturing Facility](#)

Step Four

Select form of payment and submit.

The fee for participation in the AFIA Feed Facility of the Year Benchmarking program is \$100 for members and \$250 for non-members. At the end of the online survey, you will be given a choice of paying by credit card or receiving an invoice to pay by check. If you want to pay by [credit card](#), click on the link and follow the steps to enter your credit card information. If you chose the option of receiving an [invoice](#), one will be sent to your facility to the address you entered in Section 1. If you want to go ahead and send a check, please enter the check number and send the check to:

American Feed Industry Association
Feed Facility of the Year
2101 Wilson Blvd.
Suite 810
Arlington, VA 22201

Your application must be submitted by September 6, 2019. Your facility will not be entered into the contest and you will not receive a benchmarking report until payment is received.

Step 5

Review Process

Applications will be reviewed during the months of September, October and November. If selected as a semi-finalist in the contest, you may receive a letter requesting additional information to help with our final decision on the winners. Finalist may also receive a facility visit from AFIA staff prior to a decision being made. Winners for each of the four categories as well as the overall winner of Feed Facility of the Year will be announced at the International Production & Processing Expo in January 2020. The facility managers of each category winners of the Feed Facility of the Year will receive expenses paid to IPPE for the award presentation. *Feedstuffs* will also publish articles on each of the winners.

For questions on any aspect of the Feed Facility of the Year program, please contact [Gary Huddleston](#) AFIA director of feed manufacturing and regulatory affairs, at (703) 666-8854.

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