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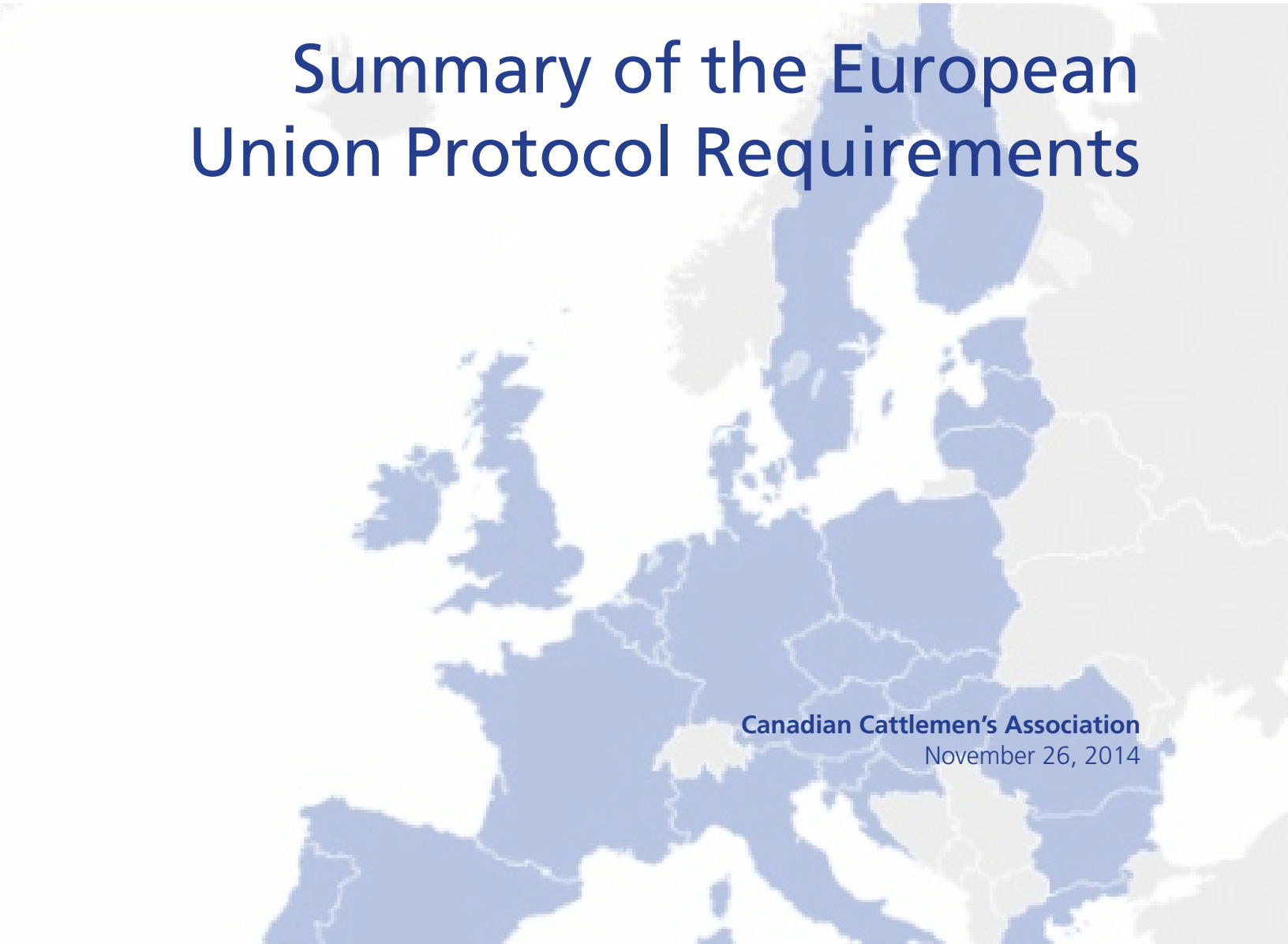
for **Feedlot Operations**

Summary of the European Union Protocol Requirements



Canadian Cattlemen's Association
November 26, 2014

for **Feedlot Operations**

Summary of the European Union Protocol Requirements

Important Note: The content of this document is sourced from text written by the Canadian Food Inspection Agency and is provided to assist Canadian producers considering raising cattle that could be utilized to produce beef for export to the EU. Producers who are registered in the program should consult their CFIA Approved Veterinarian and the full text of The Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the Export of Beef to the EU for the purpose of management decision making. Sample forms in the Appendix are included for informational purposes only and the most current versions for official use can be obtained from your CFIA Approved Veterinarian.

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Definitions

Approved Tag – means a tag, chip or other indicator approved by the Minister under subsection 173(1) of he Health of Animals Regulations. For the purpose of this program, this can be any tag approved under the National Livestock Identification and Traceability Program such as those allocated by ATQ and CCIA.

ATQ – Agri-Traçabilité Québec – Agriculture and food traceability service provider in Québec.

Auction Market – an operation which is enrolled in the program where eligible animals may be bought and sold.

Birth farm – a farm which is eligible to enrol calves into the program.

CCIA – Canadian Cattle Identification Agency – National administrator for the cattle traceability program.

CFIA – Canadian Food Inspection Agency

CFIA accepted transfer documentation – This consists of the Transfer certificate (Annex R7) which include the name and address of the owner and a unique premises identifier as well as a listing of the animals being transferred indicating their approved tag number, alternate ID (as applicable) and a signed producer declaration, or any other form generated by the owner that contains this information; and a valid copy of the Certificate of Compliance (Annex R7.1). In the case of farms on a recognized/certified management system, the documentation included must provide the same minimal information mentioned above. The District Veterinarian and the designated CFIA Area Program Specialist will maintain the list of documentation required to be presented at slaughter for each recognized/certified management system.

CFIA Accredited Veterinarian – within this document, any reference to accredited veterinarian means a private practitioner authorized by the CFIA under the authority of the Health of Animals Act to perform certain duties and functions in support of the CFIA's National Animal Health Program.

CFIA Approved Veterinarian – within this document, any reference to CFIA Approved Veterinarian means a CFIA Accredited Veterinarian who is under special agreement with CFIA to deliver this program.

Eligible Animal – an animal which, prior to enrollment, has not changed ownership and responsibility for the control of relevant practices applied in its raising and has not been administered any GEPs and, once enrolled, continues to be managed within the parameters of this program.

Feedlot – an operation which is enrolled in the program and backgrounds or finishes eligible cattle for slaughter.

GEPs – Growth Enhancing Products – substances having thyreostatic, oestrogenic, androgenic, gestagenic or beta adrenergic action of which the use is prohibited by the EU. A complete list is available in annex R2.

GEP program – the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the export of beef to the EU.

Mixed Status (farm, feedlot, or operation) – a farm or feedlot which has a combination of eligible and noneligible animals or that has or uses GEPs on the premises.

Producer's Declaration – a statement appearing on program enrolment forms and CFIA accepted transfer documentation that is signed by a producer, person designated as responsible for that activity or person in charge at an auction market that indicates they understand the objectives and requirements of this program and take responsibility for relevant practices applied to eligible animals while under their control.

VIC – The Canadian Food Inspection Agency Veterinarian in Charge of a federally registered beef processing establishment.

Feedlot Procedures

- Enrolment Procedures
- Record Keeping Requirements
- Receiving Cattle plus Eligibility, Identification and Segregation of Cattle
- Lost Tags
- Transfer of Cattle out of the Feedlot
- Sale of Animals through Auction Markets
- Handling Growth Enhancing Products on the Registered Farm

Enrollment Procedures

☐ In order to apply the owner must contact a **CFIA Approved Veterinarian** for information and request an on-farm GEPs assessment. The CFIA Approved Veterinarian will review and explain the program to the feedlot owner

☐ Feedlots are required to have a CCIA, ATQ or other **provincial premises identifier**

☐ **Written programs** required at the time of enrollment include an organizational structure along with delegations of authority for various tasks in the program as well as the alternate identification and/or segregation program for mixed status farms (where GEPs are used)

☐ The CFIA Approved Veterinarian will issue the **Certificate of Compliance (Annex R7.1)** upon completion of the first successful GEPs assessment report. Once issued, the producer and the CFIA Approved Veterinarian will complete an **enrollment form (Annex R3)** which must be signed by the individual with designated authority over the operation as well as the CFIA Approved Veterinarian.

☐ The enrollment form and producer's declaration (Annex R3) must be completed and signed each year. **On farm assessments** will be conducted by the approved veterinarian at least 2 (two) times yearly.

☐ The producer is responsible for contacting his CFIA Approved Veterinarian and asking for an assessment within one month **before expiration** of the Certificate of Compliance.

Record Keeping Requirements

☐ The producer must maintain an **organizational chart** indicating who in the operation is ultimately responsible for different elements of the program as well as a listing of roles and responsibilities designated to other individuals within the operation. In the case where tasks associated with this program are delegated to individuals other than the owner or responsible individual trained by the CFIA Approved Veterinarian, the feedlot must also maintain a record indicating **how and when training was delivered** to the individual who is delegated to perform a task.

☐ The producer must maintain an **animal inventory using Annex R6** or a self developed inventory control program. If they use their own version, it must record the same information as contained in Annex R6.

☐ Records including Enrollment Forms, Transfer Certificates, Tag Replacement Reports, animal inventories, GEP administration associated records and letters of guarantee (as applicable), GEPs assessment reports and Certificates of Compliance **must be kept for a minimum of three years** from the date of birth of the calves. Copies of manuals or documents mentioned above as well as **records must be made available** to the CFIA Approved Veterinarian or any CFIA or EU official upon request.

☐ **If GEPs are utilized on the premises**, the feedlot must maintain a manual of procedures which addresses; what types of GEPs are used (implant, feed), the procedures for use and timing of use. This program must also incorporate a tracking system for the GEPs which accounts for inventory purchased or received and usage or disposal on an individual basis. The written program which requires program animals to be identified and/or segregated (if applicable) with an **alternate visual identifier** such as a designated colour of dangle tag or specific management tag containing a numbering system which can be easily read during a walk through inspection.

☐ **If the feedlot purchases any mixed feeds or feed supplements** from a commercial feed mill, the feedlot must obtain a **letter of guarantee from the feed mill** indicating the feed does not contain any residues of GEPs in the feed, such as MGA, ractopamine or zilpaterol.

☐ **If the feedlot produces any mixed feeds containing GEPs,** they must be able to demonstrate to the CFIA Approved Veterinarian that the feed fed to eligible animals does not contain any residues of GEPs in the feed, such as MGA, ractopamine or zilpaterol. The procedures used to ensure compliance must be part of the operator's written program. **When feeding products containing GEPs** at the feedlot, a written plan to ensure segregation has been developed, implemented and monitored must also be in place to prevent animals in neighbouring pens from accessing these products.

Note: Samples of the most commonly used forms are included in the Appendix.

Receiving, Eligibility, Identification and Segregation

☐ The feedlot operator **may only receive cattle** from a registered birth farm, another registered feedlot (backgrounder) or registered auction market in order to include them in this program. All cattle received by the feedlot for inclusion into the program **must arrive with a completed, signed Transfer Certificate** identifying the animals individually as being enrolled and maintained within the parameters of this program. Cattle received **prior to enrolment will not be eligible** for inclusion in this program.

☐ The CFIA accepted transfer documentation **must be accompanied by a copy of a valid Certificate of Compliance** from the farm of origin which was delivered by their CFIA Approved veterinarian.

☐ During receiving, **animals must also have their identities confirmed** by physically examining their identification information and comparing it to the CFIA accepted transfer documentation. Also, when receiving cattle from an operation which utilizes GEPs, an auction market or community pasture/forestry reserves, **a physical inspection of the ears for evidence of implants of 100% of animals** identified on a CFIA accepted transfer documentation must be done and recorded as negative to eliminate the possibility of accepting non-eligible animals accidentally shipped.

☐ **In the case of a discrepancy** between an animal's identification and the listed identifications on the CFIA accepted transfer documentation, the receiving feedlot must contact the farm of origin and/or auction market to determine if the animal is eligible for the program or not. **If the animal was eligible** prior to the transfer, the farm of origin would provide a supplemental CFIA accepted transfer documentation for that animal. **If the animal was not eligible** for participation in the program and shipped in error with program animals, the animal must be removed from the program at the current location, properly identified and/or segregated and considered non-eligible to participate in the program at any future time or returned to the farm of origin in compliance with the receiving feedlot's written program.

☐ If, as the result of a physical check of the ears done on arrival, administration of **an implant is detected or suspected**, the CFIA approved Veterinarian and the CFIA District Veterinarian shall be **notified immediately** for follow-up actions. The finding of an implant renders all animals from the same source non-eligible for EU markets until an investigation is completed. The **entire lot shall be held and segregated** in compliance with the receiving feedlot's written program until the results of this investigation are received.

☐ Feedlots purchasing cattle at auction markets that arrive with transfer documentation that includes a comprehensive listing of eligible animals **must agree to provide feedback** to the auction market and farm of origin for cattle received within 14 days of initial processing at the feedlot. This is to allow the **farm of origin to update their cattle registry** to reflect what eligible animals remain on the premises.

☐ **In feedlots which utilize GEPs**, cattle confirmed at arrival to be eligible for the program must be brought into compliance with the feedlot's **written alternate identification program** which allows for them to be visually distinguished. Upon receipt of animals at the feedlot, the animals also must be **physically segregated from non-eligible animals** and maintained in such a manner during their entire stay at the feedlot. This program must provide assurances that the eligible animals are not administered any GEPs and that non-eligible animals are not shipped or included with eligible animals. When feeding products containing GEPs, the written plan must indicated measures taken to **prevent animals in neighbouring pens** from accessing these products.

☐ **If a decision is made to remove an animal** from the program for any reason, the non- eligible animal must be **managed appropriately (segregated and/or identified)** according to the program and the appropriate records must be amended in order to document this occurrence, unless this animal is directed from a feedlot to a beef production stream **that is not producing GEP free product for the EU**.

Lost Tags

☐ In the event that an approved **tag is lost or that the animal bears a revoked tag**, replacement may be done by a designated individual at the farm. Replacement tag records must be kept.

☐ In order to maintain the animal in the program, the feedlot must **physically inspect** the animal (i.e. check for implants in the ear) and **review records** to ensure the animal was never fed any feeds containing GEPs. The responsible individual must record the tag change activity on a **Tag Replacement Report (Annex R9)** or similar document or management database used in the operations management program. This report must be generated in addition to the regulatory requirement to **report this to the CCIA or ATQ database.** The report must include the number of the approved tag that was previously present in the animal, as applicable, and what information (alternate identification, colour, sex, brand, physical segregation, etc.) was used to confirm this. The **animal inventory shall be adjusted accordingly**.

☐ **At the time of loading** for transport to another registered operation, animals must be inspected to ensure that approved tags are present. During this inspection, the producer is also strongly encouraged to ensure the presence of any alternate identifiers used in their operation. This is to provide backup identification of an animal should an approved tag be lost during transport.

Transfer of Cattle out of the Feedlot

☐ When animals are being **shipped directly to another registered finishing feedlot** not under the same sole ownership or to slaughter, the animals must be accompanied by an **original Transfer Certificate (Annex R7 or equivalent) s**igned and dated and a copy of the valid Certificate of Compliance on the date of shipping by the designated individual from the feedlot. **A copy of the Transfer Certificate** (Annex R7 or equivalent) must be maintained by the feedlot of origin.

☐ The Transfer Certificate (Annex R7 or equivalent) must contain the required declaration statement and **a listing of the eligible animals**. In order to accommodate already existing farm records and electronic inventory programs used by cattle producers and to prevent transcription errors, the identification of animals **may be done by way of an industry record**. CFIA accepted transfer documentation would still be required to be signed by the designated individual. If this procedure is used **additional requirements apply.***

☐ All Transfer Certificates must be **accompanied by a copy of a valid Certificate of Compliance (Annex 7.1)** which has been previously completed by the CFIA Approved Veterinarian.

☐ There are **two (2) methods of listing animals** on the Transfer Certificate (Annex R7 or equivalent):

i) The listing of animals **contains only the animals being shipped.**
ii) The listing **may be a more comprehensive list** (can only include eligible animals) but in this case the shipper and receiver must have a mutually agreed upon procedure which will **provide feedback to the shipper within 14 days.** Based on this feedback, the shipper must update their animal's inventory list to accurately reflect what remains on their premises. **In the case where the shipment is going to slaughter,** this alternative arrangement must be agreed upon between the shipper and the slaughter establishment, with the latter being responsible for the on-site reconciliation of the identity of the actual animals shipped vs. those listed on the Transfer Certificate. This reconciliation must occur prior to, or during the processing of these animals. This **agreed upon procedure must also be approved by the VIC** at the EU approved federally registered slaughter establishment.

☐ **When sending enrolled animals to slaughter,** the registered feedlot operator is responsible for providing advanced notice to management of the federal establishment regarding plans to ship GEP program cattle for slaughter. They must also confirm that the slaughter establishment is an **EU approved federally registered slaughter establishment**.

Sale of Animals through Auction Markets

☐ **Eligible cattle must move directly from the farm of origin** to the auction market and subsequently to the EU approved federally registered slaughter establishment, in a dedicated conveyance or compartment in a conveyance.

* For more information see the full text of The Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the Export of Beef to the EU

☐ Once received at the auction market, cattle enrolled in the program **cannot be commingled** with cattle not enrolled in the program. **Each lot of eligible cattle** to be sold may only be sourced from one birth farm or feedlot but once sold can be commingled with other eligible animals.

☐ **Eligible cattle must be accompanied by CFIA accepted transfer documentation** on arrival at the auction market. If the listing of eligible animals is a comprehensive one the responsible person at the final destination (EU approved federally registered slaughter establishment) will give feedback about the identity of animals received **within 14 days of initial processing** to allow the farm of origin to update their cattle register. The feedlot **must complete this update within 3 days** of receiving the information

Handling GEPs on the Registered Farm

☐ Livestock owners **must declare at the time of enrollment** if they are planning to administer GEPs to non-eligible animals on their premises. In the event where a farm is solely dedicated to the production of EU eligible animals and **wishes to move to mixed status,** they must request another assessment from their CFIA Approved Veterinarian and fill out and sign a new enrollment form and producer's declaration (Annex R3) under the authority of the CFIA Approved Veterinarian.

Appendix
Documentation and Form Samples

Important Note: The forms provided here are samples provided for informational purposes only. Producers should consult with their CFIA Approved Veterinarian to obtain the most current versions for official program use. Forms relating to enrollment via other recognized/certified management systems and those required for feedlots to ship beef using selected quotas are available from the CFIA.

ANNEX R3

APPLICATION FORM FOR CANADIAN CATTLE PRODUCERS/CANADIAN AUCTION MARKET SEEKING APPROVAL TO EXPORT GROWTH ENHANCING PRODUCT FREE BOVINE MEAT TO THE EU

Cow/Calf Operation		**Feedlot Operation**		**Auction Market**	

Check box(es) which apply to this application. **Note: only animals that have not changed ownership and responsibility for the control of relevant practices applied in its raising are eligible**

Name of producer/auction market applicant:
Legal name of business:
Location:
Mailing address (if different)
CCIA/ATQ/Provincial Premises ID:
Telephone: Facsimile:

(complete if applicable)

I, (name) _____, am a cow-calf producer wishing to enrol calves in the program.

Calving season (indicate months):	Year of birth:
Total born (estimate):	
Intended for EU export (estimate):	

If the number of animals born is greater than number of animals intended for export to the EU, please answer yes or no to the following question:

Will animals not intended for export to the EU be administered any GEPs?

No or Yes (Check Yes or No)

↓

If yes, do you have a written alternate identification or segregation program in place? Please provide the appropriate reference (document title, document reference number, etc.) to your written program.

_____

_____

Applicant initial:_____CFIA Approved Veterinarian initial: _____

I, (name)_____, am a feedlot operator wishing to participate in this program.

Approximate capacity of your feedlot:	
Number of calves intended for export to the EU (estimate):	

Will animals not intended for export to the EU be administered any GEPs?

No or Yes

↓

If Yes - do you have a written alternate identification or segregation program in place? Please provide the appropriate reference (document title, document reference number, etc.) to your written program.

_____

_____

_____

Applicant initial: _____CFIA Approved Veterinarian initial:_____

I, (name)_____, am an auction market operator wishing to participate in this program.

Will animals not intended for export to the EU be administered any GEP's or will any animals coming on the premises possibly be administered GEP's prior to arrival?

No or Yes

↓

If Yes – do you have a written alternate identification and segregation program in place? Please provide the appropriate reference (document title, document reference number, etc.) to your written program.

Applicant initial: _____CFIA Approved Veterinarian initial:_____

PRODUCER'S DECLARATION

□ I, the undersigned producer, hereby declare that I wish to produce animals whose meat will be eligible for export to the European Union for human consumption, and for that reason, I agree to comply with the producer requirements that are established in the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs).

□ I am aware, having read and understood the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs), having taken note of the list of Growth Enhancing Products that is referenced in Annex R2 therein, that the European Union prohibits the import of bovine meat for human consumption that has been obtained from cattle being administered any Growth Enhancing Products and that I will be required to give a declaration for each shipment of cattle transferred to any livestock farm or facility, feedlot, or slaughter establishment (as applicable) declaring that the animals have never been administered any Growth Enhancing Products, while under my control.

□ I understand that failure to keep proper records (including animal inventories, ear tag replacements records or traceability documentation) or finding evidence of the use of Growth Enhancing Products in an animal presented for this program will result in repercussions up to the possibility of my removal from the program. Also if I have administered animals any Growth Enhancing Products on site I will have a record of purchases (quantity and type), a log of usage and an appropriate written alternate identification/ segregation program.

□ All animals which I present for transfer of ownership or slaughter under this program will bear an approved tag and will be accompanied by CFIA accepted transfer documentation to maintain traceability.

□ I understand that beef produced under this program may be sampled and subjected to tests that are reliable indicators of Growth Enhancing Products administration. I hereby undertake to give access to my CFIA Approved Veterinarian and/or inspectors from the European Union (EU) or Canadian Food Inspection Agency (CFIA) to the required records, the premises, and the cattle. I agree to pay all applicable fees.

□ I also hereby allow inspectors from the EU or CFIA to obtain any necessary information from my CFIA Approved Veterinarian in order to verify compliance with requirements.

Name and position of the entitled person: _____

_____

Signature: _____ Date: _____

Signed in Town/City of: _____ in the province of: _____

CFIA APPROVED VETERINARIAN RECOMMENDATION

Name: _____

Address: _____

_____ Signature: _____

Telephone: ( ) - Facsimile: ( ) -

CFIA DISTRICT VETERINARIAN APPROVAL

Name: _____

Address: _____

_____ Signature: _____

Telephone: ( ) - Facsimile: ( ) -

To Approved Veterinarian: submit completed application to local CFIA District Veterinarian for final approval

Distribution of approved Annex R3: Original CFIA District Veterinarian, 1 copy Producer/Auction Market, 1 copy CFIA Approved Veterinarian, 1 copy designated CFIA Area Program Specialist

ANNEX R6

REGISTER FOR FEEDLOT OPERATOR
GROWTH ENHANCING PRODUCT FREE CATTLE

Reference # **Page_____**

Name of producer applicant:

Legal name of business:

Location and/or CCIA/ATQ/Provincial Premises ID:

Approved tag #	Feedlot tag #	Receiving Certificate # and Date	Pen/ Lot	Transfer Out Certificate and date

ANNEX R7

TRANSFER CERTIFICATE

Name and Address of Owner/Responsible Person	Date of Transfer	# of Animals	Premise ID	Reference # (example: 2011-001)

Are GEPs present on the farm of origin? Y □ N □
Were these cattle on community pasture/forestry reserves at any time? Y □ N □
Were these cattle sold through a public auction market? Y □ N □

***Note : Listing of animals can be entered below or attached** Check the box if listing document is attached □

APPROVED TAG	ALTERNATE ID	APPROVED TAG	ALTERNATE ID

Transfer to

- □ Farm or Feedlot
- □ Auction Market
- □ Federally Registered Meat Establishment for Slaughter

Name and Address of Destination

Producer Declaration

I _____,

am the present owner of/the responsible person for the identified animals above or on attached listing consisting of #_____ pages with reference # _____ and have directly controlled or take full responsibility for relevant practices applied in their raising while under my control. If the animals have been owned by other persons I am in possession of a copy of the Transfer Certificate like this one from the previous owner or responsible person. I declare that the animals covered by this declaration have not been administered any Growth Enhancing Products when they were under my control.

Signature Date:

ANNEX R7.1

CERTIFICATE OF COMPLIANCE

Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs)

This Certificate of Compliance is issued to:

Facility Name:	
Responsible Individual:	
Address/Location:	
Premises ID (CCIA/ATQ)	

I, _____, am the CFIA Approved Veterinarian responsible for the identified facility. I certify, following my assessment, that the operator of the above mentioned operation is in compliance with the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the Export of Beef to the EU.

Date of the assessment: _____

This Certificate of Compliance is valid until (insert the date): _____

Signature of the CFIA Approved Veterinarian: _____

Note:
Feedlot assessments are performed at least once every 6 months and, for Cow-calf operations and auction markets assessments are performed at least once a year. Producer is responsible to contact his CFIA Approved Veterinarian and ask for an assessment within one month before expiration of the Certificate of Compliance. If the visit is performed within this one month time frame the same annual expiry date can be maintained (does not need to be adjusted from the date of assessment).

Distribution of the Certificate of Compliance: Original Producer/Auction market, 1 copy CFIA District Veterinarian, 1 copy CFIA Approved Veterinarian, 1 copy designated CFIA Area Program Specialist

ANNEX R9

TAG REPLACEMENT REPORT

Facility Name:	
Address/Location:	
Premise Identifier:	

The animal bearing Approved tag number _____

(if applicable), was found to have lost its tag but the identity of this animal was confirmed by the following means:

_____

_____

_____

_____

_____

It was retagged with Approved tag number: _____

Date the animal was retagged and reported: _____

Owner/Responsible Person (print): _____

Signature: _____