

# Preparation of Records for proAction Validation

## Effective September 2021

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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. **Livestock Traceability**
  - Tag animals with approved tags within 7 days or before it leaves the farm, which ever occurs first
  - Record/report all move ins (date,15-digit ear tags, PID of departure farm, truck/trailer license plate)
  - Record/report of tag replacements
  - Record/report tag retirements – carcass of animal remains on farm property
  
  - **Effective September 2021 – DairyTrace reporting**
  - Required to show Dairy Trace reports for all traceability events as part of validation requirements.
    - o Tag activation (reporting births) – to be reported within 45 days or before the animal leaves the farm, whichever occurs first
    - o Move in reporting – reported to be within 7 days or before the animal leaves the farm, whichever occurs first
    - o Tag retirements (required only if animal is being disposed of on farm) – to be reported within 7 days.
  
  - To obtain reporting records from Dairy Trace:
    - o Log into your account (website portal NOT the app)
    - o On the home screen (once you log into your account), click on the 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 or access reporting records at 1-866-55-TRACE (1-866-558-7223) or by email at [info@DairyTrace.ca](mailto:info@DairyTrace.ca)

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#### **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 depending on total demerits in this module)

#### **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. 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

#### **7. 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

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

9. 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.

- **Reminder –** For any corrective action requiring 3 months of records to be submitted to close the corrective action, you will lose the ability to complete a Self-declaration next year. This will result in at least 3 annual consecutive on-farm validations.
- A valuable resource for proAction information and record template <https://www.dfns.ca/proaction>
- Contact provincial Coordinator for further assistance
  - Nancy Tedford (zones 1-2-3) [nancy@dfpei.pe.ca](mailto:nancy@dfpei.pe.ca) 902-394-1657
  - Lindy Brown (zones 4-5-6) [lindy.brown@nbmilk.org](mailto:lindy.brown@nbmilk.org) 506-432-4330