

Preparation of Records for proAction Validation

Effective September 2021

1. From your vet you need:
 - a. Cattle Health Declaration (Food Safety) Annual
 - b. Extra label vet directions (Food Safety) Annual
 - c. Biosecurity Risk Assessment Questionnaire (Biosecurity) (once every 2 years)
2. From your equipment dealer you need:
 - a. Wash system analysis (record 14B) Annual
 - b. Cleaning and sanitizing chart (record 14) Annual

3. New September 2021:

Livestock traceability reporting to Dairy Trace starts September 1, 2021

- Required to Dairy Trace reports for all traceability events as part of their validation requirements.
 - o Tag activation (reporting births)
 - o Move in reporting
 - o Tag retirements (required only if animal is being disposed of on farm)
- To obtain reporting records from Dairy Trace:
 - o On the home screen (once you log into your account), click on the very bottom link (DairyTrace proAction Report).
 - o It will take you to another screen with a reference date (current day).
 - o Click Print
 - o It will generate a PDF file of all events reported
 - o This can be saved as a PDF file or brought up on any electronic device with data (phone, computer, tablet).
 - If printing, confirm with validator what time frames are required.
- Contact Dairy Trace customer service to set your account at 1-866-55-TRACE (1-866-558-7223) or by email at info@DairyTrace.ca

4. Environment: New September 2021

- a. Environmental farm plan (EFP) – valid on day of validation. Contact Federation of Agriculture for assistance.
 - b. Environmental questionnaire – completed online on the NEAS. Login information previously circulated
 - c. Nutrient management plan OR soil test results (if you have either – demerit question, not necessarily required)
5. **Biosecurity:**
- a. Complete 4 SOPs
 - b. Put up biosecurity sign at main entrance, visible from main parking area
 - c. Complete the biosecurity risk assessment with the herd vet
 - d. Record Disease events including non-treatable such as abortion and lameness

6. Traceability: 15-digit ear tag numbers required for traceability records

- a. Locate (or obtain) your premise identification (PID) number. Put this number on the Blanket PID statement. Keep it visible with your traceability records.
- b. Record/report all animal births
- c. Tag animals with approved tags within 7 days or before it leaves the farm, whichever occurs first
- d. Record/report all move ins (date, 15-digit ear tags, PID of departure farm, truck/trailer license plate)
- e. Record/report of cross reference for tag replacements
- f. Record/report tag retirements – carcass of animal remains on farm property

7. Animal Care

- a. Complete all Animal Care SOPs
- b. Animal Health Assessment records completed by Holstein Canada (once every two years). Comes in 2 separate emails. If you can't find them, contact Nancy to get a copy
 - i. Peer report
 - ii. Summary Sheet
- c. Corrective action plan (record 7B) for any score in the red or dark red zone

8. Food Safety

- a. Wash system analysis (record 14B) & cleaning & sanitizing chart (record 14)
- b. Extra label vet directions (record 8) & cattle health declaration (record 6)
- c. Water test for bacteria
- d. Treatment records –
 - i. include disease events or health event codes
 - ii. animal id, date, mode, dose
 - iii. check mark for valid expiry date
 - iv. milk and meat withdrawal times and clear dates
 - v. initials of person treating
 - vi. Don't forget dehorning and vaccine treatments
 - vii. Any and all treatments with a milk and or meat withdrawal; all ages and sex of animals
- e. Bulk tank temperatures – record 12
- f. Monthly equipment check – record 13
- g. SOPs
- h. Medicine and chemical list – record 9
- i. Letter of guarantee – record 11B
- j. Corrective action plans – record 16
- k. Deviation record (what went wrong and what did you do to fix it) – record 17

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 2021 version (coil bound). IT IS YOUR RESPONSIBILITY TO PROVIDE THE RECORDS AND INFORMATION.

11. Contact Nancy (902-394-1657 or ndouglas@dfpei.pe.ca) with any questions.