Canadian Food Inspection Agency | Agence canadienne d'inspection des aliments

Canadian Food Inspection Agency
USERS' MANUAL

THE CANADIAN PROGRAM FOR CERTIFYING FREEDOM FROM GROWTH ENHANCING PRODUCTS (GEPs) FOR THE EXPORT OF BEEF TO THE EU

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Canada

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DEFINITIONS

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

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

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

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

CCIA – Canadian Cattle Identification Agency – National administrator for the cattle, bison and sheep traceability program.

CFIA - Canadian Food Inspection Agency.

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

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

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

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

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

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

GEP Administration Protocols – a written program outlining when GEPs are used, what products are used, who is responsible for administration, how they are administered.

GEP Administration Records – a written record documenting the execution of the protocol.

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

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

Producer's Declaration – a statement appearing on program enrolment forms and CFIA accepted transfer documentation that is signed by a producer, person designated as responsible for that activity or

person in charge at an auction market that indicates they understand the objectives and requirements of this program and take responsibility for relevant practices applied to eligible animals while under their control.

Registered operation – Birth farm, feedlot, or auction market that is enrolled in this program.

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

(Please note this manual is based on Annex R of Chapter 11 of the Meat Hygiene Manual of Procedures (MOP) – export to the EU and cannot be modified (except with EU approval) when the modification is more permissive than the information present in Annex R - information contained in Annex R always supersedes information contained in this document and in the event of a conflict Annex R shall predominate)

Module 1 Overview of the GEP Program

1.1 Objectives of the Program
1.2 Background to the Program
1.3 Hilton Quota and European Union Tariff Rate Quota for High Quality Beef
1.4 Components of the Program

1.1 Objectives of the Program

This program contains the identification, inspection, documentation and certification procedures to qualify meat from market beef cattle to be exported to the European Union (EU) thereby ensuring that they have not been administered any Growth Enhancing Products.

This program contains the identification, inspection, documentation and certification procedures to ensure that animals included in this program have not been administered any Growth Enhancing Products and thus have met this particular requirement for beef products qualifying for export to the EU.

1.2 Background to the Program

In 1989, the European Union banned the use of Hormonal Growth Promotants and later added beta agonists having an anabolic effect to the list of prohibited substances. This effectively eliminated the export of beef products from North America where regulations permit the use of a number of growth promotants in beef animals. Although international courts have made rulings that strike down this ban, the ban is still in place and there remains a demand for a supply of Growth Enhancing Product (GEP) - free meat. In 1996 the EU approved the first iteration of the “Canadian Program for Certifying Freedom from Hormonal Growth Promotants (HGPs)”. This program was designed to provide evidence to the certifying veterinarian that eligible beef animals have never been treated with GEPs so that beef obtained from animals produced under this program may be eligible for export to the EU.

This latest version is designed to move forward and take advantage of advancements which have occurred in the Canadian regulatory system and within the Canadian cattle industry.

1.3 Hilton Quota and European Union Tariff Rate Quota for High Quality Beef

It is important for producers enrolling in the program and exporters wishing to export beef to the EU to recognize the limitations of what the procedures in this document achieve. The purpose of this document is only to outline minimal conditions that will allow meat from animals that have not been administered any growth enhancing products to be certified for export to the EU.

Prior to pursuing the export market, exporters should also investigate additional requirements to allow their meat to be imported in to the EU through various quotas that exist. Two commonly used quotas include the Hilton Quota and the EU Tariff Rate Quota for High Quality Beef. While meat from the Hilton Quota can be eligible for import to the EU based on grading characteristics, a tariff is also applied to product entering under this quota. The EU Tariff Rate Quota for High Quality Beef does not have any tariffs associated with it but in order to qualify under this quota, specific requirements that relate to feeding practices during the 100 days prior to slaughter along with other requirements exist. This process requires the participation of a CFIA Approved Veterinarian and an additional enrolment for the feedlots wishing to participate in this program.

To summarize, this document and the requirements of the various quotas are exclusive of each other and this document only serves as a guide to qualify beef as coming from cattle that have not been administered GEPs during their life.

Please refer to section 11.7.3.6.13 and Annex R13 of the European Union in the Meat Hygiene Manual of Procedures for additional details on these quotas.

1.4 Components of the Program

1. The program will be delivered based on producer control programs (along with associated documentation), with oversight performed by way of periodic and systematic evaluations from private veterinarians trained and approved by the CFIA.

2. The CFIA Approved Veterinarian duties, obligations and responsibilities outlined in this document are subject to the conditions listed in the "Contract for CFIA Approved Veterinarians delivering the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs)"(Annex M).

3. Animals will be identified with an approved radio frequency identification tag. Facilities which are considered mixed status will be required to have an alternate visual identification program in place as well.

4. The feedlot officials receiving animals from auction markets or community pastures/forestry reserves or from facilities which use or have GEPs present on their premises will check 100% of the animals for the physical presence of implants upon arrival.

5. Mixed status operations which are active in the program and which use GEPs in non-eligible animals must maintain records tracking the purchase, receipt, use and disposal of these products and these records must be made available to CFIA, a CFIA Approved Veterinarian, or EU official upon request.

6. Individual animal GEPs administration records must be maintained on farms that are of mixed status.

7. Eligible animals shipped from the farm of origin or from a feedlot are to be accompanied by completed CFIA accepted transfer documentation which is signed by the owner or person designated as responsible for that activity. The transfers of animals registered in this program are to be from one operation registered under this program to another registered operation or EU approved federally registered slaughter establishment.

   In all cases where CFIA accepted transfer documentation is used, the following provisions are acceptable:

   In order to accommodate already existing farm records and electronic inventory programs used by cattle producers and to prevent transcription errors, the identification of animals may be done by way of an industry record. CFIA accepted transfer documentation would still be required to be signed by the designated individual. If this procedure is used, the documents must:

   i. Be linked together by using a unique reference number generated by the farm that includes a premises identifier. (i.e. PremisesID-2010-0001).
   ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
   iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

   Additionally, all Transfer Certificates must be accompanied by a copy of a valid Certificate of Compliance (Annex R7.1) which has been previously completed by the CFIA Approved Veterinarian.

   Should electronic systems be developed which allow the tracking of cattle through a common database (e.g. CLTS), the need for the use of transfer certificates which include a complete listing of eligible animals within the program may be re-examined. In this case, Vendor Declarations, as used in other international programs, may be a suitable alternative. Such proposals should be brought forward for approval to the local CFIA District and Area Program Veterinarians on a case by case basis.

8. Special permission may be granted for other movement of eligible animals in this program if a written protocol is submitted and approved by the Approved Veterinarian with a copy to the local CFIA District Veterinarian. This approval may be for a one time occurrence or for a specified period of time.

9. Eligible animals from this program must be slaughtered and subsequently processed at federally registered establishments that are approved to export bovine products to the EU. These establishments must adhere to all pertinent EU requirements as per the EU section of chapter 11 of the Meat Hygiene Manual of Procedures.

10. Verification of the program will occur via two procedures:

    i. Every carcass will be subjected to a physical check for evidence of implants at the time of slaughter by plant employees. CFIA inspectors are responsible for assessing the competence of the individuals conducting physical checks and monitoring their performance.

    ii. EU eligible animals slaughtered in EU approved slaughter establishments will be subjected to a CFIA sampling program to monitor compliance with the EU requirements. Standard sampling program procedures established under the National Chemical Residue Monitoring Program will need to be adhered to. Samples will be taken by CFIA inspection staff and sent for testing to a private laboratory accredited by the Standard Council of Canada as per the instructions contained in the sampling plan. The sampling plan will be updated on a yearly basis or as needed (e.g. Approval of a new establishment for export of beef to the EU). The cost of shipping and testing will be the responsibility of the operator of the Federally Registered Establishments. The operator is also responsible to ensure that testing results are forwarded to interested parties as per the instructions contained in the sampling plan in a timely manner.

11. For those participating in a recognized/certified management system, please refer to Module 8 of this document.

Module 2 Birth Farm Procedures

2.1 Enrolment Procedures

1. In order to apply to this program, the owner must contact a CFIA Approved Veterinarian for information and request an on-farm GEPs assessment. If the request comes to a CFIA office, they will be instructed to contact a CFIA Approved Veterinarian.

2. Cow-calf producers who also have a feedlot and wish to background or finish their own cattle are required to apply and register as both a birth farm and a feedlot operator.

3. Farms wishing to participate in the program will be required to have a CCIA, ATQ or other provincial premises identifier assigned to them by their respective organization.

4. The CFIA Approved Veterinarian will review and explain the program to the farm owner including requirements for identification and/or segregation (if applicable) of eligible animals, documentation and development or review of written programs. Written programs required at the time of enrolment include an organizational structure along with delegations of authority for various tasks in the program as well as the alternate identification and/or segregation program for mixed status farms.

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

6. The application form must accurately reflect the name of the farm, the address, and the premises identifier. All future Transfer Certificates and GEPs assessment report must also be completed with this same information.

7. The CFIA Approved Veterinarian is responsible for reporting the enrolment of producers to CFIA by virtue of forwarding the original copy of the enrolment form (Annex R3) to their local CFIA District Veterinarian's office. Once reviewed, approved and signed by the CFIA District Veterinarian the original application will be kept in the producer's file at the CFIA District Office. Copies will be distributed to the producer and the CFIA Approved Veterinarian.

8. The enrolment form and producer's declaration (Annex R3) must be completed and signed each year. On farm assessments will be conducted by the approved veterinarian at least 1 (one) time yearly.

9. Every time an application is received at a CFIA District Office, the CFIA District Veterinarian will review it and if satisfied, approve, sign the application. The CFIA District office must forward a copy to the designated CFIA Area Program Specialist. Both CFIA District Veterinarian and designated CFIA Area Program Specialist will maintain a register of enrolled farms in their operational area including their CCIA, ATQ or provincial premises identifier.

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

visit is performed within this one month time frame the same annual expiry date can be maintained (does not need to be adjusted from the date of assessment). For each veterinary on site assessment, the CFIA Approved Veterinarian will ensure compliance to the program and fill out and sign the Growth Enhancing products (GEPs) assessment Report (Annex R12).

2.2 Record Keeping Requirements

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

2. If GEPs are utilized on the premises, the farm must maintain a manual of procedures which addresses what types of GEPs are used (implant, feed), the procedures for use and timing of use. This program must also incorporate a tracking system for the GEPs which accounts for inventory purchased or received and usage or disposal on an individual basis.

3. If GEPs are used, they must also have a written program which requires program animals to be identified and/or segregated (if applicable) with an alternate visual identifier such as a designated colour of dangle tag or specific management tag containing a numbering system which can be easily read during a walkthrough inspection. This program must also require that this alternate tag be placed in the animal prior to any processing activity which may lead to administration of any GEPs. If the farm has an alternate proposal for a program to allow for visual distinction of eligible animals from non-eligible animals or the timing of application of alternate visual identifiers, they may propose this to their CFIA Approved Veterinarian for evaluation as an acceptable equivalence.

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

5. If the farm produces any mixed feeds containing GEPs, they must be able to demonstrate to the CFIA Approved Veterinarian that the feed fed to eligible animals does not contain any residues of GEPs in the feed, such as MGA, ractopamine or zilpaterol. The procedures used to ensure compliance must be part of the operator's written program.

6. When feeding products containing GEPs on the farm, a written plan to ensure segregation has been developed, implemented and monitored must also be in place to prevent animals in neighbouring enclosures from accessing these products.

7. The producer must maintain an animal inventory using Annex R5 or a self developed inventory control program. If they use their own version, it must record the same information as contained in Annex R5.

8. If a decision is made to remove an animal from the program for any reason, this must be recorded in the animal inventory record.

9. Records including Enrolment Forms, Transfer Certificates, Tag Replacement Reports, animal inventories, GEP administration associated records and letters of guarantee (as applicable), GEPs assessment reports and Certificates of Compliance must be kept for a minimum of three years from the date of birth of the calves.

10. Copies of manuals or documents mentioned above as well as records mentioned in item 9 must be made available to the CFIA Approved Veterinarian or any CFIA or EU official upon request.

2.3 Eligibility, Identification and Segregation of Cattle

1. Only cattle which have have not changed ownership or control over relevant management practices applied in their raising and have not been administered any GEPs are eligible to be enrolled in the program. This will ensure that the farm has had full control of the animals up until the time of enrolment. This then allows the owner to be able to make the necessary declarations on CFIA accepted transfer documentation regarding animals that have never been administered any GEPs.

2. As stated in the previous section, farms which utilize GEPs on their premises must follow an alternate identification program which will provide assurances that the eligible animals have not been administered any GEPs and that non-eligible animals are not shipped or included with eligible animals.

3. Alternate identification methods are also highly recommended on all enrolled birth farms as a means of providing additional information about the animal for situations when the animals approved tag is lost.

4. If animals are fed any mixed feeds which contain GEPs, eligible animals must be segregated from non-eligible animals to prevent exposure to the feed containing GEPs, in accordance with the farm's written, implemented and monitored plan. When feeding products containing GEPs, the written plan must indicated measures taken to prevent animals in neighbouring pens from accessing these products.

5. If a decision is made to remove an animal from the program for any reason, the non-eligible animal must be managed appropriately (segregated and/or identified) according to the program and the appropriate records must be amended in order to document this occurrence.

2.4 Lost Tags

In compliance with section 184 of the *Health of Animals Regulations*, the person who owns or has the possession, care or control of an animal that loses its approved tag shall immediately apply a new approved tag to it.

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

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

3. At the time of loading for transport to another registered operation, animals must be inspected to ensure that approved tags are present. This will ensure animals are transported in compliance with the *Health of Animals Regulations* as well as reducing the likelihood of having to take confirmatory measures regarding identification later at the destination. During this inspection, the producer is also strongly encouraged to ensure the presence of any alternate identifiers used in their operation. This is to provide backup identification of an animal should an approved tag be lost during transport.

2.5 Community pastures and Forestry Reserves

1. The utilization of community pastures would be recognized if a written control program was submitted and approved by the Approved Veterinarian with a copy to the CFIA District Veterinarian. The submission and approval of this control program should be presented before the animals are moved. Acceptance of a written control program submitted after the animals are moved is not guaranteed.

2. Only community pastures and forestry reserves where no GEPs are used or available for use, are acceptable for pasturing by program animals. The pasture manager/operator must supply an affidavit confirming this to the producer before the animals arrive at the pastures or at the time of owner's enrolment in the program.

3. In addition to the CCIA tag, a reliable alternate visual identification (as describe in section 2.2 (3)) is required for all eligible cattle utilizing community pastures or forestry reserves.

4. When receiving cattle at feedlots from community pastures and forestry reserves, 100% of the eligible cattle must have a physical inspection of the ears for evidence of implants.

2.6 Transfer of Cattle out of the Birth Farm

1. When animals are being shipped from their birth farm to another registered operation not solely owned by this person (or to slaughter if the cattle are finished on the birth farm), the animals must be accompanied by an original Transfer Certificate (Annex R7 or equivalent), signed and dated, and a copy of a valid Certificate of Compliance on the date of shipping by the designated individual from the farm of origin. A copy of the Transfer Certificate (Annex R7 or equivalent) must be maintained by the farm of origin.

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

   i. Be linked together by using a unique reference number generated by the farm that includes a premises identifier (i.e. PremisesID-2010-0001).
   ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
   iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

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

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

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

processing of these animals. This agreed upon procedure must also be approved by the VIC at the EU approved federally registered slaughter establishment.

4. In the situation where animals are finished on the birth farm and sent to slaughter, the farm is responsible for providing advanced notice to management of the federal establishment regarding plans to ship GEP program cattle for slaughter. They must also confirm that the slaughter establishment is an EU approved federally registered slaughter establishment.

2.7 Sale of Animals through Auction Markets

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

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

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

2.8 Handling Growth Enhancing Products on the Registered Farm

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

Module 3 Feedlot Procedures

3.1 Enrolment Procedures

1. In order to apply to this program as a backgrounding or finishing feedlot, the feedlot operation must contact a CFIA Approved Veterinarian for information and request an on-farm GEPs assessment. If the request comes to a CFIA office, they will be instructed to contact a CFIA Approved Veterinarian.

2. Feedlot operators who also have their own cow/calf farm and wish to background or finish their own cattle are required to register as both a birth farm and a feedlot operator.

3. Feedlots wishing to participate in the program will be required to have a CCIA, ATQ or other provincial premises identifier assigned to them by their respective organization.

4. The CFIA Approved Veterinarian will review and explain the program to the feedlot owner including requirements for identification and segregation of eligible animals, documentation and development or review of written programs. Written programs required at the time of enrolment include an organizational structure along with delegations of authority for various tasks in the program as well as the alternate identification and/or segregation program for mixed status farms.

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

6. The application form must accurately reflect the name of the farm, the address, and the premises identifier. All future Transfer Certificates and GEPs assessment report must also be completed with this same information.

7. The CFIA Approved Veterinarian is responsible for reporting the enrolment of producers to CFIA by virtue of forwarding the original of the enrolment form (Annex R3) to their local CFIA District Veterinarian's office. Once reviewed, approved and signed by the CFIA District Veterinarian the original application will be kept in the producer's file at the CFIA District Office. Copies will be distributed to the producer and the CFIA Approved Veterinarian.

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

9. Every time an application is received at a CFIA District Office, the CFIA District Veterinarian will review it and if satisfied, approve, and sign the application. The CFIA District office must forward a copy to the designated CFIA Area Program Specialist. Both CFIA District Veterinarian and designated CFIA Area Program Specialist will maintain a register of enrolled farms in their operational area including their CCIA, ATQ or provincial premises identifier.

10. Cattle received prior to enrolment will not be eligible for inclusion in this program.

11. The producer is responsible for contacting his CFIA Approved Veterinarian and asking for an assessment within one month before expiration of the Certificate of Compliance. If the visit is performed within this one month time frame the same annual expiry date can be maintained (does not need to be adjusted from the date of assessment). For each veterinary on site assessment, the CFIA Approved Veterinarian will ensure compliance to the program and fill out and sign the Growth Enhancing products (GEPs) assessment Report (Annex R12).

3.2 Record Keeping Requirements

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

2. If GEPs are utilized on the premises, the feedlot must maintain a manual of procedures which addresses what types of GEPs are used (implant, feed), the procedures for use and timing of use. This program must also incorporate a tracking system for the GEPs which accounts for inventory purchased or received and usage or disposal on an individual basis.

3. If GEPs are used, they must also have a written program which requires program animals to be identified and/or segregated (if applicable) with an alternate visual identifier such as a designated colour of dangle tag or specific management tag containing a numbering system which can be easily read during a walkthrough inspection. This program must also require that this alternate tag be placed in the animal prior to any processing activity which may lead to administration of any GEPs. If the farm has an alternate proposal for a program to allow for visual distinction of eligible animals from non-eligible animals or the timing of application of alternate visual identifiers, they may propose this to their CFIA Approved Veterinarian for evaluation as an acceptable equivalence.

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

5. If the feedlot produces any mixed feeds containing GEPs, they must be able to demonstrate to the CFIA Approved Veterinarian that the feed fed to eligible animal does not contain any residues of GEPs in the feed, such as MGA, ractopamine or zilpaterol. The procedures to ensure compliance must be part of the operator's written program.

6. When feeding products containing GEPs at the feedlot, a written plan to ensure segregation must be developed, implemented and monitored must also be in place to prevent animals in neighbouring pens from accessing these products.

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

8. If a decision is made to remove an animal from the program for any reason, this must be recorded in the animal inventory record, unless this animal is directed from a feedlot to a beef production stream that is not producing GEP free product for the EU.

9. Records including Enrolment Forms, Transfer Certificates, Implant Check Reports, Tag Replacement Reports, animal inventories, GEP administration associated records and letters of guarantee (as applicable), GEPs assessment reports and Certificates of Compliance must be kept for a minimum of two years after the date the cattle were received.

10. Copies of manuals or documents mentioned above as well as records mentioned in item 9 must be made available to the CFIA Approved Veterinarian or any CFIA or EU official upon request.

3.3 Receiving Cattle plus Eligibility, Identification and Segregation of Cattle

1. The feedlot operator may only receive cattle from a registered birth farm, another registered feedlot (backgrounder) or registered auction market in order to include them in this program. All cattle received by the feedlot for inclusion into the program must arrive with a completed, signed Transfer Certificate identifying the animals individually as being enrolled and maintained within the parameters of this program.

2. The CFIA accepted transfer documentation must be accompanied by a copy of a valid Certificate of Compliance from the farm of origin which was delivered by their CFIA Approved veterinarian. The copy of a valid Certificate of Compliance is a mechanism to provide additional assurance to the feedlot that the farm of origin is eligible to ship animals under this program.

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

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

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

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

7. In feedlots which utilize GEPs, cattle confirmed at arrival to be eligible for the program must be brought into compliance with the feedlot's written alternate identification program which allows for them to be visually distinguished. Upon receipt of animals at the feedlot, the animals also must be physically segregated from non-eligible animals and maintained in such a manner during their entire stay at the feedlot. This program must provide assurances that the eligible animals are not administered any GEPs and that non-eligible animals are not shipped or included with eligible animals.

8. If animals are fed any mixed feeds which contain GEPs, eligible animals must be segregated from non-eligible animals to prevent exposure to the feed containing GEPs, in accordance with the feedlot's written, implemented and monitored plan. When feeding products containing GEPs, the written plan must indicated measures taken to prevent animals in neighbouring pens from accessing these products.

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

3.4 Lost Tags

In compliance with section 184 of the *Health of Animals Regulations*, the person who owns or has the possession, care or control of an animal that loses its approved tag or bears a revoked tag shall immediately apply a new approved tag to it.

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

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

3. At the time of loading for transport to another registered operation or an EU approved federally registered slaughter establishment, animals must be inspected to ensure that approved tags are present. This will ensure animals are transported in compliance with the *Health of Animals Regulations* as well as reducing the likelihood of having to take confirmatory measures regarding identification later at destination. During this inspection, the producer is also strongly encouraged to ensure the presence of any alternate identifiers used in their operation. This is to provide backup identification of an animal should an approved tag be lost during transport.

3.5 Transfer of Cattle out of the Feedlot

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

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

    i. Be linked together by using a unique reference number generated by the farm that includes a premises identifier. (i.e. PremisesID-2010-0001).

ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

Additionally, all Transfer Certificates must be accompanied by a copy of a valid Certificate of Compliance which has been previously completed by the CFIA Approved Veterinarian.

3. There are two (2) methods of listing the animals on the Transfer Certificate:

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

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

3.6 Sale of Animals through Auction Markets

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

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

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

3.7 Handling Growth Enhancing Products on the Registered Farm

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

Module 4 Auction Market Procedures

4.1 Enrolment Procedures

1. In order to apply to this program as an auction market, the auction market representative must contact a CFIA Approved Veterinarian for information and request an on-site GEPs assessment. If the request comes to a CFIA office, they will be instructed to contact a CFIA Approved Veterinarian.

2. Auction markets wishing to participate in the program will be required to have a CCIA, ATQ or provincial premises identifier assigned to them by their respective organization.

3. The CFIA Approved Veterinarian will review and explain the program to the auction market representative including requirements for identification and segregation of eligible animals and development, implementation, maintenance and review of written programs. They will explain the need to have written programs completed at the time of enrolment including an organizational structure along with delegations of authority for various tasks in the program. It would also include as a detailed program for identification and segregation of eligible animals.

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

5. The application form must accurately reflect the name of the auction market, the address, and the premises identifier. All future Transfer Certificates and GEPs assessment report must also be completed with this same information.

6. The CFIA Approved Veterinarian will report the enrolment of auction markets to CFIA by forwarding the original enrolment form (Annex R3) to their local CFIA District Veterinarian's office. Once reviewed, approved and signed by the CFIA District Veterinarian the original application will be kept in the auction market's file at the CFIA District Office. Copies will be distributed to the auction market, the CFIA Approved Veterinarian and Area Program Specialist.

7. An enrolment form and owner/responsible person's declaration (Annex R3) must be completed and signed each year. On site assessments will be conducted by the approved veterinarian at least 1 (one) time yearly, depending on compliance history and sales volume through that facility.

8. Every time an application is received at a CFIA District Office, the CFIA District Veterinarian will review it and if satisfied, approve, and sign the application. The CFIA District office must forward a copy to the designated CFIA Area Program Specialist. Both CFIA District Veterinarian and designated CFIA Area Program Specialist will maintain a register of enrolled auction markets in their operational area including their CCIA, ATQ or provincial premises identifier.

9. Cattle received prior to enrolment will not be eligible for inclusion in this program.

10. The auction market representative is responsible for contacting his CFIA Approved Veterinarian and asking for an assessment within one month before expiration of the Certificate of Compliance. If the visit is performed within this one month time frame the

same annual expiry date can be maintained (does not need to be adjusted from the date of assessment). For each veterinary on site assessment, the CFIA Approved Veterinarian will ensure compliance to the program and fill out and sign the Growth Enhancing products (GEPs) assessment Report (Annex R12).

4.2 Record Keeping Requirements

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

2. If GEPs are utilized on the premises, the auction market must maintain a manual of procedures which addresses what types of GEPs are used (implant, feed), the procedures for use and the timing of use. This program must also incorporate a tracking system for the GEPs which accounts for inventory purchased or received and usage or disposal on an individual basis.

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

4. If the auction market produces any mixed feeds containing GEPs, they must be able to demonstrate to the CFIA Approved Veterinarian that the feed fed to eligible animals does not contain any residues of GEPs in the feed, such as MGA, ractopamine or zilpaterol. The procedures used to ensure compliance must be part of the operator's written program.

5. When feeding products containing GEPs at the auction market, a written plan to ensure segregation has been developed, implemented and monitored must also be in place to prevent animals in neighbouring enclosures from accessing these products.

6. The auction market must maintain a written program which requires program animals to be identified and segregated.

7. Records including Enrolment Forms, Transfer Certificates, Tag Replacement Reports, GEP administration associated records, GEPs assessment reports and Certificates of Compliance must be kept for a minimum of two years after the date the cattle were received.

8. Copies of manuals or documents mentioned above must be made available to the CFIA Approved Veterinarian or any CFIA or EU official upon request.

4.3 Eligibility, Receiving, Identification and Segregation of Cattle

1. The auction market may only receive cattle from a registered birth farm or feedlot in order to maintain them in this program. All cattle received by the auction market for inclusion into the program must arrive with a completed, signed Transfer Certificate identifying the animals individually as being enrolled and maintained within the parameters of this program. Eligible animals must move directly from the farm of origin to the auction market in a dedicated conveyance or compartment within a conveyance.

2. The Transfer Certificate (Annex R7 or equivalent) must contain the required declaration statement and a listing of the eligible animals. In order to accommodate already existing farm records and electronic inventory programs used by cattle producers and to prevent transcription errors, the identification of animals may be done by way of an industry

record. CFIA accepted transfer documentation would still be required to be signed by the designated individual. If this procedure is used, the documents must:

i. Be linked together by using a unique reference number generated by the farm that includes a premises identifier. (i.e. PremisesID-2010-0001).
ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

Additionally, all Transfer Certificates must be accompanied by a copy of a valid Certificate of Compliance which has been previously completed by the CFIA Approved Veterinarian.

3. There are two (2) methods of listing the animals on the Transfer Certificate:

i. The listing of animals contains only the animals being shipped.
ii. The listing may be a more comprehensive list (can only include eligible animals) but in this case the shipper and receiver must have a mutually agreed upon procedure which will provide feedback to the shipper within 14 days of initial processing in the feedlot or arrival at the EU approved federally registered slaughter establishment. Based on this feedback, the shipper must update their animal's inventory list to accurately reflect what remains on their premises.

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

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

6. Cattle enrolled in the program cannot be commingled with cattle not enrolled in the program from the time they leave the farm of origin pass through the sales ring and depart for their new destination. Eligible animals must be shipped directly from the auction market to the feedlot or EU approved federally registered slaughter establishment in a dedicated conveyance or compartment within a conveyance.

7. Each lot of eligible cattle to be sold may only be sourced from one birth farm or feedlot but once sold can be commingled with other eligible animals.

4.4 Lost Tags

In compliance with section 184 of the Health of Animals Regulations, the person who owns or has the possession, care or control of an animal that loses its approved tag or bears a revoked tag shall immediately apply a new approved tag to it.

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

2. However, in order to maintain the animal in the program, the designated auction market employee must segregate the animal and physically inspect the animal (i.e. check for implants in the ear) and review records to ensure the animal was never fed any feeds containing GEPs. The responsible individual must record the tag change activity on a Tag Replacement Report (Annex R9) or similar document or management database used in the operations management program. This report must be generated in addition to the regulatory requirement to report this to the CCIA or ATQ database. The report must include what approved tag was previously present in the animal and what information (alternate identification) was used to confirm this. If the previous identification cannot be confirmed, the animal must be segregated and removed from the program.

3. At the time of loading for transport to another registered operation or an EU approved federally registered slaughter establishment, animals must be inspected to ensure that approved tags are present. This will ensure animals are transported in compliance with the Health of Animals Regulations as well as reducing the likelihood of having to take confirmatory measures regarding identification later at the receiving destination.

4.5 Transfer of Cattle out of the Auction Market

1. Following the sale of each lot of eligible cattle and prior to their departure from the auction market, CFIA accepted transfer documentation from the auction market to feedlot or EU approved federally registered slaughter establishment must be prepared and the declaration signed and dated by the auction market designated official. This would include a copy of the auction market's valid Certificate of Compliance. The original copy of the auction market's outgoing CFIA accepted transfer documentation and a copy of the incoming CFIA accepted transfer document will accompany the cattle to the feedlot or EU approved federally registered slaughter establishment. A copy of the outgoing CFIA accepted transfer documentation will be provided by the auction market to the farm of origin within 3 working days of the sale. A copy of both the incoming and outgoing CFIA accepted transfer documentation must be maintained by the auction market.

2. Eligible animals can only be transferred from an auction market to a registered feedlot or EU approved federally registered slaughter establishment in order to continue within the program.

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

    i. Be linked together by using a unique reference number generated by the auction market that includes a premises identifier. (i.e. PremisesID-2010-0001).
    ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
    iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

    Additionally, all Transfer Certificates must be accompanied by a copy of a valid Certificate of Compliance for the auction market which has been previously completed by the CFIA Approved Veterinarian as well as a copy of the incoming CFIA accepted transfer documentation from the farm of origin.

4. There are two (2) methods of listing the animals on the Transfer Certificate:

    i. The listing of animals contains only the animals being shipped.
    ii. The listing may be a more comprehensive list (can only include eligible animals) but in this case the shipper and receiver must have a mutually agreed upon procedure which will provide feedback to the shipper within 14 days of initial

processing in the feedlot or arrival at the EU approved federally registered slaughter establishment. Based on this feedback, the shipper must update their animal's inventory list to accurately reflect what remains on their premises.

5. Feedlots and EU approved federally registered slaughter establishments purchasing cattle at auction markets must agree to provide feedback to the auction market and farm of origin for cattle received within 14 days of initial processing at the feedlot or slaughter at the EU approved federally registered slaughter establishment when comprehensive lists are received.

Module 5 Approved Veterinarian Roles and Responsibilities

5.1 Role of the CFIA Approved Veterinarian

1. A CFIA Approved Veterinarian is a CFIA Accredited Veterinarian who has undergone training with a CFIA District Veterinarian to deliver this program. The CFIA Accredited Veterinarian will be trained by the CFIA District Veterinarian and approved under the provisions of the “Contract for CFIA Approved Veterinarians delivering the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs)" (Annex M). This is a specific agreement between the CFIA and a CFIA Accredited Veterinarian for the purposes of the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs). Upon completion of training, the CFIA District Veterinarian will provide the CFIA Approved veterinarian with copies of the documents required to administer the program.

2. Approval must be renewed at least every three years but this may occur more frequently in the case of required additional training or updates to the program. The expiry date on the Contract will coincide with the expiry of the CFIA accredited Veterinarian agreement.

3. In accordance with the provisions of this contract, CFIA Approved Veterinarian performance will be assessed in accordance with the “Contract for CFIA Approved Veterinarians delivering the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs)" (Annex M) and additional training provided if necessary.

4. The CFIA Approved Veterinarian will be required to approve any written GEP control programs implemented within the operations as well as maintain oversight over operations enrolled in the program through the performance of evaluations at these facilities.

5.2 Management of Enrolled Facilities

1. The Approved Veterinarian will be responsible for performing an on-site assessment at enrolled birth farms and registered auction markets at least once annually while feedlots will require an on-site assessment at least twice per year. Assessment visits may be combined with the annual enrolment visits but in the case where enrolment is not combined with an assessment visit, on-site presence for the enrolment is not mandatory. The enrolment procedures to explain the program, review required documentation and written programs, and completion of enrolment form may be completed by other means such as a telephone call to discuss and email/fax to exchange documentation.

2. Each on-site visit to the farm or feedlot or auction market in this program from the CFIA Approved Veterinarian must be documented using the GEPs assessment report (Annex R12).

3. The CFIA Approved Veterinarian will be responsible for the issuance of the Certificate of Compliance upon completion of the first successful GEPs assessment and the subsequent annual renewal visits.

4. Copies of all on-site assessments (R 12), enrolment forms(R3) and Certificates of Compliance (R 7.1) are forwarded to the District Veterinarian.

5.3 Evaluation of Birth Farms

Birth farm evaluations must address the following items:

- The farm has a current, written organizational structure indicating who is ultimately responsible and any designations of authority to carry out certain elements of the program.
- In the case of a mixed status farm, the farm has current, written programs to address identification and/or segregation, animal GEP administration protocols and all records of these practices along with the designations of who is responsible for these various tasks.
- The cattle enrolled in the program were born on the premises and remained under the control of the operation until transferred off of the premises.
- Review of whether the farm utilizes implants or not, inspection for evidence of use.
- Review of records for animal inventory.
- Review of implant inventory, implant purchase/receiving records and implant administration and disposal records in farms which use these products. This step determines if the farm is GEP free or mixed status.
- Verify that the farm has a letter of guarantee from the mill indicating the feed does not contain any residues of GEPs in the feed, if the farm purchases any mixed feeds or feed supplements from a commercial feed mill. In the case where a farm produces any mixed feeds containing GEPs, the CFIA Approved Veterinarian must verify the farm's ability to demonstrate that the feed fed to eligible animals does not contain any residues of GEPs in the feed and that the procedures to ensure compliance is part of the operator written program and monitored effectively.
- Review of Transfer Certificates and validity of Certificate of Compliance.
- Review of approved tagging activities.

5.4 Evaluation of Feedlot Operations

Feedlot operation evaluations must address the following items:

- The feedlot has a current, written organizational structure indicating who is ultimately responsible and any designations of authority to carry out certain elements of the program.
- In the case of a mixed status feedlot, the feedlot has current, written programs to address identification and/or segregation, animal GEP administration protocols and all records of these practices along with the designations of who is responsible for these various tasks.
- The cattle received into the feedlot under the program have the appropriate CFIA accepted transfer documentation including copy of a valid Certificate of Compliance from the farm of origin and auction market, if applicable.
- Animals transferred off of the premises on CFIA accepted transfer documentation (for finishing or slaughter) can be traced back to a registered farm via incoming CFIA accepted transfer documentation.
- Review of records for animal inventory.
- Review of whether the feedlot utilizes GEPs or not, inspection for evidence of use.
- Review of GEPs inventory, GEPs purchase/receiving records and GEPs administration and disposal records in feedlots which use these products. This step determines if the feedlot is GEP-free or mixed status.
- Verify that the feedlot has a letter of guarantee from the mill indicating the feed does not contain any residues of GEPs in the feed, if the feedlot purchases any mixed feeds or feed supplements from a commercial feed mill. In the case where a feedlot produces any mixed feeds containing GEPs, the CFIA Approved Veterinarian must verify the feedlot's ability to demonstrate that the feed fed to eligible animals does not contain any residues of GEPs in the feed and that the procedures to ensure compliance is part of the operator written program and monitored effectively.
- Review of visual identification program (as applicable).
- Review of physical inspection reports and protocol at receiving (as applicable).

5.5 Evaluation of Auction Markets

- The auction market has a current, written organizational structure indicating who is ultimately responsible and any designations of authority to carry out certain elements of the program.
- The auction market has a written program for identification and segregation of eligible animals and can demonstrate effective implementation and monitoring of this program.
- In the case of an auction market that uses or has available for use GEP's on the premises, the auction market has current, written programs to address identification and/or segregation, animal GEP administration protocols and all records of these practices along with the designations of who is responsible for these various tasks.
- During the review of whether the auction market utilizes implants or not, an on-site inspection for evidence of use is necessary.
- Review of implant inventory, implant purchase/receiving records and implant administration and disposal records in auction markets which use these products.
- Verify that the auction market has a letter of guarantee from the mill indicating the feed does not contain any residues of GEPs in the feed, if the auction market purchases any mixed feeds or feed supplements from a commercial feed mill. In the case where an auction market produces any mixed feeds containing GEPs, the CFIA Approved Veterinarian must verify the auction market's ability to demonstrate that the feed fed to eligible animals does not contain any residues of GEPs in the feed and that the procedures to ensure compliance is part of the operator written program and monitored effectively.
- Review of Transfer Certificates and validity of Certificate of Compliance.
- Review of approved tagging activities.

5.6 On-site Assessment

1. During all assessment visits, a GEPs assessment report must be completed. In cases where the assessment does not reveal any non-conforming items, the original signed version of the GEPs assessment report must be left with the farm or feedlot or auction market responsible person, a copy must be retained by the CFIA Approved Veterinarian and a copy must be submitted by the CFIA Approved Veterinarian to their CFIA district office. These documents must be retained in accordance with retention requirements listed in the program. CFIA must maintain copies for a minimum of three years. As appropriate, the CFIA Approved Veterinarian will complete or renew the Enrolment form (Annex R3) and issue a valid Certificate of Compliance (Annex 7.1).

2. In cases where assessments reveal non-compliance, the CFIA Approved Veterinarian must notify the CFIA District Veterinarian during which time consultation will occur to determine a course of action appropriate to the finding. Responses will vary from issuance of a corrective action request to increased frequency of evaluation visits and possibly suspending the farm or auction market from participating in the program depending on the seriousness of the non-compliance. The CFIA District Veterinarian will retain a written copy of this investigation and corrective/preventive measures (CFIA/ACIA 1520).

3. Any decisions to remove a farm or feedlot or auction market from the program must be done in consultation with the designated CFIA Area Program Specialist. The enrolled operation will be notified of their removal by way of a written letter signed by the designated CFIA Area Program Specialist.

4. Any farms or auction markets along with their address, premises identifier, and date of removal will be maintained on the list of registered farms. It will also include a date on which they may re-apply for participation in the program. This list will be updated as necessary by the designated CFIA Area Program Specialist and distributed to the CFIA District Offices and Veterinarians in Charge of establishments processing eligible animals.

Module 6 CFIA District Veterinary Roles and Responsibilities

6.1 Enrolling Approved Veterinarians

1. Accredited Veterinarians who wish to be contracted under the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the export of beef to the EU should apply through their local CFIA District Veterinarian.

2. The CFIA District Veterinarian will meet with the applicant and review the obligations of producers and of CFIA Accredited Veterinarians as outlined in the CFIA Accredited Veterinarian's Manual.

3. The CFIA District Veterinarian will also review the obligations of this users' manual. The applicant will then complete the set of Growth Enhancing Products (GEPs) Program questions and submit the answers to the CFIA District Veterinarian.

4. Upon the approval of the CFIA District Veterinarian, the CFIA Approved Veterinarian Contract (Annex M) will be signed by both parties.

5. The original contract is retained by the CFIA District Veterinarian; a copy of this contract is issued to the CFIA Approved Veterinarian. The CFIA District Veterinarian and the designated CFIA Area Program Specialist will maintain a list of veterinarians approved under the program.

6.2 Enrolling Producers and Auction Markets

1. If a request comes to a CFIA District office they will share the list of local CFIA Approved Veterinarians.

2. The CFIA District Veterinarian reviews, approves and signs enrolment forms (Annex R3). The original application is kept in the producer's or auction market's file at the CFIA District Office. Copies are distributed to the producer or auction market and the CFIA Approved Veterinarian. The CFIA District Veterinarian and the designated CFIA Area Program Specialist will maintain a list of producers enrolled under the program.

3. In the case of a farm under a CFIA recognized/certified management system, the producer is responsible to apply to the CFIA District office for participation in this program. The CFIA District Veterinarian will review, approve and sign producer's enrolment forms (Annex R4) The CFIA District Veterinarian will review any certificate, attestation or other official document that can prove the recognition and participation in a CFIA recognized/certified management system. The original application is kept in the producer's file at the CFIA District Office. A copy is distributed to the producer. The CFIA District Veterinarian and the designated CFIA Area Program Specialist will maintain a list of producers enrolled under the program. It is the responsibility of the producer to inform the third party certifying body of their accepted application to participate in this program. It's the responsibility of the third party auditing group to inform the CFIA District Veterinarian of the receipt of their accepted application into the GEP free program and of any change in the producer's status in the recognized/certified management system.

6.3 Audit

1. District Veterinarians MUST maintain a file of producers and auction markets that are registered in the program. The file should include:

    i. Enrolment form and producer's declaration (Annex R3 and the Annex R4 for farm under a CFIA recognized/certified management system).
    ii. Copies of all on-site GEPs assessment reports (Annex R12) including the Certificate of Compliance, as applicable, from the CFIA Approved Veterinarian.
    iii. Examples of the CFIA accepted transfer documentation from all farms on a CFIA recognized/certified management system and those farms not utilizing the Transfer Certificate (Annex R7). For those farms under a CFIA recognized/certified management system this shall include any certificate, attestation or other official document that can prove this recognition/certification.
    iv. Copies of any correspondence on the Program.

2. As part of the audit of the CFIA Approved Veterinarians, the CFIA District Veterinarian will ensure:

    i. A complete record of each producer and auction market is on file.
    ii. Records of assessment done on producers and auction markets participating in the GEP program are kept including the issuance of the Certificate of Compliance.
    iii. That the review of the CFIA accepted transfer documentation is retained on file for the transfer of animals in and out the facility being reviewed.
    iv. Ensure that the CFIA Approved Veterinarian review the producers and auction markets checking their:
        a. Written program.
        b. Records and use of GEPs on site.
        c. Approved tagging activities.
        d. Control over eligible and non-eligible animals
        e. Records of re-tagged animals
        f. Transfer certificates.
        g. Certificate of Compliance.
        h. GEPs assessment report

    The records of this audit will be shared with the CFIA Approved Veterinarian and maintained by the CFIA District Veterinarian.

    The CFIA District Veterinarian will review the CFIA Approved Veterinarian's participation in this program at a minimum annually.

6.4 Record Retention and Duties

1. CFIA District Veterinarians are responsible for:
    i. Maintaining a current list of producers and auction markets in their area (including those participating in a CFIA recognized/certified management system) in collaboration with the designated CFIA Area Program Specialist. This also shall include all Enrolment forms (Annex R3 and R4).
    ii. Maintaining copies of the CFIA accepted transfer documentation from all farms on a CFIA recognized/certified management system and those farms not utilizing the Transfer Certificate (Annex R7). For those farms under a CFIA recognized/certified management system this shall include any certificate, attestation or other official document that can prove this recognition/certification.
    iii. Responding to questions within their District regarding the GEP program in collaboration with the Area Program Specialist
    iv. Providing any update information/training to Approved Veterinarians as required.
    v. Performing reviews of CFIA Approved Veterinarians as described above and maintaining copies of the associated reports.

Following-up on non compliances and maintaining the associated inspector reports (CFIA/ACIA 1520).

Module 7 Designated CFIA Area Program Specialist Roles and Responsibilities

Designated CFIA Area program specialist is responsible for:

i. Maintaining a list of eligible farms/feedlots and auction markets participating in this program in collaboration with the CFIA District Veterinarians. This list will be updated as necessary by the designated CFIA Area Program Specialist and made available to the CFIA District Offices and Veterinarians in Charge of Establishments processing eligible animals.
ii. Maintaining copies of the CFIA accepted transfer documentation from all farms on a CFIA recognized/certified management system and those farms not utilizing the Transfer Certificate (Annex R7). For those farms under a CFIA recognized/certified management system this shall include any certificate, attestation or other official document that can prove this recognition/certification.
iii. Responding to enquiries from all parties regarding the GEP program.
iv. Providing annual CFIA sampling program information at the beginning of each fiscal year.
v. Providing any update information/training to CFIA District Veterinarians and Veterinarians in Charge as needed.

Module 8 CFIA recognized/certified management system

8.1 Accreditation
8.2 Enrolling Producers
8.3 Lost Tags
8.4 Transfer of Cattle out of the farm
8.5 Sale of Animals through Auction Markets
8.6 Feedlot Receiving Cattle and Eligibility, Identification and Segregation of Cattle
8.7 Handling Growth Enhancing Products on the Registered Farm

8.1 Accreditation

1. Canada Organic Regime (COR)

The Canada Organic Regime (COR) is recognized as a CFIA recognized/certified management system. Any producers on the organic certified program must be enrolled in the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the export of beef to the EU with the District Veterinarian before being eligible supplier of EU eligible animals.

The Operating Manual from the Canada Organic Office (available at the following website: http://www.inspection.gc.ca/english/fssa/orgbio/man/orgbiomane.shtml) contains policies and procedures for activities applicable to the Canada Organic Regime (COR).

A list of Certification Bodies in Canada is available at the following website:
http://www.inspection.gc.ca/english/fssa/orgbio/cbcanliste.shtml
This is the list of Certification Bodies that have either been accredited by the Canadian Food Inspection Agency (CFIA) to certify organic products; or recognised under an organic trade arrangement with a foreign competent authority under the *Organic Products Regulations, 2009.*

2. Other CFIA recognized/certified management system

Any premises on a CFIA recognized management system must be enrolled in the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs) for the export of beef to the EU with the District Veterinarian before being eligible supplier of EU eligible animals.

National bodies representing CFIA recognized/certified management systems are responsible for informing the CFIA District Veterinarian of any addition or deletion from their list of recognized/certified eligible supplier.

To obtain CFIA recognition, a management system must operate under a specific ISO based management system and/or recognized generic HACCP model. The CFIA recognized/certified management system must be presented to the appropriate CFIA National specialist for review and acceptance.

CFIA recognized/certified management systems must have as a minimum the four identifiable components listed below:

1. General Management System
2. Technical
3. Conformance
4. Auditor Training

1. General Management System

1) Organizational structure with roles and responsibilities for general management.
2) Demonstrated resource capability to develop, implement and maintain the program.
3) A designated officer in position to review and approve program documentation.
4) Documented procedure for conducting management reviews to determine if the program meets its objectives.

5) A documented procedure for an internal audit process.
6) A documented procedure for recording information and record control.
7) A documented procedures for outsourcing program activities.
8) The system, must (if applicable) demonstrate policies and procedures that deal with conflict of interest and impartiality and confidentiality.
9) The system must show developed and documented training and communication plans for all four components.

2. Technical

1) The system must have an identified purpose and scope with roles and responsibilities to meet the program technical requirements.
2) The system must have an identified process to develop and/or distribute an ISO/HACCP based producer manual.
3) The program must show documented assistance at the production unit level with implementation of the program.
4) The system must have a training, education, and communication plan.

3. Conformance

1) The system must have an identified purpose and scope and roles and responsibilities to determine conformance of a production unit to the relevant elements.
2) The system must show the creation of a pool of auditors that meet certain evaluation standards, have on-going performance monitoring, continuing education and re-evaluation and there are records of these parameters.
3) The system must show a plan to conduct on-farm audits that includes communication of the audit plan to the producer prior to the on-farm audit, an opening meeting with on-farm tour, a review of appropriate documents, a discussion of audit findings, and delivery of a report document.
4) The system must identify the records to be kept by producers, including retention time.
5) The system must maintain an audit checklist that shows the producer understands and effectively implements the relevant elements of the program.
6) The system must show a documented procedure to handle non-conformances including a corrective action process.
7) The system must show a documented procedure for granting, suspension, and removal of acknowledgement of conformance.
8) The system must maintain a list of producers that have been issued an acknowledgement of conformance and their current status.
9) The system must show a documented process for on-going monitoring of conformity.

4. Auditor Training

1) The system must identify the purpose and scope of auditor training and roles and responsibilities.
2) The system must incorporate training - including basic audit and HACCP principles as well as program specific training to ensure the intent of the program is met at the producer level.
3) The system must document procedures required for delivery and evaluation of program training courses.

8.2 Enrolment Procedures

1. In order to apply to this program, the owner must contact a CFIA District Veterinarian for information.

2. Cow-calf producers who also have a feedlot and wish to background or finish their own cattle are required to apply and register as both a birth farm and a feedlot operator.

3. Farms wishing to participate in the program will be required to have a CCIA, ATQ or other provincial premises identifier assigned to them by their respective organization.

4. The farm owner will complete an enrolment form (Annex R4) which must be signed by the individual with designated authority over the operation and will be sent to their local CFIA District Veterinarian's office. This shall include any certificate, attestation or other official document that can prove this recognition/certification. Once reviewed, approved and signed by the CFIA District Veterinarian the original application will be kept in the producer's file at the CFIA District Office. Copy will be distributed to the producer.

5. It is the responsibility of the applicant to inform the local reviewers/auditors of the CFIA recognized/certified management system of their participation in this program. The applicant will be required to request that these reviewers/auditors communicate in writing to the CFIA District Veterinarian listed on this document that they commit to inform the CFIA District Veterinarian should the membership status of the participating applicant. The official approval of the enrolment will only be valid upon receipt of this confirmation.

6. The application form must accurately reflect the name of the farm, the address, and the premises identifier. All future CFIA accepted transfer documentation must also be completed with this same information.

7. Enrolment form and producer's declaration (Annex R4) must be completed and signed each year.

8. In the case of a feedlot, cattle received prior to enrolment will not be eligible for inclusion in this program.

9. The CFIA District office must forward a copy of the accepted application to the designated CFIA Area Program Specialist. Both CFIA District Veterinarian and designated CFIA Area Program Specialist will maintain a register of enrolled farms in their operational area including their CCIA, ATQ or provincial premises identifier.

8.3 Lost Tags

In compliance with section 184 of the *Health of Animals Regulations*, the person who owns or has the possession, care or control of an animal that loses its approved tag or bears a revoked tag shall immediately apply a new approved tag to it.

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

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

3. At the time of loading for transport to another registered operation, animals must be inspected to ensure that approved tags are present. This will ensure animals are transported in compliance with the *Health of Animals Regulations* as well as reducing the likelihood of having to take confirmatory measures regarding identification later at the destination. During this inspection, the producer is also strongly encouraged to ensure the presence of any alternate identifiers used in their operation. This is to provide backup identification of an animal should an approved tag be lost during transport.

8.4 Transfer of Cattle out of the farm

1. When animals are being shipped from their farm to another registered operation not solely owned by this person (or to slaughter if the cattle are finished on the birth farm), the animals must be accompanied by an CFIA accepted transfer documentation signed and dated and any copy of a valid certificate, attestation or other official document that can prove this recognition/certification. A copy of the CFIA accepted transfer documentation must be maintained by both the shipper and receiver.

2. The CFIA accepted transfer documentation must contain the required declaration statement and a listing of the eligible animals. In order to accommodate already existing farm records and electronic inventory programs used by cattle producers and to prevent transcription errors, the identification of animals may be done by way of an industry record. CFIA accepted transfer documentation would still be required to be signed by the designated individual. If this procedure is used, the documents must:

    i. Be linked together by using a unique reference number generated by the farm that includes a premises identifier (i.e. PremisesID-2010-0001).
    ii. Contain the minimum information required by this program. (See definition of CFIA accepted transfer documentation)
    iii. The producer declaration will be signed and dated by the designated individual and all other pages initialled.

    Additionally, CFIA accepted transfer documentation must include any certificate, attestation or other official document that can prove valid recognition/certification of the producer on a management system.

3. There are two (2) methods of listing the animals on the CFIA accepted transfer documentation:

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

4. In the situation where animals are finished on the birth farm and sent to slaughter, the farm is responsible for providing advanced notice to management of the federal establishment regarding plans to ship GEP program cattle for slaughter. They must also confirm that the slaughter establishment is an EU approved federally registered slaughter establishment.

8.5 Sale of Animals through Auction Markets

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

2. Cattle enrolled in the program cannot be commingled with cattle not enrolled in the program from the time they leave the farm of origin pass through the auction market and arrive at the feedlot or EU approved federally registered slaughter establishment.

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

8.6 Feedlot Receiving Cattle and Eligibility, Identification and Segregation of Cattle

1. The feedlot operator may only receive cattle from a registered birth farm, registered auction market or another registered feedlot (backgrounder) in order to include them in this program. All cattle received by the feedlot for inclusion into the program must arrive with a completed, signed CFIA accepted transfer documentation identifying the animals individually as being enrolled and maintained within the parameters of this program.

2. The CFIA accepted transfer documentation must include any certificate, attestation or other official document that can prove valid recognition/certification of the producer on a management system from the farm of origin.

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

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

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

6. In feedlots which utilize GEPs, cattle confirmed at arrival to be eligible for the program must be brought into compliance with the feedlot's written alternate identification program which allows for them to be visually distinguished. Upon receipt of animals at the feedlot, the animals also must be physically segregated from non-eligible animals and maintained in such a manner during their entire stay at the feedlot. This program must provide assurances that the eligible animals are not administered any GEPs and that non-eligible animals are not shipped or included with eligible animals.

7. If animals are fed any mixed feeds which contain GEPs, eligible animals must be segregated from non-eligible animals to prevent exposure to the feed containing GEPs, in accordance with the feedlot's written, implemented and monitored plan.

8. If a decision is made to remove an animal from the program for any reason, the non-eligible animal must be managed appropriately (segregated and identified) according to

the program and the appropriate records must be amended in order to document this occurrence.

8.7 Handling Growth Enhancing Products on the Registered Farm

1. Livestock owners must declare at the time of enrolment if they are planning to administer GEPs to non-eligible animals on their premises. If GEPs are utilized on the premises, the farm must, through their CFIA recognized/certified management system, maintain a written instructions regarding procedures which address what types of GEPs are used (implant, feed), the procedures for use, the timing of use and the record of usage. In the event where a farm is solely dedicated to the production of EU eligible animals and wishes to move to mixed status, they must notify their National bodies representing CFIA recognized/certified management systems, complete and sign a new Enrolment form and producer's declaration (Annex R4) and send it to the CFIA District Veterinarian.

GROWTH ENHANCING PRODUCTS (GEPS) ASSESSMENT REPORT

Facility Name:	
Responsible Individual for ensuring compliance of the GEP program:	
Address/Location:	
Premises ID (CCIA/ATQ)	

Instructions:
Please complete all items in the checklist below as applicable.

Section 1
Introduction

a) This facility has a current enrolment under the GEP Free Program
YES **NO**

Cow Calf Operation Feedlot Operation Auction Market

In the case of a cow-calf farm enrolling animals in the program:

Number of cows in the herd	
Number of calves born	
Number of calves enrolled since last visit	
Number of calves transferred in the previous 12 months	

Section 2
Operational Information

a) The operation has a documented organizational structure outlining roles and responsibilities and any delegations of authority.
YES **NO**

b) It is clearly defined who is ultimately responsible for any activities within the operation.
YES **NO**

c) Is the responsible individual the same individual who signed the enrolment documentation?
YES **NO**

Section 3
Use of Growth Enhancing Products

a) Is the operation free of any evidence of presence or use of GEPs based on interviews and an inspection of the facilities? If the answer is yes, strike and skip the remainder of this section and proceed to section 4.
YES **NO**

b) List the GEPs used at this facility:

_____

_____

c) The operation has a written program for physical identification or segregation of GEP treated and non-treated animals which would effectively prevent eligible animals from being administered any GEPs.

YES **NO**

Provide a brief description of the mechanism for identification/segregation.

_____

_____

_____

d) The written program is being implemented accordingly based upon an on-site evaluation of the facility.

YES **NO**

e) Interviews with individuals authorized to administer GEPs concludes that these individuals are familiar with and knowledgeable about the written program for identification/segregation.

YES **NO**

f) The operation maintains a written record to document the inventory of GEPs purchased or brought into the operation and one which accounts for their use or disposal on an individual animal basis.

YES **NO**

g) In the case that the operation purchases feeds from a commercial mill, they have a letter indicating control measures in place from their feed supplier.

YES **NO**

h) In the case that the operation mixes their own feeds, they can demonstrate feeds do not contain residues of GEPs and they have a written program outlining this.

YES **NO**

Section 4
Animal Identification and Inventory

a) In the case of a cow-calf or backgrounding or feedlot operation, the operation maintains an inventory listing all animals enrolled in the program.

YES **NO**

b) In the case of a cow-calf farm, the inventory identifies, as a minimum, the Approved tag number of eligible calves as well as date of departure and outgoing transfer certificate number.

YES **NO**

c) In the case of backgrounding and feedlot operations, the inventory identifies the Approved tag number and management tag number of eligible cattle as well as the pen number, date of arrival, date of departure, and the incoming and outgoing transfer certificate numbers.

YES **NO**

d) The operation maintains a record of any tag replacements and has them available at the evaluation visit.

YES **NO**

Section 5
Transfer of Cattle

a) The operation maintains copies of all CFIA accepted transfer documentation issued and received according to the retention requirements of the program. To assess animals received, a random sample should be selected from exit certificates or current inventory to see if incoming certificates are present.

YES **NO**

b) The CFIA accepted transfer documentation contain all required information (operation name and premises identification, reference number, animal identification, attestation statement, date, and signature of responsible/designated individual).

YES **NO**

c) Reconciliation of animals transferred within 14 days if number of animals transferred to feedlot or slaughter is less than the number appearing on the CFIA accepted transfer documentation.

YES **NO**

Items d) to f) are applicable only to feedlot operations
strike and skip if operation is only enrolled as a cow calf facility:

d) The feedlot operation has a copy of a completed, signed CFIA accepted transfer documentation from all operations from which it purchased enrolled animals.

YES **NO**

e) The feedlot operation physically inspects 100% of animals received from auction markets and community pastures/forestry reserves or from operations which utilize GEPs and maintains a record of the inspection.

YES **NO**

Section 6
Auction Markets

a) The auction market follows a written plan that ensures identification and segregation of eligible and non-eligible cattle at all times.

YES **NO**

In cases where evaluations reveal non-compliance, the CFIA Approved veterinarian must notify the CFIA District Veterinarian during which time consultation will occur to determine a course of action appropriate to the finding. Responses will vary from issuance of a corrective action request to increased frequency of assessment visits and possibly suspending the farm from participating in the program depending on the seriousness of the non-compliance.

Any non conformity found, their corrective actions and preventive measures shall be attached to this document.

CONTRACT FOR CFIA APPROVED VETERINARIANS DELIVERING THE CANADIAN PROGRAM FOR CERTIFYING FREEDOM FROM GROWTH ENHANCING PRODUCTS (GEPS)

Agreement between the CFIA and an CFIA Approved Veterinarian for the Purposes of the Canadian Program for Certifying Freedom from Growth Enhancing Products (GEPs)

Parties to the agreement:

CANADIAN FOOD INSPECTION AGENCY ("CFIA")

and

_____**("the CFIA Approved Veterinarian")**
(Name of CFIA Approved Veterinarian)

_____

Address of the CFIA Approved Veterinarian:

Recitals:

A. The CFIA administers the Canadian Program for Certifying Freedom from Growth Enhancing Products (the "Program").

B. The CFIA Approved Veterinarian is a CFIA Accredited Veterinarian within the meaning of section 2 of the *Health of Animals Regulations*, having entered into an Accredited Veterinarian Agreement for that purpose under section 34 of the *Health of Animals Act*.

C. The CFIA Approved Veterinarian has satisfactorily completed the training for the Program and wishes to be approved by the CFIA for carrying out the duties of a CFIA Approved Veterinarian under the Program.

D. The CFIA wishes to grant that approval.

E. The CFIA has authority under subsection 14(1) of the *Canadian Food Inspection Agency Act* for entering into this agreement.

Approval:

The CFIA approves the CFIA Approved Veterinarian to perform the duties applicable to the inspection and certification of animals under the Program.

The parties agree as follows:

1. The CFIA Approved Veterinarian warrants that he or she is aware of his or her responsibilities and obligations and possesses the knowledge to perform his or her duties under the Program.

2. The CFIA Approved Veterinarian agrees to carry out his or her duties in accordance with the Program in a professional, competent and timely manner and as directed by the District Veterinarian.

3. The CFIA Approved Veterinarian agrees to exercise the required controls over all official materials which may be issued to him or her.

4. Without limiting the generality of sections 2 and 3, the CFIA Approved Veterinarian agrees to complete, distribute, retain and make available copies of reports, certificates and other documents in accordance with Program requirements or as directed by the District Veterinarian.

5. Without limiting the generality of sections 2 and 3, the CFIA Approved Veterinarian agrees to maintain and ensure the proper use of any certificates, report documents, tags and other devices used or intended to be used to identify animals or other things, in accordance with Program requirements or as directed by the District Veterinarian, and to immediately report to the District Veterinarian any loss, theft, or misuse, either intentional or unintentional, of those certificates, report documents, tags or other devices.

6. Without limiting the generality of sections 2 and 3, the CFIA Approved Veterinarian agrees not to sign, issue, or allow to be used, any document bearing his or her name and relating to his or her duties under the Program, unless the document is fully completed, legible and accurate, and in particular the CFIA Approved Veterinarian agrees not to pre-sign any document relating to his or her duties under the Program before the completion of any tests or inspections contemplated by that document.

7. The CFIA Approved Veterinarian agrees that if it becomes necessary to undertake any additional training, or to obtain any additional information, to perform his or her duties under the Program, the CFIA Approved Veterinarian will undertake that training or obtain that information.

8. The CFIA Approved Veterinarian understands that the Program is fully cost recoverable with respect to services and materials provided by the CFIA and agrees that he or she may on occasion be responsible for collecting funds which are owed to the Canadian Food Inspection Agency.

9. The CFIA Approved Veterinarian agrees to keep copies of any documents or other records that he or she creates or receives in relation to the Program for three years after creating or receiving them, and to make those documents or other records available to the CFIA on request for inspection or copying.

10. The CFIA Approved Veterinarian agrees to maintain the confidentiality of any information that the CFIA Approved Veterinarian acquires under the Program. The CFIA Approved Veterinarian may not use that information for any purpose other than the purposes of the Program. The CFIA Approved Veterinarian may not disclose any of that information that relates to any person except to that person or the CFIA or for the purposes of the program or as otherwise required by law.

11. The parties agree that the CFIA may cancel the CFIA's approval of the CFIA Approved Veterinarian to perform the duties applicable to the inspection and certification of animals under the Program if the CFIA Approved Veterinarian fails to comply with any of the program requirements, including requirements around animal eligibility, ear tag control, farm registries and transfer certificate control.

12. The parties agree that either party may terminate this agreement on one month's notice in writing.

13. The parties agree that on termination of this agreement, the CFIA's approval of the CFIA Approved Veterinarian to perform the duties applicable to the inspection and certification of animals under the Program is cancelled.

14. The parties agree that sections 9 and 10 of this agreement continue to apply after any termination of this agreement or any cancellation of the CFIA's approval of the CFIA Approved Veterinarian to perform the duties applicable to the inspection and certification of animals under the Program.

This agreement is signed by/for the CFIA and by the CFIA Approved Veterinarian as follows:

For the CFIA, this _____day of _____, 20_____, by:

Signature: _____

Name: _____

Title: _____

By the CFIA Approved Veterinarian, this _____day of _____, 20_____

Signature: _____

Name: _____

Address: _____

Term of Agreement is three (3) years (Maximum). Expires: _____