

Preparation of Records for proAction Validation

1. As a reminder, **since September 2021**, any validation that resulted in the requirement of a routine record to be submitted for 3 months, causes the loss of the next year's self-declaration. This will result in at least three consecutive years of full validations. For any validation completed after September 1, 2021, resulting in more than 10 animal care demerit points, the farm will lose the self-declaration the next year and the follow up will have specific requirements. **This information has all been previously circulated.**
2. From your vet you need:
 - a. Cattle Health Declaration – Annual
 - b. Extra label vet directions – Annual
 - c. Biosecurity Risk Assessment – Every 2 years
3. From your equipment dealer you need:
 - a. Wash system analysis (Record 14B) – Annual
 - b. Cleaning and sanitizing chart (Record 14)

4. Traceability

- **Livestock traceability reporting to DairyTrace started September 1st, 2021**
- **REMINDER: 9-digit ear tag numbers required for traceability records**
- Report to Dairy Trace for all traceability events as part of your validation requirements:
 - o Tag activation (reporting all births; male, female and beef)
 - o Move in reporting
 - o Tag retirements (required only if animal is being disposed of on farm)
- Locate (or obtain) your premise identification (PID) number. Put this number on the Blanket PID statement. Keep it visible with your traceability records.
- Tag animals with approved tags within 7 days or before it leaves the farm, whichever occurs first
- Record (and/or report) the following events:
 - o All animal births; male, female and beef
 - o Animal move-ins (date, 9-digit ear tags, PID of departure farm, truck/trailer license plate)
 - o Tag retirements – when an animal dies on your farm
 - o Cross reference for tag replacements
- DairyTrace proAction report – the validator needs to see this. It can be found on the DairyTrace Portal. Instructions are included on how to access this.

5. Environment:

- Environmental farm plan (EFP) – valid on day of validation
- Environmental questionnaire – Every 2 years
- Nutrient management plan **OR** soil test results (if you have either – demerit question, not necessarily required)

6. Biosecurity:

- Completed SOP's (SOP 12-15)

- Biosecurity signage posted at barn entrances which are visible from the main parking area
- Completed and signed Biosecurity Risk Assessment every 2 years – new 2023
- Record disease events including non-treatable diseases (ex. Abortion, lameness)

7. Animal Care

- Make sure all Animal Care SOP's are completed and up to date – new shipping SOP 2023.
- Animal Health Assessment completed by Holstein Canada – Every 2 years
 - o If you can't find the Peer Report or Summary Sheet contact Natasha or Jennifer to obtain a copy
- Corrective Action plan (Record 7b) for any score in the red or dark red zones

8. Food Safety

- Wash system analysis (Record 14b) and Cleaning & Sanitizing Chart (Record 14)
- Extra-label vet directions (Record 8) and Cattle health declaration (Record 6)
- Water test for bacteria
- Treatment records must include:
 - o Animal ID
 - o Date
 - o Mode
 - o Dose
 - o Milk and meat withdrawal times and clear dates
 - o Valid expiry check
 - o Initials of person giving treatment
 - o **Don't forget dehorning and vaccination treatments**
- Bulk tank temperatures (Record 12) - either manually recorded or TTR download needs to be available
- Deviation and Corrective Action Record (Record 17)
- Monthly equipment check (Record 13)
- All SOP's
- Medicine & Chemicals list (Record 9)
- Letter of guarantee for purchased animals (Record 11b)
- Corrective action plans (Record 16)

9. Review full module requirements in the self-evaluation questionnaire and/or integrated requirements document

10. Organize records ahead of validator visit. Throw out old records and manuals. You need 12 months of rolling routine records. Traceability records must be kept for 5 years. Environmental Farm Plans are valid for 5 years. Biosecurity risk assessment, environmental questionnaire and HC cattle health assessment are valid for 2 years. Current manual is July 2023 version. IT IS YOUR RESPONSIBILITY TO PROVIDE THE RECORDS AND INFORMATION.

11. Contact Natasha McKillop or Jennifer Dillman with any questions.