



**FARM ASSURED WELSH LIVESTOCK  
BEEF & LAMB SCHEME**

## **PRODUCER MANUAL**

**Published by:**



**Quality Welsh Food Certification Ltd**

**FAWL is a division of Welsh Lamb & Beef Producers Ltd  
Gorseland, North Road, Aberystwyth, Ceredigion SY23 2WB**

Phone: (01970) 636688

Fax: (01970) 624049

E-mail: [fawl@wfsagri.net](mailto:fawl@wfsagri.net)

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### Scheme Details

Farm Assured Welsh Livestock (FAWL) is a division of Welsh Lamb & Beef Producers Ltd, an agricultural co-operative society run by and for the benefit of farmers. The FAWL Beef & Lamb Assurance Scheme (FAWL Scheme) has been set up to reassure consumers about the high standard of animal welfare, husbandry, hygiene, and environmental controls on Welsh farms: it aims to build lasting consumer confidence in our farms and in our meat. Quality Welsh Food Certification Ltd (QWFC), a company operating to standards recognised throughout Europe, European Standard EN45011, will monitor the FAWL Scheme and inspect farms. QWFC will issue certificates of compliance to those producers that comply with the Scheme Standards.

#### ***What is in this manual?***

This manual contains information that you must read before you decide to join the Scheme or to maintain your membership including information on how we conduct assessment visits and, most importantly, the Scheme Standards. We check whether or not farms are complying with the Scheme Standards by a system of farm assessments.

***Please be sure to read it in full before you make your application for certification or before you have your next assessment.***

#### ***When will we have an assessment?***

The assessor will contact you when your assessment is due.

Following the initial assessment on application, surveillance visits are carried out at least every 18 months to assess continuing compliance with the Scheme Standards. In some circumstances, re-assessments may be required to verify corrective action following non-conformances found on assessment.

A small sample of members will also be selected for random assessment every year. *Random assessments are carried out in addition to routine surveillance visits.*

When contacted by the assessor, if you are unable to agree an appointment by the due date, your certification may be withdrawn pending the assessment.

#### ***How long will the assessment take?***

An average assessment visit should normally take around 2 hours to complete, assuming there are no complications.

#### ***Who will carry out the assessment?***

Farm assessments are undertaken by our nominated assessor or assessment body who look for conformance with the Scheme Standards.

#### ***What preparations are required for assessment?***

Please ensure that preparations are made to ensure that the assessor can carry out the assessment without difficulty.

If the assessor is unable to complete the process in one visit because some records may not have been immediately available or some facilities may not be to hand, it may be necessary to call again and, unfortunately, we will need to pass on the extra cost.

#### ***What happens at the assessment?***

The assessor will need to:

- talk to the person responsible for stock
- review farms records such as movement and medicine records
- have access to handling and storage facilities and farm buildings
- see a sample of stock. The scope of certification is limited to the type of stock seen by the assessor. That is, if you only have sheep on the farm at the time of assessment, you will be certified only for sheep.

If any items are found during assessment to not comply with the Scheme Standards, they will be recorded by the assessor on the “Non-Conformance Form” which you will be asked to agree and sign. This form is to provide information only and is not indicative of whether certification will be awarded.

#### ***What happens after the assessment?***

A copy of the “Non-Conformance Form” plus a full assessor’s report will be forwarded to QWFC, the body appointed to certify the Scheme, for consideration.

QWFC will write to you within 14 days to notify you of the results of the assessment.

If any non-conformances require verification, you will be sent a Corrective Action Required form, please see the next section for details.

Once you are found to comply with the Scheme Standards, your certification will be confirmed.

### ***What is the Corrective Action Required form?***

Some non-conformances picked up on assessment may require verification that they have been corrected. In this case, you will receive a Corrective Action Required form explaining what is required and the date by which it must be done.

You may only need to write to us to confirm that you have attended to the issues and provide, where required, documented or other evidence. In other circumstances, re-assessment may be necessary which may incur a fee; you will be contacted to agree to this before we proceed. Fees are not refundable.

If you are unable to verify conformance by the due date, you must contact us immediately so that we can discuss the matter with you. *Certificates may be withdrawn if corrective action is not completed on time* (see next section).

Once QWFC have verified that the required action has been completed, your certification will be confirmed.

### ***What does it mean if certification is suspended?***

If your Certification is suspended, you cannot sell your stock as 'farm assured'.

Situations that may require suspension of a QWFC Farm Assurance Certificate of Conformity include when a subscription payment is not made by the due date.

You will be notified of the suspension and informed of what must be done in order to regain certification.

### ***What does it mean if certification is withdrawn?***

If your Certification is withdrawn, you cannot sell your stock as 'farm assured'.

Your QWFC Farm Assurance Certificate of Conformity can be withdrawn if it is found that you no longer conform to the Scheme Standards or Scheme Rules (this list is neither exclusive nor exhaustive). If there is sufficient evidence that a member of the Scheme has breached the standards or operating procedures or is bringing the Scheme into disrepute, certification will be withdrawn at our absolute discretion.

In certain circumstances you will be able to restore your certified status. For example, you may need to attend to non-conformances found at assessment and once the required verification is carried out you will once again be 'farm assured'. However, any residency periods for stock must be calculated from the date the certification was re-instated.

Permanent withdrawal of certification means that your certification is cancelled (see below). In cases of serious breaches of the standard, you may have to wait for a designated period of time before you can re-apply.

### ***What does it mean if certification is cancelled?***

If your Certification is cancelled, voluntarily or following suspension or withdrawal, you cannot sell your stock as 'farm assured'. You must re-apply as a new applicant if you wish to once again be farm assured.

Your QWFC Farm Assurance Certificate of Conformity and any scheme marks must be returned to QWFC and you must cease forthwith to make any claims that you are certified under the FAWL Scheme by QWFC.

### ***What if I disagree with the certification decision?***

If you wish to appeal against any decision on certification, please write to us at FAWL, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB within 14 days of receiving notice of the decision. Please give your reasons why you believe the decision to be wrong. If we are unable to resolve this issue, a tribunal appointed by QWFC will consider the appeal: you will be entitled to make representations to that tribunal.

Full details of the QWFC Appeals Procedure can be requested by ringing 01970 636688.

### ***How do I make a complaint?***

Any complaint regarding the operation of the Certification system by QWFC should be forwarded to QWFC, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB; we will investigate every one and inform you in writing of our response.

### ***What if I change the species of stock kept?***

The scope of certification refers to the species of stock assured, beef and/or lamb. The stock viewed at assessment determines the scope of certification.

For example, if you only had cattle present at your last assessment, you will only be assured for 'Beef', *even if you were assured for beef & lamb before the assessment*.

If you wish to increase or change the scope of your certification, notify us and we will arrange for an assessment. Following the normal assessment procedures, you will be eligible for the change to scope.

### ***What if I have a change of circumstance?***

You must inform us of any change in your circumstance that may affect your conformance with the standard, including changes to facilities and management. Certificates are not transferable and a change of ownership requires a new application.

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In certain situations, failure to notify us of a change of circumstance may result in your certification being withdrawn until an assessment and normal procedures can be completed.

### ***What if I am subject to legal action?***

It is a condition of certification that you inform us immediately if you are subject to any legal action concerning food safety, animal welfare or environmental issue. This will include investigation by, prosecution by or the issue of a statutory notice from a statutory body.

*Failure to immediately notify us in writing of such action being taken may result in your Certificate being withdrawn.*

Conviction resulting from such action may also result in your Certification status being withdrawn.

If your Certification is withdrawn, you cannot sell your stock as 'farm assured'.

### ***What if I receive a complaint from a customer?***

It is a condition of the Scheme that you record any complaints received from your customers regarding the condition of stock provided or any other issue covered by your certification. This record and actions taken will form part of the QWFC assessment.

### ***Can I use the Scheme mark or QWFC logo?***

Once you receive your certificate, you are permitted to use the appropriate Scheme mark and QWFC logo on products, literature, stationery, and advertising.

For full details on the use of the Scheme marks and QWFC logo, please see the leaflet "Conditions Governing the Use of Certification Marks" which you can find on the website [www.fawl.co.uk](http://www.fawl.co.uk) or request on 01970 636688.

## **Further Information**

For a copy of the Scheme Regulations in full and other details on the operation of the FAWL Scheme and the QWFC Certification Procedure, please visit our website [www.fawl.co.uk](http://www.fawl.co.uk) or contact us directly on 01970 636688.

## **Statement of Policy**

QWFC undertake to administer the FAWL Scheme and its certification facilities effectively and efficiently at all times. However, we cannot be held responsible for any losses that arise from, including without limitation, any industrial action or the failure of any machine, data, processing system, transmission link or any other event outside our reasonable control.

It is a policy of FAWL that all farms ensure the health and welfare of stock based on five basic needs:-

- freedom from thirst, hunger and malnutrition;
- appropriate comfort and shelter;
- the prevention, or rapid diagnosis and treatment, of injury, disease or infestation;
- freedom from fear;
- freedom to display most normal patterns of behaviour.

An assured farm must also have regard for protection of the environment and comply with relevant legislation.

## FAWL Scheme Standards

The following pages detail the Scheme Standards. In some cases, a short explanation can be found in the right. Most requirements of the standards apply similarly to both beef and lamb but some refer to beef production only and others to lamb only.

No.	Scheme Standard	Producer Guidance
1.0	<p><b>Section 1: Animal Traceability</b>                      Summary of Section: Systems must be in place to identify animals and record animal movements as required by current EU, UK and Welsh legislation.</p>	
1.1	<p>Cattle must be identified (by tagging etc), births/deaths/movements notified to BCMS (GB), and on-farm herd records (books/registers) maintained, in accordance with current EU, UK and Welsh legislation.</p> <p>If any animals have been imported, they must also have lifetime traceability records.</p>	<p>On-farm records are required to be maintained by legislation; they must be kept up to date and available for inspection at the time of the assessment. They must be reconcilable with passports and with the relevant animals kept on the farm.</p>
1.2	<p>Sheep must be identified (by tagging etc) in accordance with current EU, UK and Welsh legislation and on-farm flock records such as books, computer record or registers maintained as required by that legislation.</p> <p>If any animals have been imported, they must also have lifetime traceability records.</p>	<p>On-farm records are required to be kept by legislation and must be up to date and available for inspection at the assessment. They must be reconcilable with any computer database established by the relevant authority and with the relevant animals on the farm</p>
1.3	<p>Stock bought in must be obtained from a farm registered under the FAWL scheme or another recognised Beef and Lamb Assurance Scheme or Dairy Scheme or animals must have been kept on the assured farm(s) for the following minimum periods before slaughter:</p> <p>Beef Cattle 90 days; Sheep 60 days. This period may be shared between more than one assured farm. The assurance scheme membership number of the previous owner must be recorded.</p>	<p>Recognised schemes include Red Tractor Beef and Lamb Schemes and the Quality Meat Scotland Scheme as well as the ADF Dairy Beef Scheme, but only for calves up to 100 days and dairy cows over two and a half years old.</p>
2.0	<p><b>Section 2: Animal Welfare</b>                      Summary of Section: Animals must be well managed by competent stockmen to good standards of husbandry and welfare in accordance with current EU, UK and Welsh legislation and Welfare Codes.</p>	
2.1	<p>Animals must be reared and managed in accordance with the Welsh Codes of Recommendations for the Welfare of Livestock: Cattle and/or Sheep, (a copy of which must be available to all relevant stockmen) and The Welfare of Farmed Animals (Wales) Regulation 2007 and in accordance with other current EU, UK and Welsh legislation.</p>	<p>Producers must have a copy of the relevant Code of Recommendations for the Welfare of Livestock: Cattle and/or Sheep or have access to a copy (e.g. via the internet).</p>
2.2	<p>All animals must have access to an adequate supply of clean drinking water at all times.</p>	<p>This is especially critical at times of highest demand - examples include lactation or during hot weather.</p>
2.3	<p>Farm personnel must be competent in performing the tasks they are required to undertake in animal husbandry, stockmanship, animal welfare, disease control practices and common veterinary operations which are permitted to be undertaken by laymen.</p>	<p>The producer shall ensure that there are sufficient numbers of competent stockpersons available on each unit to maintain the standards of stockmanship and animal welfare required by the scheme.</p>
2.4	<p>The person(s) involved in sheep dipping on-farm (if applicable) must be competent in the safe use and disposal of sheep dips based on formal training.</p>	<p>The person(s) responsible for dipping the sheep must have a NPTC test certificate</p>
2.5	<p>Records of the experience, qualifications and training of all stockpersons (both full-time and part-time) must be maintained.</p>	<p>Appendix 1 provides an example of a training and experience record.</p>

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No.	Scheme Standard	Producer Guidance
2.6	All animals must at all times be treated, handled, loaded and unloaded calmly in such a way as to avoid injury and minimize pain and stress. The use of electric goads is not permitted.	Sticks can be used to guide stock and crooks used to catch sheep.
2.7	Any treatment that involves a surgical operation to any animal must be carried out by a competent stockman and/or veterinary surgeon in accordance with current EU, UK and Welsh farm animal welfare legislation, and must be performed in such a way that suffering is minimised.	Appendix 2 provides a Summary of Legal Requirements for Common Veterinary Operations.
2.8	Where disbudding is practiced, it must be undertaken in accordance with current legislation and Welsh Codes of Practice. Dehorning must only be carried out when necessary, and in accordance with current legislation and Welsh Codes of Practice. In the case of cattle over five months, dehorning must be carried out by a veterinary surgeon.	It is strongly recommended that all calves be disbudded. Anaesthetic must be used when dehorning and its use recorded in the veterinary medicine book.
2.9	Regular checks of livestock must be carried out by farmers/stockmen at a frequency appropriate to the class of livestock in accordance with the relevant Welfare Codes.	This is for signs of illness, injury or stress, to ensure all animals are maintained in good health. Herds/flocks when outside must be inspected at least once a day where practicable, and at least twice daily when housed (especially cattle and young lambs).
2.10	Animals must be grouped in appropriate social groups. Fractious or horned cattle must not be mixed with other cattle in loose-housing if there is a danger of injury or bullying to other cattle.	Social groupings are of similar type animals or dam and offspring or mature males and females during the breeding season. When loose-housed, stock should be grouped according to size and age, except this does not apply to cow/calf and ewe/lamb groupings.
2.11	Entire male and female cattle and sheep must be managed separately within their species just before becoming sexually active, except when breeding is planned.	This is usually necessary after weaning and is to avoid unplanned matings and pregnancies.
2.12	When breeding, especially from maiden heifers and ewe lambs/yearlings, the choice of bull/ram must be made so as to reduce the likelihood of subsequent calving/lambing difficulties.	Consideration should be given to factors such as breed, size, age, body condition, previous record of calving/lambing difficulties and estimated breeding value for calving difficulty.
2.13	Cows/ewes must be managed appropriately (feeding, observation) before, during and after calving and lambing.	Calving/lambing percentage appropriate to the production system can be considered as a good test of overall welfare.
2.14	Where outdoor calving/lambing is practiced in the absence of natural sheltering such as hedges, trees or walls, appropriate protection from inclement weather must be provided.	Examples of appropriate protection include straw bales or plastic netting as a wind break.
2.15	Newborn calves and lambs must receive an adequate intake of colostrum, whether from their dam or an alternative source, within 6 hours of birth.	It is recommended that calves receive colostrum from their mother for 3 days after birth.
2.16	All calves and lambs that have been removed from their dams must be reared according to current legislative requirements regarding diet, housing, penning, lighting and transportation.	Legislation states that calves under seven days old must not be sold through a market; Calves/lambs with an unhealed navel must not be transported; Calves/lambs must also not be sold through a market more than twice in any 28 day-period up to 12 weeks of age.  For current legislative requirements refer to the Codes of Recommendations for the Welfare of Livestock (Cattle and Sheep).
2.17	When animals are in exposed situations and there is an absence of natural shelter such as hedges, trees or walls, appropriate protection from inclement weather must be provided.	

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No.	Scheme Standard	Producer Guidance
2.18	Out wintered stock must have access to a well-drained lying area. When animals are kept on forage crops (green leaf forage crops and forage root crops), they must have access to a suitable run-back area.	Straw should be used to limit the build up of mud or dung on the hide/fleece if necessary.
2.19	Special care and consideration must be given to casualty animals. Every effort must be made to prevent them from suffering by following recognized guidelines, including, where necessary, on-farm humane slaughter.	The leaflet “An Explanatory Guide to the Welfare of Animals (Slaughter or Killing) Regulations 1995” gives details of the recognised guidelines.
2.20	Farm dogs must be kept under control at all times.	
<b>3.0</b>	<p><b><i>Section 3: Animal Health</i></b>            Summary of section: All animals must be maintained in good health. Medicines and treatments must be administered in an appropriate manner and all relevant records kept. All cattle and/or sheep must undergo routine disease testing/monitoring as required by the relevant competent authority.</p>	
3.1	The herd or flock must be under the routine care of a named veterinary practice or surgeon.	The name, address and telephone number of the farms/units veterinary surgeon must be recorded, e.g. in the Animal Medicine Record Book. It is recommended that a visit to the farm by a veterinary surgeon takes place at least once a year.
3.2	Animals suffering ill health or injury must receive immediate attention, including the attendance of a veterinary surgeon if necessary.	If it is seen that animals are not being treated or handled properly and do not receive immediate attention when necessary, then it will be considered a serious non-compliance and no farmer can be admitted to or stay in the scheme under such circumstances
3.3	Facilities must be provided when necessary for the segregation/isolation as appropriate for the care of sick or injured animals.	Isolation facilities must be available that enable animals to be kept separate from others. If there are no permanent facilities then the erection of a partition will be acceptable if it ensures that animals will not come into any contact with each other
3.4	A written herd/flock health plan must be established, implemented and reviewed at least annually or more frequently in the event of any substantial changes to husbandry practices. It needs to address issues of biosecurity, animal health and welfare, disease prevention and disease management.	The purpose of the written herd/flock plan is to help participants to review their approach to animal health on a regular basis and demonstrate commitment to preventative medicine and planned animal health. Producers are encouraged to seek veterinary advice in preparing the plan. Appendix 3 provides further information of an acceptable herd health plan. The plan should cover a farm bio-security policy that needs to identify the risks of disease being introduced onto the farm relating to animals, vehicles and personnel moving on and off the farm and detail the procedures that are in place for minimising the risk. As a minimum farms must have cleaning and washing facilities and appropriate disinfectant available for vehicles coming from or going to other livestock farms or premises. Hose pipes, sprayers, power washers are all acceptable methods.

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No.	Scheme Standard	Producer Guidance
3.5	Medicines and veterinary treatments must be used or carried out only when necessary (for treatment or preventative purposes only) and in accordance with current legislation, industry codes (e.g. RUMA guidelines), manufacturers' recommendations and best practice.	Current UK legislation requires that veterinary medicines have a UK or EU marketing authorisation. Unauthorised medicines or unlicensed substances, which would require a license, must not be used unless under the direction of a vet. Anabolic agents, including hormones, must not be used for growth promotion under any circumstances, as it is illegal. If medicines are prescribed, a copy of the prescription must be retained for a period of five years from the date of commencement of the withdrawal period to which it relates. The HSE leaflet "Veterinary Medicines Safe Use by Farmers and other Animal Handlers" provides useful guidance. Appendix 5 provides details of animal medicine legal classifications.
3.6	All persons involved in the administration of animal medication must be competent based on experience and/or training to perform the tasks they are required to undertake.	Training on the Safe Use of Veterinary Medicines e.g. National Proficiency Test Council (NPTC) can be obtained through local colleges or training groups. Injection sites should be selected following administration instructions and maintaining least stress to animals and operator.
3.7	The prescribed meat withdrawal periods must be strictly observed for all medicinal products.	An animal must not be sold for slaughter before the end of the withdrawal period. Withdrawal periods should be written on the medicine label.
3.8	Complete records must be kept of the purchase and use of all veterinary medicines. All treatments including vaccinations, worming, anaesthetic, antibiotics and anti-parasite control must be recorded for all animals/group of animals.	<p>Each unit must maintain up to date and legal medicine purchase and administration records which must include:</p> <p><b>PURCHASING:</b></p> <p>(a) Date purchased (b) Name of medicine (c) Quantity purchased</p> <p>(d) Details of supplier (e) Batch number</p> <p><b>ADMINISTRATION:</b></p> <p>(a) Date administered (b) Name of medicine (c) Identity of animal/group treated (d) Number treated (e) Total quantity of medicine used (f) Date treatment finished (g) Date meat withdrawal period ended (h) Name of person who administered medicine</p> <p>Details of how the treated animals have been identified must be recorded so all personnel working on the farm are aware. It is recommended that reason for treatment is also recorded as this information can be used when considering the Animal Health Plan. Appendix 4 provides an example of an acceptable medicine usage and purchase record. WLBP Ltd can provide a copy of a detailed Animal Health Plan for use by FAWL members</p>
3.9	Medicine and veterinary treatments must be stored according to manufacturers' instructions and in secure and locked storage when not being used.	If stored in a house, products must still be in a secure cupboard/cabinet which is locked. If stored in a domestic fridge, a separate lockable container must be provided. Unless manufacturers' recommendations state otherwise, medicines should be kept in a cool area but not allowed to freeze.

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No.	Scheme Standard	Producer Guidance
3.10	Medicines must not be used beyond their 'use by' dates. All medicines which are past their 'use by' date must be disposed of in accordance with supplier advice.	Medicine 'use by' dates are either expiry dates or the date given to discard after opening, whichever is earlier. Disposal of medicines down the sink or drain and of medicines in the domestic rubbish is not acceptable. Medicines not stored in accordance with instructions on the label should not be used and should be destroyed, as both their safety and efficacy may be affected.
3.11	Empty medicine containers, used needles and sharp instruments must be safely disposed of in a sharps box and then in accordance with instructions from the supplier.	Appendix 6 provides some guidelines on the storage and disposal of sharps and pharmaceutical waste. A sharps box is any rigid container appropriate for holding either empty medicine containers, used needles or sharp instruments.
3.12	Each unit must have a procedure for locating & dealing with broken needles outlining the action that would be taken in the event of, or suspicion of, a needle or part of a needle being left in an animal, and must operate the policy.	Appendix 7 provides an example of an acceptable Broken Needle Policy.
3.13	Stock must be kept as clean as possible at all times, and must be presented clean for slaughter.	Stock can be kept clean by the provision of clean pasture and buildings, and when housed by the provision of sufficient quality bedding (including wood chips in corrals) on appropriate regular basis. Stock must only be marketed in MHS categories 1 and 2 as shown in the "Clean Livestock Policy".
3.14	Farm dogs and cats (where practical) must be wormed regularly according to veterinary advice and the treatment recorded.	Examples of where treatments can be recorded include the Animal Medicine Book or diary.
<b>4.0</b>	<b><i>Section 4: Animal Nutrition</i></b> Summary of section: All animals must be fed to ensure good health and well being. All feedstuffs must comply with relevant, current EU, UK and Welsh legislation and be stored in good conditions.	
4.1	All stock must receive a daily diet sufficient to maintain full health and vigour, and which is appropriate for their body condition and production status.	When animals are outdoors, an adequate daily diet includes appropriate grazing management and controls of noxious weeds. When grass supplies are low, or when animals are housed, the feeding of conserved forage, compound feed, cereal straw and/or cereals supplemented is considered appropriate to provide a nutritionally balanced diet.
4.2	Diets must contain only products which are permitted by UK and EU law to be fed to livestock. Unlicensed substances, which would require a license, must not be used. The use of any approved licensed feed additive/medicine must be in accordance with the relevant EU and UK legislation.	Diets must not contain any animal products or by-products (mammalian, avian or fish) with the exception of fish oils and milk products as required by law. Processed bakery and confectionery products are only permitted if they comply with the Processed Animal Protein Regulations 2001.
4.3	When compound or blended feeds are purchased from a manufacturer or merchant, they must be certified with an AIC Feed Assurance Scheme (UFAS Compounders or Merchants scheme) or a scheme that has an agreed equivalent standard.	It is recommended that minerals, blocks, supplements, milk replacers or bagged/sealed compound feed manufactured by UFAS compounders be purchased through UFAS Merchants. A list of members of the UFAS Compounder and Merchants Schemes can be found on <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>

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No.	Scheme Standard	Producer Guidance
4.4	<p>All externally sourced feed materials, crop by-products or feed grains must be sourced from an assured source (e.g. UFAS Merchant Scheme member, a Feed Materials Assurance Scheme (FEMAS) member, a Trade Assurance Scheme for combinable crops (TASCC) Merchant, or another assured farm).</p> <p>or alternatively:</p> <p>Feed materials, crop by-products and feed grains sourced from a non-assured merchant business or non-assured farm must be covered by an acceptable warranty declaration.</p>	<p>A list of members of the UFAS Compounder and Merchants schemes can be found on <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>. Keep a record of the assurance membership number of any assured farms from which feed materials are sourced. An acceptable warranty declaration states that the supplier and any third party haulage complies with all current feedingstuffs legislation (including Local Authority Registration if required) and that every reasonable precaution has been taken to keep the feed material free from contamination and fit for purpose of use as an animal feedstuff. Appendix 10 details the requirements of an acceptable warranty letter.</p> <p>If purchasing brewers grain directly from a small brewery it is recommended that they are members of the Brewing Food and Beverage Industry (BFBi) Feed Assurance Scheme.</p>
4.5	<p>All home mixers of feeding stuffs must be registered / approved with the relevant authority as required by legislation. All home mixing of feedstuffs, must be conducted in accordance with the Industry Code of Practice for On-farm Feeding or a Code of Practice which has an agreed equivalent standard</p>	<p>Home mixing is the mixing of ingredients which takes place at the same location as the livestock to which it is being fed. It may or may not include home-produced feeds and can be as simple as mixing together two separate feed ingredients or the production of complex complete feeds using dedicated machinery such as feeder wagons. Home mixers incorporating POM-VPS (formerly PML) defined products must be approved by the Veterinary Medicines Directorate (VMD).</p>
4.6	<p>Producers who are home-mixing must keep detailed, up-to-date records of the quantities produced and of the feed materials used. These records must be retained for twelve months or three years if medication is used.</p>	<p>A 'barn sheet' or 'day book' will be sufficient for a record of what was produced. The feed formulation only needs to be recorded once and any amendments added when the mixture changes.</p>
4.7	<p>Written or documentary records of all feedstuffs purchased must be maintained, kept up to date and retained for two years.</p>	<p>Records may be in the form of a Feed Record Book and include date of delivery, the name of the feedstuff, the manufacturer and supplier, the batch or invoice number, the quantity delivered, or be in the form of invoices or delivery notes.</p>
4.8	<p>Producers must obtain a declaration of constituent ingredients for each compound feed, blended feed and supplement fed to their stock from their supplier and retain for two years.</p>	<p>For example retain the delivery note/product label if it contains the required information.</p>
4.9	<p>Machinery used for home mixing, mechanised feeding equipment and lorries/trailers/feed boxes used for transporting feed must be suitable for purpose, be in good working order and maintained in a clean and serviceable condition.</p>	<p>Controls should be in place to prevent cross contamination between feeds and feeds containing additives.</p>
4.10	<p>All feed must be easily identifiable, stored and handled in accordance with good practice with all receptacles, bins and trailers cleaned regularly. A policy for cleaning feed storage areas is required and must be implemented.</p>	<p>Feed includes compound feeds, feed materials, premixtures, additives, minerals, blocks and liquid feeds. Easy identification of feeds is necessary so as to avoid confusion or cross-contamination with other products.</p> <p>The Industry Code of Practice for on Farm Feeding provides guidance on good practice.</p>
4.11	<p>All feed must be stored and handled to prevent contamination.</p>	<p>This refers to contamination of feed by pests, rodents, birds, cats, other domestic animals, other unwanted material (e.g. glass) and moisture.</p>

## Producer Manual

No.	Scheme Standard	Producer Guidance
4.12	All units must have and implement a pest control policy for the control of rodents, birds and other pests within existing legislation.	This specifically relates to pest control around animal feed and is necessary to prevent the contamination of feed and the spread of certain pest-borne diseases.
4.13	Home mixers must retain a sample of all raw materials used (if sourcing from a non-assured supplier) and of the mixed feed every time there is a significant change in formulation. These samples must be taken and retained for four weeks after last use.	This applies both to the individual feed materials used for home mixing and the mixed feedingstuff produced on farm. It does not apply to moist feeds (e.g. brewers grain, silage, liquid molasses, fruit and vegetable waste etc).
<b>5.0</b>	<b><i>Section 5: Animal Housing and Handling Facilities</i></b> Summary of Section: Facilities must be sufficient to provide comfortable and clean housing, and be adequate to allow for the safe handling of stock.	
5.1	Animal housing must be well constructed in accordance with the Codes of Recommendations for the Welfare of Livestock and maintained in a good state of repair.	Check housing regularly to ensure it is safe with no sharp objects or edges.
5.2	Where separate housing for bulls is provided, it must be suitable for its purpose and be situated in an appropriate area to allow social contact.	
5.3	Housing must be of sufficient size to allow for appropriate stocking densities taking into account the age, size and type of stock.	Appendix 11 provides some guidance on space allowances in livestock housing.
5.4	A dry lying area must be available for all housed livestock. Floors must be adequately drained and suitable bedding material must be provided. All floors must be designed, constructed and maintained so as to avoid discomfort, stress or injury to stock. Solid-floored bedded yards/pens must be available for use at calving/lambing time.	For cattle and sheep the use of slats must be in accordance with the Welsh Code of Practice. In cases of cubicles there should be sufficient numbers of cubicles of suitable size for all animals.
5.5	Effective ventilation of buildings must be provided to avoid high humidity, condensation and draughts.	
5.6	Throughout the hours of daylight the level of natural or artificial lighting in stock buildings must be such that all housed stock can be seen clearly. In addition, adequate lighting, whether fixed or portable, must be available for satisfactory stock inspection at any time.	
5.7	All electrical installations at mains voltage must be inaccessible to stock, protected and properly earthed.	
5.8	Housing must be maintained in a clean condition and must be cleaned between batches.	This applies to all housing including isolation boxes/pens, calving pens and lambing sheds. Clean housing is necessary to minimize the spread of disease and enable stock to be in a clean condition, MHS categories 1 and 2, at the time of marketing.
5.9	Paints, preservatives and other chemical compounds that may be toxic must not be used on surfaces accessible to stock.	
5.10	All paints, preservatives, disinfectants and other chemical compounds must be stored away from animals and feedstuffs to prevent contamination.	
5.11	All units (except units engaged in calf rearing only) must have access to a suitable well-maintained facility for handling stock.	Suitable handling facilities must be fit for purpose of providing effective restraint with minimum stress and risk of injury to livestock and staff e.g. a well maintained crush for cattle.

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No.	Scheme Standard	Producer Guidance
6.0	<p><b>Section 6: Animal Transport</b>            Summary of Section: Animals must be transported safely and compassionately in accordance with current legislation, and precautions must be taken to minimize animals contaminating each other during transport. Drivers must be aware that under current legislation they are responsible for the welfare of any animal that they transport and as such should drive in an appropriate manner.</p>	
6.1	<p>All animals must be transported according to current legislation and be accompanied by movement or delivery documentation.</p>	<p>Drivers must hold a statutory licence to drive the type of vehicle used and a certificate of competence to carry livestock. Delivery documentation must conform to statutory requirements and additionally the Farm Assurance number. Animal Movement Licences, Animal Transport Certificates, abattoir and/or market delivery documentation containing this information is sufficient. Producers do not have to keep a copy of this documentation but are expected to supply it when delivering stock. Producers must be aware of the Welfare of Animals (Transport) Order 1997. and legislation EC01/2005 implemented fully in Wales from 15th January 2008</p>
6.2	<p>Livestock hauliers contracted by the producer must be approved participants in the ABM Livestock Transport Scheme, or an agreed equivalent.</p>	
6.3	<p>Facilities must be provided on the farm to allow the loading of animals, with the minimum stress and risk of injury to livestock and staff.</p>	
6.4	<p>Farm vehicles used for transporting livestock must be suitable for the species being carried, constructed in accordance with current legislation, and maintained in good, serviceable condition.</p>	<p>This is legislation designed to ensure the safety of animals during loading, transport and unloading and to minimize the risk of injury to personnel.</p> <p>Vehicles used for the transport of animals must have adequate headroom for the animals to stand in a natural position. The flooring must be non-slip and free from projections and other hazards likely to cause injury. It must be possible when animals are loaded to be able to inspect them from outside the vehicle. Vehicles must comply with the legal minimum ventilation requirements. Appendix 12 provides guidance on bedding requirements.</p>
6.5	<p>Animals must be transported at the stocking densities for animals in transit that are laid down in current legislation. Space allowances must be adjusted according to weather conditions, type of vehicle, the size and category of stock, and the distance intended to be travelled. Partitions must be available to allow segregation of unfamiliar groups of animal and/or animals of differing age, size and type. Partition dimensions and pen size must be in accordance with current legislation.</p>	<p>Horned animals must not be mixed with unhorned animals.</p> <p>Partitions, where fitted, must be of at least the minimum legal height. (76cm from the floor for calves and sheep and 127cm from the floor for cattle)</p> <p>Appendix 13 provides details of recommended space allowances.</p>
6.6	<p>The carriage of a casualty animal must be in accordance with current legislation and is prohibited if the disease, abnormality or illness is likely to result in unnecessary suffering during transit. Animals becoming unfit during transit must be delivered as soon as possible to a suitable place for unloading or slaughter. Producers who transport their own stock must have a copy of and be aware of the DEFRA Guidance on the Transport of Casualty Animals (PB1381).</p>	<p>Animals that are injured, unwell or likely to give birth during the journey should not be transported.</p>

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No.	Scheme Standard	Producer Guidance
6.7	Vehicles used to transport animals must be cleaned and disinfected regularly and in accordance with current legislation.	Current legislation refers to The Transport of Animals (Cleansing and Disinfection) Order 2003.
<b>7.0</b>	<p><b><i>Section 7: Environmental Care</i></b>            Summary of Section: The producer must adopt a positive attitude towards the countryside by complying with all current environmental legislation and Good Farming Practice, and by having systems in place to prevent pollution of the environment and for taking immediate remedial action to resolve any accidental pollution problems that occur.</p>	
7.1	The farm must be clean and tidy.	This standard specifically relates to areas of the farm appearance where it impacts on food safety, animal welfare or environmental protection. Disused machinery, scrap and other hazardous materials must be stored away from stock and ideally away from the farm.
7.2	The Codes of Good Agricultural Practice (GAP) for the Prevention of Pollution of Water, Air and Soil must be followed (all relevant staff must have access to a copy of each code).	Producers must have access to or a copy of the Codes of Good Agricultural Practice (GAP) for the Prevention of Pollution of Water, Air and Soil. The farm inspector will ask participants to explain how they observe the Codes of Good Agricultural Practice for the Protection of Air, Soil and Water and will evaluate whether participants are observing them. Evaluation will cover issues such as poaching/waterlogged soil, overgrazing, management of watercourses and Nitrate Vulnerable Zones (NVZ's) where applicable.
7.3	When fertiliser, manure or slurry is applied to grazing or forage conservation land, it must be done in accordance with current legislation and the Code of Good Agricultural Practice, and any applications must be in ways which prevent the pollution of waterways, air, soil and wildlife habitats.	Appendix 8 provides guidance on grazing intervals.
7.4	When pesticide or an agro-chemical is applied to grazing or forage conservation land, it must be done in accordance with current legislation and the Code of Good Agricultural Practice, and any applications must be in ways which prevent the pollution of waterways, air, soil and wildlife habitats. The producer must avoid the over-application of pesticides and agro-chemicals.	Manufacturer's instructions should be followed at all times.
7.5	The storage and use of animal manure and farm effluents must be in such ways as to prevent environmental pollution, allow livestock to be kept clean, avoid the spread of disease and ensure human and animal safety. .	Pollution includes pollution of water, soil, air and wildlife habitats.  Slurry pit/lagoon must be fenced for human and animal safety. To prevent the spread of disease, muck heaps in a field with grazing animals should be fenced off to avoid animals having direct contact.
7.6	The application of human sewage sludge must comply with legislation and follow the Government Code of Practice for Agricultural Use of Sewage Sludge which incorporates the 'Safe Sludge Matrix'.	
7.7	The use of waste abattoir material (with the exception of manure) is not permitted on grassland and forage crops	
7.8	All farms must have and implement a Manure Management Plan as defined by the Code of Good Agricultural Practice for the Prevention of Pollution of Water, Air and Soil.	Farm manures in this context are those which can be applied to land and include slurry, solid manure, silage effluent, dirty water and other organic wastes. For producers who solely graze and have no farm manure to dispose of, this standard is not applicable. Appendix 9 provides a template of a Manure Management Plan.

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No.	Scheme Standard	Producer Guidance
7.9	The farm must obtain authorisation from the Environment Agency to dispose of used sheep dip (including from showers or jetties) on land.	Care must be taken to avoid pollution of watercourses. Mobile units must not be used on farm lanes or yards unless all drainage is collected with a sealed facility (they can however be situated on suitable fields and the treatment site not within 10m of a watercourse or 50m of a borehole).  Freshly dipped sheep should not access to a watercourse when they are still wet. Waste materials must be stored safely, pending collection and not burned or buried. (Farm tips must not be used)
7.10	The dipping facility must be securely covered for human and animal safety when not in use.	
7.11	Farm waste including agro-chemical waste, empty containers, silage wrap, other plastics, tyres or waste fuel oil must be disposed of safely at all times and in accordance with legislation.	It is recommended that all farms have and implement a Farm Waste Management Plan for non-organic wastes. A Farm Waste Management Policy should include details of the disposal of agro-chemical waste and empty containers, silage wrap and other plastics, tyres and rubber, and waste fuel oil to show how the risk of atmospheric pollution is minimised.
7.12	Fallen stock must be disposed of safely and in accordance with current legislation. Records of deaths and disposals must be kept.	Records must include the identity of deceased animals, the dates of death and disposal and the method of disposal. It is recommended that such records can be kept in the Herd and Flock Record Books.
<b>8.0</b>	<b><i>Section 8: Farm Procedures</i></b> Summary of Section: The farm must have procedures in place to ensure the correct action is taken in the event of an emergency, following the receipt of written complaints and to ensure the secure storage of fertilisers.	
8.1	The person(s) with primary responsibility for the daily running of the farm must complete an emergency contact list and ensure that all staff are aware of it.	Appendix 14 provides an example emergency contact list.
8.2	A record of any written complaints received by the farm relating to the beef and or lamb enterprise must be kept together with details of actions taken to resolve the problem and prevent reoccurrence.	Relevant 'complaints' are those that express dissatisfaction in writing on a subject that is within the scope of these beef and lamb farm standards. A complaint might be from an abattoir (e.g. cleanliness of stock). Records need to be maintained in a manner that makes them easy to retrieve and also demonstrate what action(s) has been taken to resolve the issue with the originator of the complaint. Even where there have been no complaints to date a means of recording complaints in the future is required, (e.g. a complaints record form or file).

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### Appendices

These appendices have been produced to provide additional guidance for producers in certain areas relevant to the beef and lamb farm standards.

#### Policies

In some cases examples of relevant policies have been outlined in these appendices. In the absence of any current policy present on the farm, producers may use these examples as a base for starting their own farm specific policy.

#### Records

In some cases there are examples of records which are acceptable. Where producers do not already have a certain record in place they are encouraged to either develop their own or alternatively copy the template record when it is detailed in these appendices.

**Please note: The policies and records contained in these appendices are not prescriptive and if producers have records or policies of their own already in place, as long as they meet the minimum requirements of these standards, they are acceptable.**

We also include as addendum information regarding fertiliser security. While this is not a part of the FAWL protocol, there has been increasing concern that fertiliser could be used by terrorists to make bombs and there is evidence that this has already happened. We therefore urge all members to treat this seriously and adhere to the guidance set out in the addendum.

#### *Appendix 1: Training and Experience Record*

**If required, producers can use the template below.**

Date	Name of person trained/instructed	Experience /Training Topic	Name of Trainer/Training Course
1992	Mr A Jones	HND General Agriculture	WAC Aberystwyth
1969	Mr H Jones	39 years cattle and sheep experience	Home Farm
23/2/98	Mr C Thomas – stockman	Cattle drenching	Mr H Jones

Farm Name: \_\_\_\_\_

Date	Name of person trained/instructed	Experience /Training Topic	Name of Trainer/Training Course

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### *Appendix 2: Summary of Legal Requirements for Common Veterinary Operations*

The table below provides a summary of the legal requirements concerning common veterinary operations. Please note that Standard 2.7 requires dehorning to be carried out by a vet as recommended by the Farm Animal Welfare Council (FAWC).

#### **CATTLE**

<b>Operation</b>	<b>Age</b>	<b>Conditions</b>	<b>Operator</b>	<b>Anaesthetic</b>
<b>Castration</b>	1st week of life only	Rubber ring	Competent lay person	Without
	Up to 2 months	Other than rubber ring	Competent lay person	Without
	2 months and over	Other than rubber ring	Veterinary Surgeon	With
<b>Dehorning</b>	Any age	Not specified	Competent lay person	With
<b>Disbudding</b>	1st week of life only	Chemical cauterisation	Competent lay person	Without
	Unspecified	Other than above	Competent lay person	With
<b>Removal of Supernumary Teats</b>	Up to 3 months	Not specified	Competent lay person	Without*
	3 months and over	Not specified	Veterinary Surgeon	

#### **SHEEP**

<b>Operation</b>	<b>Age</b>	<b>Conditions</b>	<b>Operator</b>	<b>Anaesthetic</b>
<b>Castration</b>	1st week of life only	Rubber ring	Competent lay person	Without
	Up to 3 months	Other than rubber ring	Competent lay person	Without
	3 months and over	Other than rubber ring	Veterinary Surgeon	With
<b>Tail Docking</b>	1st week of life	Rubber Ring	Competent lay person	Without
	Any age	Must leave sufficient tail to cover the vulva (females) the anus (males)	Competent lay person	Without*
	Any age	Shorter than above only in case of emergency, disease or injury.	Veterinary Surgeon	Normally with since it is not routinely performed
<b>Dehorning and Disbudding</b>	Any age	Not specified	Veterinary Surgeon	Normally with since it is not routinely performed
	Any age	Trimming of the insensitive tip of an ingrowing horn	Competent lay person	Without *

\*This is classed as an operation which, by reason of its quickness and painlessness is customarily performed without the use of an anaesthetic

(Reference: Summary of the Law Relating to Farm Animal Welfare, 2001)

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### **Appendix 3: Animal Health Plan**

The following is a suggestion for an animal health plan that covers not just routine treatment but disease management and biosecurity planning as well. The overall plan should include reference to regular treatments such as worming, dipping and vaccination (including cats and dogs.) A yearly plan is required indicating what the farmer intends to do on a regular basis during a given month of that year and the farm's overall policy and practice in respect of disease prevention and biosecurity. Producers should seek veterinary advice in preparing the plan. The flock/herd health plan should be completed to give an indication of the proposed treatments that will take place during the year but does not replace the Medicine Record Book, which is an account of the actual treatment administered.

#### **(a) Regular treatments**

Month	Vaccinations	Wormers	Others (lice, dips etc)	Comments
	Stock type/class	Stock type/class	Stock type/class	
January				
February	All ewes			Pre-lambing boost
March		Ewes		At lambing
April	Lambs	Cattle		Cattle turnout programme; 0-8 weeks
May	Lambs – 2nd dose	Lambs		
June		Cattle	Ewes & lambs	Cattle -2nd dose; Sheep – Blowfly Control
July		Lambs		At Weaning
August	Breeding Ewes			
September	Ewe lambs & Replacements			
October	Ewe lambs & Replacements		Whole flock, scab treatment	2nd dose vaccine
November		Cattle		At housing
December				

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### (b) Disease Management Policy for commonly occurring diseases on the farm (e.g. calf scour or foot rot)

Commonly occurring disease	Action Taken	Point at which vet help sought
E.g. Calf scour	Administer fluid replacement / electrolyte sachet, twice daily	After 48 hours if no improvement

### (c) Biosecurity Plan for purchased/incoming stock

Measures taken as a matter of course to protect herd/flock from any disease that may be carried by incoming stock & to protect incoming stock from disease that may already exist in the farm's herd/flock

Stock Type	Biosecurity policy & action to be taken
E.g. Bought-in sheep	Isolate from flock for 3 weeks and observe for signs of disease, treat for scab, administer worm dose (not white drench) and run through foot bath
E.g. Bought-in heifer	(Assumed - Own herd infected with BVD and leptospirosis) - Isolate from herd for 4 weeks and observe for signs of disease, vaccinate (2 doses) against BVD and leptospirosis.

**Welsh Lamb & Beef Producers Ltd (WLBP) is keen to promote the wider use of even more detailed animal health plans and is encouraging members of the FAWL scheme to work closely with their veterinary surgeon in the animal health planning process. A free and comprehensive guide is available for all members use from WLBP. Please phone (01970) 636688.**

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**Appendix 4: Medicine Usage and Purchase Records**

This appendix provides an example of an acceptable medicine usage and purchase record. A full copy of an acceptable medicine book is available free to all FAWL members on request from WLBP Ltd. Please ring on (01970) 636688 for your copy.

**Medicine Usage Record**

<b>Name of Veterinary Medicine</b>	<b>Date Administered</b>	<b>Identity of Animal or Group Treated</b>	<b>Number Treated</b>	<b>Date Treatment Finished</b>	<b>Date Withdrawal Period Ended</b>	<b>Total Quantity of Veterinary Medicine Used</b>	<b>Name of Person Who Administered Veterinary Medicine</b>

**Medicine Purchase Record**

<b>Date of Purchase of Veterinary Medicine</b>	<b>Name of Veterinary Medicine</b>	<b>Quantity Purchased</b>	<b>Batch Number</b>	<b>Expiry Date</b>	<b>Supplier of Veterinary Medicine</b>

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### ***Appendix 5: Animal Medicine Legal Classification***

#### **POM-V (Prescription Only Medicine - Veterinarian)**

Must be prescribed by a veterinary surgeon, and can be supplied by any veterinary surgeon or pharmacist

#### **POM-VPS (Prescription Only Medicine - Veterinarian, Pharmacist, Suitably Qualified Person)**

Must be prescribed by a veterinary surgeon, pharmacist or SQP, and can be supplied by any of those persons

#### **NFA-VPS (Non-Food Animal medicine - Veterinarian, Pharmacist, Suitably Qualified Person)**

Can be supplied by a veterinary surgeon, pharmacist or SQP

#### **AVM-GSL (Authorised Veterinary Medicine - General Sales List)**

Can be supplied by anyone

### ***Appendix 6: Storage and Disposal of Sharps and Pharmaceutical Waste***

Below are some guidelines on the safe storage and disposal of sharps and pharmaceutical waste.

#### **DO's**

- Prior to disposal, all waste must be stored safely in a secure, rigid container marked with appropriate warning symbols.
- Sharps boxes can be obtained from independent companies licensed for the safe disposal of sharps and clinical and pharmaceutical waste. Such companies supply their disposal boxes via Agricultural Suppliers, Veterinary Surgeons, or Local Health Authorities.
- The licensed waste disposal companies collect full boxes from Veterinary Practices and Agricultural Suppliers periodically. The charge for a box will include the price of collection from these collection points. If your waste is moved in this way, i.e. on a carrier collection round, the licensed carrier will be responsible for all the paper work (a schedule and consignment note).
- Always read the label – many manufacturers provide disposal information on their Health and Safety data sheets.
- All staff should be trained so that they are aware of waste management procedures.
- Try to reduce the quantity of waste generated if possible. This can be achieved by purchasing only the quantity of medicine needed for immediate use thus ensuring that there is no surplus product exceeding its use by date.

#### **DON'Ts**

- Bury
- Burn
- Bin

**IF IN DOUBT, CONSULT YOUR VETERINARY SURGEON**

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### **Appendix 7: Broken Needle Policy**

This is an example of an acceptable policy when a needle breaks in an animal.

1. Mark the animal with a distinct and permanent form of identification and record the date, animal identification and injection site in the veterinary medicine record.
2. When disposed of, the animal must be consigned direct to slaughter and not sold to another producer. The movement / means of disposal must be recorded in the herd / flock record book.
3. Is the animal to be retained as breeding stock or longer than 7 days?

If **YES**, check its health regularly, and when disposed of, go to question 6.

If **NO**, go to question 4.

4. Is the animal marketable within 7 days? Note - Any withdrawal period for the substance being injected must be observed.
5. If **YES**, consign it to a slaughterhouse with an emergency slaughter certificate from a veterinary surgeon, which provides details of the injection site. Mark the injection site on the animal before consignment.

If **NO**, go to question 6.

6. Will the animal be marketed after 7 days?

If **YES**, consign it to a slaughterhouse and inform the slaughterhouse in writing of the broken needle, providing details of the injection site and the date on which it occurred. Mark the injection site on the animal before consignment.

If **NO**, go to question 7.

7. Do you wish to keep the animal for home consumption?

If **YES**, retain for home consumption only, and take care to avoid broken needle.

If **NO**, go to point 8.

8. Euthanise.

**IF THE ABOVE PRECAUTIONS ARE TAKEN AND THE SLAUGHTERHOUSE IS FULLY INFORMED IN WRITING, THE BROKEN-NEEDLE ANIMAL MAY BE MARKETED AS FARM ASSURED.**

### **Appendix 8: Guidance on Grazing Intervals**

The following table is an extract from the ADAS Managing Manures Series – Making better use of livestock manures on grassland.

#### **Use of manures on grass for grassland**

Using manures on grazing land can lead to significant problems. Avoid doing this where possible.

##### Disease

Spreading manures onto pasture can play a role in transferring disease to healthy stock. The main risk is from spreading fresh, unstored slurry. Risks are reduced by storage, using low application rates and leaving pasture for as long as possible before grazing.

Aerobic composting of solid manures by turning of manure heaps or forced aeration will significantly reduce the risk of disease transmission. Store slurries and solid manures for at least one month before spreading. Pasture should not be grazed for one month, or preferably eight weeks afterwards, or until all visible signs of the slurry solids have disappeared, to minimise the risk of transferring disease. Six months should elapse before grazing young stock more susceptible to infection.

It is recommended that producers should avoid, where possible, spreading poultry manure onto grazing land. If poultry manure is spread on grazing land producers should be aware of the disease risks associated with cattle contracting botulism and take precautions by enforcing an appropriate grazing interval.

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### Appendix 9: Manure Management Plan

A Manure Management Plan will help identify when, where and at what rate to spread manures, slurry, dirty water and other organic wastes. Producers will benefit while minimising the risk of causing pollution. It will also help producers assess whether they have enough storage.

**FAWL members will need to be able to identify where and when Manure can be applied and demonstrate that there is enough land area available for manures to be applied without exceeding a Total Nitrogen application of 250kg/ha/year. (Lower rates may apply for Nitrogen Vulnerable Zones (NVZ's).**

Step 1: Map – **Have a map of the farm available.**

Step 2: Mark (a) ditches, watercourses, ponds (b) non-spreading areas (c) don't spread areas (d) high risk areas (e) very high risk areas & (f) low risk areas on the map. Estimate each total area size and include a key of when manures can be spread. (Colour codes will help to make it simple)

What	Where	Spreadable Area (Ha)	When
Water (BLUE)	Any ditches, watercourses and ponds. Also springs, wells or boreholes where water is used for human consumption or farm dairies, including any on neighbouring land close to the farm boundary.	n/a	DO NOT SPREAD
Non-spreading Areas (WHITE)	Fields where manure would not normally be spread; non-farmed fields, woodlands or fields simply too far away from the farm buildings.	n/a	DO NOT SPREAD
Don't spread Areas (RED)	Areas where manure shouldn't be spread. At least 10 metres either side of all ditches and watercourses; 50 metres around springs, wells and boreholes, steep slopes with a high risk of run-off throughout the year; and Environmentally Sensitive Areas, Sites of Special Scientific Interest, or other land subject to management agreements.	n/a	DO NOT SPREAD
High Risk Areas (YELLOW)	Fields next to watercourse, spring or borehole with soil at field capacity with moderate slope or slowly permeable soil; where soil depth over fissured rock is less than 30cm; with effective pipe or field drains		Use throughout the year subject to ground conditions, but restrict application rates in winter.
Very High Risk Areas (ORANGE)	Fields likely to flood sometime in most winters; next to watercourse, spring or borehole where surface is severely compacted or waterlogged or have a steep slope and the soil is at field capacity or have a moderate slope and slowly permeable soil.		Avoid in winter and in a dry summer when soil cracks down to the drains, or when the soil is compacted.
Low Risk Areas (GREEN)	All other areas not already marked		Can be used throughout the year.
<b>Total Spreadable Area Available:</b>			

### Benefits of a Plan

Step 3: Compare area available and waste production

Calculate the area required to spread the manure produced on the farm in a year without exceeding a Total Nitrogen application rate of 250kg/ha. The guidelines below are a very simple indication. Producers are advised to refer to the publications listed below for further advice.

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Calculating Minimum Area Required:

	No of Stock Units	Months Housed	Hectares needed by Stock Unit	Total Area Needed (Ha)
Cow (650kg)		X	X 0.039	=
Cow (550kg)		X	X 0.032	=
Cow (450kg)		X	X 0.025	=
Heifer 2yr+ (500kg)		X	X 0.019	=
Youngstock 1-2yr (400kg)		X	X 0.016	=
Youngstock 6-12mths		X	X 0.008	=
Calf		X	X 0.005	=
Bull		X	X 0.019	=
Sheep		X	X 0.003	=
Lamb (up to 6 months)		X	X 0.001	=
Lamb (6-12 months)		X	X 0.002	=
			<b>Total Area Required</b>	

If **Total Spreadable Area Available** exceeds the **Total Area Required** - plan is complete.

If **Total Spreadable Area Available** is less than the **Total Area Required** then a more detailed plan or alternative action is required.

- Experience has shown that following a Manure Management Plan reduces pollution risk.
- Retaining NPK for crop growth by minimising losses will save on the farms bagged fertiliser bill.
- If producers use contractors for muck spreading, a plan will provide a simple way of keeping them fully informed about pollution risks on the farm.
- Following a plan will help producers comply with the Code of Good Agricultural Practice for the Protection of Water.
- Such a plan may be required if producers intend to carry out improvements involving less than four months storage of slurry or dirty water.
- A plan provides evidence that effective procedures are in place.

**Producer Manual**

**Appendix 10: Warranty Declaration requirements**

**This is a template that can be used as a warranty in respect of feed purchased from non-assured sources. Please use only those sections that are directly relevant.**

**DRAFT LETTER**

.....  
.....  
.....  
.....

*(Supplier name & address)*

**Date:** .....

Dear ..... *[Recipient farmer]*

With reference to: Supply of ..... *[enter feed type]*

**(a) Forage & forage replacers or human food by-products (e.g. biscuit meal)**

- This feed/food by-product is suitable for consumption by livestock, is considered wholesome and is free from any known contaminants.
- Any chemical treatments (e.g. pesticides) applied to this feed have been done in accordance with the manufacturers recommendations.
- Any food by-products supplied are free from packaging residues.

**(b) Farm to farm sale of compounds/blends based on home-grown ingredients or feed materials that are surplus to own requirements.**

**(1) Cereals / Pulses**

- These cereals / pulses are suitable for consumption by livestock and are considered wholesome and free from any known contaminants.
- These cereals / pulses are not assured under a farm assurance scheme recognised by AFS or under UFAS merchants scheme but are accompanied by a grain passport which records details of post-harvest pesticide treatments where applied. (Annex 1 below)

**(2) Other feeds (excluding cereals / pulses)**

*Delete either (i) or (ii) depending on which is applicable*

- i) This feed material is suitable for consumption by livestock and is free from any known contaminants.

**OR**

- ii) This feed material was originally sourced from a UFAS-approved compounder or merchant or a FEMAS certified producer and is suitable for consumption by livestock and is free from any known contaminants.

**(3) Farm Produced Blends**

- The requirements of the 'Industry Code of Practice for On-Farm Feeding' have been met in the production of this blend.
- Feed ingredients used in the production of this blend/concentrate were either home grown; covered by a farm assurance scheme recognised by AFS or grain passport; or sourced from either a UKASTA Feed Assurance Scheme (UFAS) approved compounder or merchant, or a FEMAS certified producer.

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**Please complete the following in all cases:**

- This feed has been stored so that contamination by pests or other means has been fully controlled and hygiene standards maintained at a level which is appropriate for materials entering the feed/food chain.
- Our records and premises are accessible for traceability and auditing purposes, on an appointment basis.

Yours sincerely,

..... (Signature)

..... (Name – print)

..... (Date)

**Annex 1 to Appendix 8**

**GRAIN PASSPORT**

SUPPLIER .....

CROP TYPE (e.g. wheat, beans etc.) .....

NAME OF HAULIER .....

VEHICLE REG NO. ....

**POST HARVEST PESTICIDE TREATMENT**

Please delete / complete sections A, B, and C as applicable.

- A. No post harvest treatment of pesticide has been applied to the crop carried in the vehicle referred to above.
- B. Post harvest pesticide applications at or below the recommended levels as stated by the manufacturer have been made to the crop carried in the vehicle referred to above. Details are as follows:

DATE	PRODUCT
.....	.....

- C. (Applies to grain drawn from bulk stores)

The crop carried in the vehicle referred to above has been drawn from a bulk, which was delivered by suppliers who declared it had been partly/entirely treated with post-harvest pesticides at or below the recommended levels as stated by the manufacturer as follows:

Signed ..... Date .....

Name (Print) ..... Position .....

## Producer Manual

### Appendix 11: Livestock Housing - Space Allowances

Below are some guidelines on space allowances in livestock housing. They are only a guide and not definitive. Producers should judge appropriate space allowances by assessing their own stock and housing.

#### CATTLE

<b>SPACE ALLOWANCES FOR LOOSE-HOUSED BEEF CATTLE</b>						
<b>(excluding bulls)</b>						
		<b>Area per head excluding troughs</b>				
<b>Weight (kg)</b>	<b>Solid floors (m<sup>2</sup>)</b>		<b>Slatted floors (m<sup>2</sup>)</b>			
200	3.0		1.1			
300	3.4		1.5			
400	3.8		1.8			
500	4.2		2.1			
600	4.6		2.3			
700	5.0		2.5			
<b>CUBICLES FOR BEEF CATTLE</b>						
<b>Weight (kg)</b>	<b>Length of cubicles Including any kerb (m)</b>		<b>Clear width between partitions (m)</b>			
75 to 150	1.2		0.6			
150 to 250	1.5		0.75			
250 to 375	1.7		0.90			
Over 375	2.1		1.10			
<b>SPACE ALLOWANCE AND TROUGH LENGTHS FOR SUCKLER COWS</b>						
<b>Weight (kg)</b>	<b>Cubicles Length (m)</b>	<b>Cubicles width (m)</b>	<b>Bedded yards lying (m<sup>2</sup>)</b>	<b>Bedded yards feeding (m<sup>2</sup>)</b>	<b>Slatted yards (m<sup>2</sup>)</b>	<b>Trough Length (mm)</b>
<500	2.1	1.2	3.75	1.25	2.5	650
500 - 600	2.2	1.2	4.05	1.45	2.75	675
>600	2.3	1.2	4.35	1.65	3	700

#### SHEEP

Lowland ewes (60-90 kg live weight)	1.2-1.4 m <sup>2</sup> floor space per ewe during pregnancy
Lowland ewes after lambing with lambs at foot up to six weeks of age	2.0-2.2 m <sup>2</sup> floor space per ewe and lambs
Hill ewes (45-65 kg live weight)	1.0-1.2 m <sup>2</sup> floor space per ewe during pregnancy
Hill ewes after lambing, with lambs at foot up to six weeks of age	1.8-2.0 m <sup>2</sup> floor space per ewe and lambs
Lambs up to 12 weeks old	0.5-0.6 m <sup>2</sup> floor space per lamb
Lambs and sheep 12 weeks to 12 months old	0.75-0.9 m <sup>2</sup> floor space per lamb/sheep
Rams	1.5-2.0 m <sup>2</sup>

*Shorn sheep - The space allowances may be reduced by 10% for winter-shorn sheep.*

*Group size - Where possible, pregnant ewes should be kept in groups of less than 50 to allow for better individual recognition and attention at lambing time.*

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### Appendix 12: Bedding Requirements During Transport

The table below details the bedding requirements for different classes of livestock during transport.

	Non-slip floor only	Straw	Saw-dust	Perforated Floor
<b>Cattle</b>	yes	Yes	yes	no
<b>Calves</b>	no	Yes	yes	no
<b>Sheep</b>	no	Yes	yes	No

### Appendix 13: Recommended Space Allowances During Transport

#### CATTLE

Category	Approx. weight (kg)	Space allowance (m2)
Small calves	55	0.30-0.40
Medium-sized calves	110	0.40-0.70
Heavy calves	200	0.70-0.95
Medium-sized cattle	325	0.95-1.30
Heavy cattle	550	1.30-1.60
Very heavy cattle	over 700	over 1.60

These figures may vary, depending not only on the animals' weight and size, but also on their physical condition, weather conditions and the likely journey time.

#### SHEEP

Category	Approx. weight (kg)	Space allowance (m2)
Shorn sheep and lambs	under 55	0.20-0.30
	over 55	over 0.30
Unshorn sheep	under 55	0.30-0.40
	over 55	over 0.40
Heavily pregnant ewes	under 55	0.40-0.50
	over 55	over 0.50

The space allowances indicated above may vary depending on the breed, size, physical condition and length of fleece of the animals as well as weather conditions and journey time. As an indication, for small lambs, an area of under 0.2 m2 per animal may be provided.

(Source: *Guidance on the Welfare of Animals (Transport) Order 1999*)

**Producer Manual**

*Appendix 14: Useful Information in case of emergency*

**EMERGENCY CONTACT TELEPHONE LIST**

**Emergency Services Dial 999**

<b>Farm Address:</b>	<b>Farm Tel No:</b>
<b>Postcode:</b>	<b>Farm CPH No:</b>
<b>Location of nearest telephone:</b>	<b>Directions to farm:</b>
<b>Location of nearest water supply</b>	<b>Location of electricity meter</b>

**Telephone Numbers**

**Doctor:**

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**Veterinary Surgeon:**

---

**Electricity Board:**

---

**Gas Supply Company:**

---

**Water Supply Company:**

---

**Health & Safety Executive:**

Info Line 0845 3450055

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**Environment Agency:**

Emergency Number: 0800 807060

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### **ADDENDUM**

We also include as addendum this information regarding fertiliser security. While this is not a part of the FAWL protocol, there has been increasing concern that fertiliser could be used by terrorists to make bombs and there is evidence that this has already happened. We therefore urge all members to treat this seriously and adhere to the guidance set out in the addendum.

### **Part 1: Security of Fertiliser Storage on Farms Leaflet**

This addendum details the full contents of the leaflet.

In addition to the safe storage and handling of fertiliser advice available from your supplier and from the Agricultural Industries Confederation (AIC) and the HSE's "Storing and Handling Ammonium Nitrate" booklet, farmers should take note of information provided in this leaflet.

#### **DO NOT:**

- X** Store fertiliser where there is public access.
- X** Leave fertiliser in the field overnight.
- X** Store fertiliser near to, or visible from, the public highway.
- X** Sell fertiliser unless the purchaser is personally known by you to be a bona-fide farmer user and who is aware of the need to follow this guidance.

#### **DO:**

- ✓ Record fertiliser deliveries and usage.
- ✓ Wherever possible, and with regard to HSE safety guidance, store fertiliser inside a locked building or compound.
- ✓ Fully sheet fertiliser when stored outside and regularly check to ensure that the stack has not been tampered with.
- ✓ Carry out regular stock checks.
- ✓ Report immediately any stock discrepancy or loss to the police anti-terrorist hotline.
- ✓ Record any manufacturer code numbers from the bags and, if available, the number of the detonation resistance test certificate.

#### **Important Notice:**

Users of Ammonium Nitrate (AN) and AN based fertilisers are reminded of the NIHHS (Amendment) Regs 2002 and the responsibility to notify HSE if 150 tonnes of AN or AN based fertilisers are being handled or stored which contain over 15.75% Nitrogen by weight.

**This advice has been developed by the Agricultural Industries Confederation (AIC), Farmers' Unions and the National Counter Terrorism Security Office (NaCTSO)**

[www.crimereduction.gov.uk](http://www.crimereduction.gov.uk)

[www.mi5.gov.uk](http://www.mi5.gov.uk)

[www.agindustries.org.uk](http://www.agindustries.org.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

## Producer Manual

### Part 2: Secure Fertiliser Storage Self Assessment Checklist

Producers who store fertiliser may find this self assessment checklist useful.

Mineral [or Manufactured] fertiliser is a valuable product for farmers and growers but is potentially dangerous in the wrong hands. The storage and security of fertiliser in your possession is therefore of paramount importance and the purpose of this self assessment is to help you to ensure that basic storage and security is maintained.

You must not sell fertiliser unless the purchaser is known by you to be a bona-fide user and if you re-sell ammonium nitrate fertiliser with a high nitrogen content, (i.e. a nitrogen content of more than 28% of its weight), you must be in possession of a valid detonation resistance certificate for that batch.

		Yes	No
1.	Did you obtain your fertiliser from a Fertiliser Industry Assurance Scheme (FIAS) approved supplier?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is your fertiliser stored away from areas where there is public access?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ensured that your fertiliser is not stored or left unattended within sight of a public highway?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you have a current inventory of your fertiliser stock?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does your inventory detail the type and brand of fertiliser delivered, stored and used?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have a record of the manufacturers' code numbers and the Detonation Resistance Test Certificate number/s?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is your fertiliser stored in a secure building or compound? Or Is your fertiliser stored fully sheeted with tamper evident precautions?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you have a protocol, which is known to all staff, detailing what action must be taken if stored fertiliser is tampered with or unaccountably goes missing (i.e. theft)?	<input type="checkbox"/>	<input type="checkbox"/>
9.	How often do you check your fertiliser stock to ensure that any discrepancy is noticed as soon as possible? (Tick as appropriate) Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>		
10.	If you store 25 tonnes or more of fertiliser, have you notified your local fire officer and Health and Safety Executive (HSE)? For further advice please refer to SI 1990 No. 304 – The Dangerous Substances (Notification and Marking of Sites) Regulations 1990.	<input type="checkbox"/>	<input type="checkbox"/>
11.	If you are storing 150 tonnes or more of ammonium nitrate or ammonium nitrate based fertilisers which contain more than 15.75% nitrogen by weight, have you notified the Health and Safety -Executive?	<input type="checkbox"/>	<input type="checkbox"/>

**If you have answered 'No' to any of the above questions record what steps you are taking to make it 'Yes'.**

## Producer Manual

### Part 3: Secure Storage of Fertiliser – Theft Protocol

This appendix provides details of an acceptable fertiliser theft protocol. Producers can use the template below.

Farm Name:
Name of member of staff responsible for checking store and reporting:

### PROTOCOL

1.	<p><b>The fertiliser store/s must be checked at the frequency stated below to ensure stock has not been tampered with or stolen.</b></p> <p><i>E.g. Daily/Weekly/Monthly</i></p>
2.	<p><b>Any evidence of tampering or loss must be reported immediately to: the Police Anti-terrorist hotline (0800 789321)</b></p>