

Traceability

Workbook

JULY 2015



TABLE OF CONTENTS

TABLE OF CONTENTS2

INTRODUCTION3

 LIVESTOCK TRACEABILITY.....3

Why?.....3

 WORKBOOK.....4

 REFERENCE MANUAL.....4

 REQUIREMENTS.....4

 RECORDS & REPORTS5

 IMPLEMENTING THE LIVESTOCK TRACEABILITY MODULE.....5

PRODUCER SELF-EVALUATION QUESTIONNAIRE6

 PREMISES IDENTIFICATION6

 ANIMAL IDENTIFICATION6

 TAG ACTIVATION.....6

 ANIMAL MOVE-IN6

 TAG RETIREMENT6

MANDATORY RECORDS7

TEMPLATES8

 ANIMAL BIRTH RECORD8

 ANIMAL MOVE-IN RECORD (MOVE-IN |IMPORT).....9

 ON-FARM ANIMAL DISPOSAL RECORD | TAG RETIREMENT10

 ANIMAL EXPORT RECORD | TAG RETIREMENT11

 TAG REPLACEMENT/TAG LOST | CROSS REFERENCE LOG12

INTRODUCTION

LIVESTOCK TRACEABILITY

According to the Canadian Food Inspection Agency (CFIA): “Traceability is the ability to follow an item or a group of items — be it animal, plant, food product or ingredient from one point in the supply chain to another, either backwards or forwards.”

Livestock traceability systems are based on three basic elements, called the “pillars” of traceability:

- **Animal identification**
- **Premises identification**
- **Animal movement reporting**

Why?

Traceability systems are important, effective tools that can be used for many things, including the protection of animal health, public health and food safety. They can help reduce response time, thereby limiting economic, environmental and social impacts of emergency situations such as disease outbreaks. Traceability systems also support the Canadian economy and livestock sector by helping to meet international export standards.

For our industry, traceability:

- Plays a critical role in maintaining the trust of our consumers and trading partners;
- Is increasingly important for many countries we export animals and genetics to; and is also important if we want to access new markets;
- Is one of the six modules of the proAction Initiative – and a key stone in providing assurance to our customers that we are responsible food producers;
- Is – and must be – regulated. Government, farmers and other industry stakeholders (processors, transporters, etc.) all have a role in ensuring that we can rapidly trace back any issue that may need to be addressed. It is essential in ensuring food safety or controlling outbreaks before they take an economic toll on the industry;
- Helps the industry identify and eliminate logistical inefficiencies in the production, transportation and marketing system, as well as facilitates the supply chain management.

Full traceability is about helping consumers find the answer to their question “where does my food come from?”

The information contained within traceability systems can be used for other proAction modules; therefore, traceability can help proAction integrate all of its modules. For example, animal identification is a key traceability pillar that can also be used for herd management such as treatment records, herdbook registration, exportation certification, etc. By implementing traceability systems, there is potential to reduce on-farm labour and handling costs as well as improve herd and operational management practices.

WORKBOOK

This Workbook is designed to outline the minimum mandatory tasks that you must do to satisfy the Livestock Traceability module's requirements. This **Producer's Workbook** contains a Producer Self-Evaluation Questionnaire, from which producers can determine the requirements that they need to implement or improve on. This questionnaire is designed to allow you to make your own current practices assessment, and determine which requirements you need to implement or improve.

REFERENCE MANUAL

The **Reference Manual** explains the livestock traceability issues associated with each requirement, and explains what producers need to do to meet these requirements. The Reference Manual also contains on farm scenarios to help you understand what should be done or improved. The manual is designed to be useful tool to develop your farm plans and train your staff.

REQUIREMENTS

The Livestock Traceability module outlines a number of requirements that must be met for registration under the proAction program. To be registered, the farm or producer must meet the following criteria, all of which can be found in detail in the Reference Manual:

- The standards set out by the proposed amendment to Part XV (Animal identification) of the Health of Animals Regulations – Government of Canada;
- Implement the mandatory requirements;
- Maintain a record of the requirements identified in this Workbook;
- Report the requirements identified in this Workbook to the national traceability database.

Requirements are evaluated by a validator as:

- Compliant
- Noncompliant:
 - Major or minor non-compliance

You must correct all major or minor problems within a specified time-frame identified by the validator.

Shaded areas within both the Workbook and the Reference Manual are mandatory for the Livestock Traceability module.

Unshaded areas within both the Workbook and the Reference Manual are recommended. Please review the recommendations and select those that are applicable to your operation.

Livestock Traceability module requirements are the foundation of any traceability system. In fact, they are recommended and proven procedures that helps to prepare for, manage and reduce the impact of an animal disease outbreak. It allows the tracking and tracing of concerned animals in the event of a sanitary emergency and ensures a better management of emergencies to help maintain market access and limit losses after animal disease outbreak. The Livestock Traceability module gathers requirements into five (5) sections:

- Premises Identification
- Tag Activation
- Animal Identification
- Animal Move-in
- Tag Retirement

RECORDS & REPORTS

Producers must monitor and control the Livestock Traceability module requirements through records and reporting. Producers who are new to the program must complete three months of records and reporting before applying for registration; once registered, producers must keep on-farm records for a minimum of five (5) rolling years. Reports will be kept into the national traceability database for more than five (5) years. On-farm records must be complete and must also be easily accessible to staff at all times, including electronic records.

On-farm records are permanent, written records in which data is collected for easy recall and evaluation. The records that the Livestock Traceability module requires producers to keep are:

- Animal birth record
- Animal move-in record (including import)
- Tag retirement records (on-farm animal disposal and export)
- Tag replacement and/or tag losses (cross-reference)

Reports are permanent, information that is collected and recorded into a national traceability database (CCIA or ATQ). The Livestock Traceability module requires producers to report the following:

- Animal birth
- Animal move-in (including import)
- Tag retirement (animal on-farm disposal and export)
- Tag replacement and/or tag losses (cross-reference)

IMPLEMENTING THE LIVESTOCK TRACEABILITY MODULE

To implement the Livestock Traceability module, you have to meet the mandatory requirements and keep required records and reports. All on-farm records must be accessible to everyone working on the farm. Moreover, you must train your employees to ensure that they understand the module's requirements and that they implement it in a consistent way.

Once you have implemented the module, an on-farm validator will assess your module by conducting a validation (i.e. an audit) of your records and reports. The validator then will make a recommendation to the provincial organization as to whether or not you adequately meet the module's requirements. You may be required to satisfy corrective actions request (CAR) before you can be registered. Once you are registered, you will undergo regular validations to ensure you are continuing to meet the module's requirements.

Your records and reports must be maintained on a continuous basis. At least one person on the farm must be responsible for ensuring that the Livestock Traceability module is properly kept and up-dated if needed.

PRODUCER SELF-EVALUATION QUESTIONNAIRE

PREMISES IDENTIFICATION

#	Producer requirements	Yes	No	N/A
1.	Do you have a premises identification number?			

ANIMAL IDENTIFICATION

#	Producer requirements	Yes	No	N/A
2.	Are your dairy cattle double-tagged with approved dairy tags (NLID/ATQ), *Calves must be tagged within 7 days of birth or before the animal leaves the farm of origin, whichever occurs first? * Any calves born on farm and destined for the beef industry <u>may</u> be identified with a single RFID ear tag (approved beef tag) - Except for provinces that requires dual tagging.			

TAG ACTIVATION

#	Producer requirements	Yes	No	N/A
3.	Do you maintain current birth records on farm (birth date, Animal ID number)? *In the 7 days following the animal's birth or at the time the animal leaves the farm of origin, whichever occurs first.			
4.	Are you reporting animal birth information to the national traceability database within 45 days or before the animal leaves the farm of origin, whichever occurs first?			

ANIMAL MOVE-IN

#	Producer requirements	Yes	No	N/A
5.	For animal move-in (reception of an animal at the farm, including import) : a. Do you maintain current animal move-in records on farm (<i>animal ID number, date of movement, premises identification number of farm of arrival and departure, license plate number</i>) b. Are you reporting the information to the national traceability database? *Information must be recorded within 7 days of the event or before the animal leaves the farm, whichever occurs first?			

TAG RETIREMENT

#	Producer requirements	Yes	No	N/A
6.	For tag retirement (on-farm animal disposal or export): a. Do you maintain current tag retirement records on-farm? b. Are you reporting the event information to the national traceability database? *Information must be recorded and reported within 7 days of the event.			

MANDATORY RECORDS

The following records must be kept on-farm for a period of five (5) years in order to meet the requirements of the Livestock Traceability module:

- Record 1** Animal Birth record
- Record 2** Animal Move-in record (including import)
- Record 3** On-Farm Animal Disposal record – Tag Retirement
- Record 4** Animal Export record – Tag Retirement
- Record 5** Tag replacement and/or tag losses (cross-reference)

You may use the following record templates or provide your own. If you choose to provide your own, they must contain all mandatory data as mentioned below.

The animal birth and on-farm disposal records must contain:

- Animal identification number – 15 digits
- Date of animal’s birth/death
- Premises identification number where the animal was born/found dead
- Date of records

The animal movement record (move-in, import & export) must contain:

- Animal identification number – 15 digits
- Date of animal’s arrival/departure
- Premises identification number* of the farm of arrival
- Premises identification number* of the farm of departure
- Vehicle (single unit) or trailer (tandem unit) licence plate number


**If the premises number isn’t known, record the name and address of the location where the animal was kept or exported.*

The tag replacement log must contain:

- Date of replacement
- Former animal identification number – 15 digits
- New Animal Identification Number – 15 digits
- Date of records

TEMPLATES

ANIMAL BIRTH RECORD

			Year:
Date of Birth (Day/Month)	Animal Identification Number 15 digits	Premises identification number were the animal was born	Date of Record (Day/Month)
15/04	 12246326	QC 321654 7	20/04

* 7 days of birth **or** at the time the animal leaves the farm of origin, whichever occurs first

ANIMAL MOVE-IN RECORD (MOVE-IN |IMPORT)

Year:

Type of Event	Date of Animal's Movement (Day/Month)	Animal Identification Number 15 digits	Premises Identification Number of Farm of Arrival	Premises Identification Number of Farm of Departure	Vehicle or trailer licence plate number
<input checked="" type="checkbox"/> Move-in	15/04	124 000 012 246 326	QC 321654 7	ON 123456 1	414 FZG
<input type="checkbox"/> Import					
<input type="checkbox"/> Move-in					
<input type="checkbox"/> Import					
<input type="checkbox"/> Move-in					
<input type="checkbox"/> Import					
<input type="checkbox"/> Move-in					
<input type="checkbox"/> Import					
<input type="checkbox"/> Move-in					
<input type="checkbox"/> Import					

* 7 days following the arrival of the animal **or** before its departure from livestock operation, whichever occurs first

ON-FARM ANIMAL DISPOSAL RECORD | TAG RETIREMENT

Year:

Date of Death (Day/Month)	Animal Identification Number 15 digits	Premises identification number where the animal was Found Dead	Date of Record (Day/Month)
15/04	124 000 012 246 326	QC 321654 7	20/04

* 7 days following the animal's death

ANIMAL EXPORT RECORD | TAG RETIREMENT


Year:

Date of Animal's Movement (Day/Month)	Animal Identification Number 15 digits	Premises Identification Number of Farm of Arrival	Premises Identification Number of Farm of Departure	Vehicle or trailer licence plate number
15/04	124 000 012 246 326	ON 123456 1	QC 321654 7	414 FZG

* 7 days following animal loading for export.

TAG REPLACEMENT/TAG LOST | CROSS REFERENCE LOG

Year:

Date of Replacement (Day/Month)	Original Animal Identification Number 15 digits	New Animal Identification Number 15 digits	Date of Records (Day/Month)
15/04	840 000 123 456 789	 12246326	15/04

* 7 days following the retagging of the animal **or** before its departure from livestock operation, whichever comes first