



# **Livestock Farming**

## **Handout I I**

# **Checklist for Livestock Treatment Procedures**

## Facilities Related Checks and Procedures:

Best practice check 01	Facility Upkeep and Maintenance Procedures
Objective of this best practice	To ensure upkeep and safety of the entire facility.

<b>I.1 General Operating Procedures</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Dispose of trash and other debris in trash receptacles located throughout the facility.		
2. Keep all buildings clean. A broom, squeegee, scoop shovel, and a dustpan should be stored in each building, along with disinfectants and sanitizers.		
3. Always return supplies or equipment to their proper storage location.		
4. If a closed gate is entered, make sure the gate is closed back and latched when exiting.		
5. First aid kits should be located in every building on the facility- especially near the cattle processing facility.		
6. Phone numbers for local emergency, management, and veterinarians should be posted in each building and near the cattle processing facility.		

Best practice check 02	Bio-security Procedures
Objective of this best practice	To reduce the chances of infectious diseases being carried onto the premises by both people and animals, and to reduce the spread of these diseases if they are present on the farm.

<b>2.1 Prevent the Introduction of Infected Animals</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Only bring in animals from known and respected sources.		
2. If possible, avoid purchasing animals that have been co-mingled with animals of another herd.		
3. If possible, avoid co-mingling of feedlot, stocker, and breeding cattle.		
4. Test all incoming bulls, cows, and heifers for infectious diseases (i.e. Bovine Viral Diarrhoea (BVD), Bovine Leukaemia Virus (BLV), Johne's, and Trichomoniasis) before introducing them to the herd.		
5. Only use known and respectable cattle transporting services.		
6. For hired transporters, ensure that they start out with a clean truck.		
7. Do not allow outside truck cleaning on the premises.		
<b>2.2. Prevent the Introduction of Infectious Diseases</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Visitors should not be allowed in animal holding facilities without employee or management approval.		
2. Post a sign in a visible area to instruct visitors where to report or who to contact before entering any animal holding facilities.		
3. Upon arrival, visitors should sign in at a designated area.		

4. If possible, visitors should be provided with clean or plastic shoes/boots before being allowed in any animal holding facility.		
<b>2.3. Prevent the Introduction of Infectious Diseases</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Reduce stress on animals caused by diseases through proper immunization. A proper vaccination and immunization program should be implemented according to veterinary recommendations.		
2. Reduce stress on animals caused by poor nutrition, uncomfortable housing, or poor air quality through proper management.		
<b>2.4. Decrease Exposure to Infectious Diseases</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Isolate sick animals, especially animals with unfamiliar symptoms or those that don't respond to standard treatment.		
2. Remove dead animals from pens quickly and dispose of them properly.		
3. If birds or other predators become a problem, find the safest and most effective method to control them.		
4. When near cattle, NEVER use shotguns to control birds or for any other reason.		
5. For questions regarding 1-4, contact a veterinarian.		
6. Minimize manure contamination of hair coat, feed, and water by keeping pens, feeders, and water systems and troughs clean.		

#### Animal Related Checks And Procedures

Best practice check 03	Cattle Handling Procedures
------------------------	----------------------------

Objective of this best practice	To ensure all cattle are handled appropriately and treated humanely at all times to protect the animal as well as the handler. To eliminate the incidence of bruising, to avoid wild behaviour in animals, and to minimize equipment breakage and employee injuries.	
<b>3.1 Cattle Working and Handling</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Prior to working or moving cattle, inspect the fences, chutes, corrals, and working facility to ensure proper care and ease of handling.		
2. Make all necessary repairs, including removing protruding bolts, nails, etc.		
3. Handle cattle gently and humanely at all times to avoid injury (i.e. bruises) or extra stress to the animals and injury to handlers.		
4. Prior to working cattle, do not get them excited. Move them slowly and quietly.		
5. Gather cattle from pastures quietly and in small groups.		
6. Before moving cattle through the handling facilities, ensure that all chains are tied up and trash is removed to prevent balking.		
7. When pushing cattle, only fill the crowd pen and tub half full.		

8. Keep cattle calm in the crowd pen, so that they will be calm coming into the chute.		
9. Use only paddle sticks to move cattle through the handling facility.		
10. Refrain from yelling, screaming, or making sudden movements near cattle.		
11. The only time a hotshot should be used is right before the cattle enter the squeeze chute. It should only be used if cattle will not move and after all other techniques have been employed. It should never be used excessively.		
12. When not in use, place the hotshot in a stationary place near the processing area.		
13. Remember that the goal is to have cattle walk into the squeeze chute and walk out.		

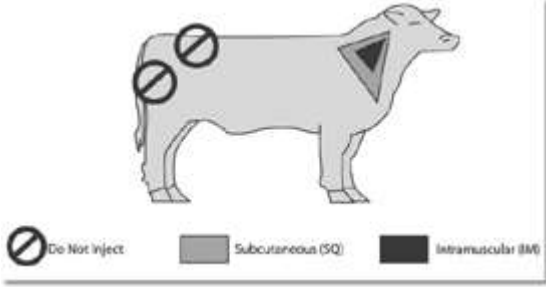
Best practice check 04	Receiving and Administering Cattle Health Product Procedures
Objective of this best practice	To ensure the proper handling, storage, and administration of all cattle health products, and to ensure proper record keeping for all treatments.

<b>4.1 Receiving Health Products</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Purchase and use only DAFF / SABS approved health products for treating cattle.		
2. Record the purchase and use of cattle health products.		
3. Store the products according to label directions in the refrigerator or in a clean dry cabinet that can be locked. Do not store food in refrigerators that are used for animal medications.		
4. Maintain a temperature of 55-75 degrees Fahrenheit in the medication rooms.		
5. Place label inserts of all animal health products used in an Animal Health Product Labels binder.		
<b>4.2A Before Administering the Product</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Get authorization from management before administering any products.		
2. Read label directions before a medication is used to ensure that the proper use, dosage, route of administration, frequency and timing of administration, withdrawal periods, and negative side effects are observed.		
3. For extra label drug use, consult a veterinarian, and follow withdrawal times set by the veterinarian. Only a licensed veterinarian working with a valid veterinarian-client-patient relationship (VCPR) has the option of using drugs off label.		

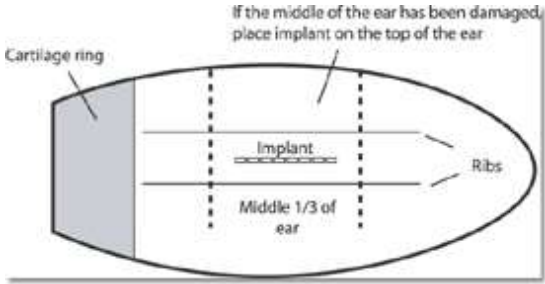
4. Check expiration dates on all products and check all products for contamination (possible discoloration or thickening) before use.		
5. Dispose of outdated and contaminated products in normal refuse containers and record disposal date.		
6. Read the label directions to determine how long a reconstituted vaccine can remain mixed before it is used.  NOTE: Most modified live vaccines must be reconstituted by adding sterile water to a dehydrated "cake" in a separate sterile vial. Once the water is added, the viral organisms are fragile and will be "live" only for a short time. As a rule of thumb, only reconstitute enough vaccine to be used in 45-60 minutes.		
7. Record the number of needles removed from the needle storage. Immediately report to management if needle inventory shows needles unaccounted for. It could mean possible needle breakage in an animal.		
8. Ensure that needles and syringes are clean and not cracked or broken.		
9. Properly restrain the animal for all procedures.		
10. If the injection site is dirty, clean the site with water only before giving injections. Use a damp rag to rid the site of manure and/or mud.		
11. Record the individual or group treatment details before the animal or group is treated.		
<b>4.2B Administering the Product</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Administer products strictly according to the label.		



2. Give all intramuscular (IM) and subcutaneous (SQ) injections in the neck; NEVER in the top sirloin (rump) or hindquarter.		
3. When possible, use SQ, intravenous (IV), and oral products instead of IM products.		
4. Use the tented method for SQ injections (lift the skin and slide the needle into the space created between the hide and the muscle layers).		
5. Do not administer more than 10 cc in any one injection site location. Space multiple injections 2-3 inches apart.		
6. Use separate, labelled syringes for each product.		
7. Never put a used injection needle back into a drug bottle.		
8. Clean syringes after use and before using a different drug in the same syringe. Do not use disinfectants to clean syringes for modified-live viral vaccine. Use water only. Soap residue will kill the virus.		
9. For processing stocker and feedlot cattle, change needles frequently (every 10-15 uses), or when bent, dull, burred, or dirty.		
10. For breeding cattle, change needles and palpation gloves after every animal is treated or examined.		
11. When treating sick cattle, change needles after every animal is treated.		
12. If a needle breaks off inside the animal during injection, immediately identify the animal and contact a veterinarian to remove the needle. If the needle cannot be found and removed, make a note of it. If		

<p>the animal is going to be shipped for slaughter, inform the packer of the needle and send the animal to slaughter as a "suspect."</p>		
<p>13. Use only zero-day withdrawal products in the last 50 days before slaughter.</p>		
<p>Proper Injection Sites:</p> 		
<p><b>4.2C After Administering the Product</b></p>	<p><b>Yes / No</b></p>	<p><b>Notes, comments and areas of potential improvement</b></p>
<p>1. Return all remaining products back to their proper storage location. Dispose of any unused, reconstituted modified live vaccines.</p>		
<p>2. Return any unused needles back to the needle storage container.</p>		
<p>3. Record the number of needles discarded and returned.</p>		
<p>4. Dispose of used sharps (needles and scalpel blades) in the container marked SHARPS and NOT in the regular garbage.</p>		
<p>5. When the sharps container is full, take it to a veterinarian and exchange it for a new one.</p>		
<p>6. Dispose of syringes and empty pharmaceutical bottles in the regular garbage.</p>		
<p>7. Properly clean the area.</p>		

<b>4.3 Implanting</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Store all implants according to label directions in clean dry cabinets or in refrigerators.		
2. Read label on all implants to ensure proper use.		
3. Properly restrain the animal. Refer to Best practice 3.0 for proper restraint technique.		
4. Before implanting, determine which ear to implant and adjust the implant gun so the needle can be positioned next to and parallel to the ear, with the slant side of the needle facing outward.		
5. Implant all calves in the same ear to minimize confusion.		
6. Clean the needle and implant site with a disinfectant before implanting to reduce contamination of the needle wound.		
7. Load the implants in the gun.		
8. Grasp the ear with one hand while the other hand positions the instrument parallel to and nearly flush with the ear. Put the point of the needle against the ear with the bevelled part facing outward.		
9. Insert the needle in the back-side of the ear, between the skin and the cartilage, in the middle third of the ear.		
10. If the middle of the ear has been damaged, place the implant on the top of the ear.		

11. If the tip of the ear is missing, place the implant in the outer part of the remaining ear.		
12. Use the tip of the needle to prick the skin, lift slightly and completely insert the needle under the skin.		
13. Depress the plunger of the implant gun and withdraw the needle.		
14. Gently feel the ear for the implant under the skin to see that it is inserted properly.		
15. If the implant is not inserted properly, contact a veterinarian.		
<p>16. Proper Implant Position:</p> 		
<p><b>4.4 Blousing</b></p>	<p><b>Yes / No</b></p>	<p><b>Notes, comments and areas of potential improvement</b></p>
1. Select the bolus gun and bolus gun head of the size that best fits the bolus to be administered. Also, take into account the size of the animal when selecting the size of the bolus.		
2. Do not administer a large bolus to a small calf.		
3. Properly restrain the animal. Refer to best practice 3.0 for proper restraint technique.		
4. Load the bolus into the head of the bolus gun.		

5. Open the animal's mouth by placing the arm nearest the animal over and around the animal's head and inserting the thumb into the corner of the animal's mouth. Apply downward pressure on the animal's tongue as you squeeze the jaw between the thumb and four fingers.		
6. Insert the bolus gun into the animal's open mouth, along the side of the mouth and tongue to the base of the tongue.		
7. Gently push the gun back into the animal's mouth and allow the animal to swallow the head of the bolus gun.		
8. Depress the plunger to dispense the bolus and gently remove the gun from the animal's mouth.		
9. Ensure that the animal does not spit the bolus out. If so, repeat the above steps.		

Best practice check 05	Breeding and Stocker Cattle Receiving and Selling Procedures	
Objective of this best practice	To ensure that all cattle received are healthy and source verified, and to ensure that all cattle sold have met withdrawal dates and are shipped with complete health records.	
<b>5.1 Cattle Receiving</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. If possible, obtain previous health histories of all incoming cattle including treatments, implants, and vaccinations.		
2. Record the source, date, and description of cattle.		

3. Inspect and record the health and condition of all incoming cattle.		
<b>5.1A Cattle Processing</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Individually identify all cattle with method of choice.		
2. If necessary, weigh the cattle.		
3. Administer appropriate vaccine, implant, or parasiticide.		
<b>5.1B Handling Sick Cattle</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Check pastures and pens daily for sick cattle.		
2. When a sick animal is located, immediately record the animal's ear tag number, and its location.		
3. Treat the animal accordingly (refer to section 4.2 for treatment procedures).		
4. After treating the animal, identify it distinguishingly (i.e. putting a different coloured treatment tag in the animal's ear). This form of identification designates that the animal has been treated.		
5. Treat the animal accordingly (refer to section 4.2 for treatment procedures).		
6. Record all treatments.		

<b>5.2 Cattle Selling</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
8. Before animals are shipped to slaughter, check to assure that if the animal(s) have been treated, they have met or exceeded label and prescription withdrawal times for all products that have been administered.		
9. If the withdrawal times have been met, remove the treatment tags, and on the back side of the tag, record the animal's identification number and the date that the treatment identification was removed.		
10. Keep the cut out treatment tags in a designated bag.		
11. Do not ship animals to slaughter if withdrawal times have not been met.		
12. For animals destined for slaughter, it is recommended that proper personnel initial on the animals' health records that withdrawal times have been met, signifying that the animals are safe for slaughter.		
13. For animals destined for a breeding program or feedlot, inform the purchaser if the cattle have not met withdrawal times.		
14. Provide the purchaser copies of all processing records, feeding records, and		

health records for all cattle that are sold.		
15. After selling, update the your Cattle Shipping Record.		

Best practice check 06	Feedlot Cattle Receiving and Shipping Procedures	
Objective of this best practice	To ensure that all cattle received are healthy and source verified, to ensure that all cattle shipped have met withdrawal dates and are shipped with complete health records.	
<b>6.1 Cattle Receiving</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. If possible, obtain previous health histories of all incoming cattle including treatments, implants, and vaccinations.		
2. Verify that the number of cattle received matches the number on the shipping order.		
3. Inspect and record the health and condition of all incoming cattle.		
4. After receiving, let the cattle rest for a day before processing.		
<b>6.1A Cattle Processing</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>



1. Individually identify all cattle with method of choice.		
2. Weigh the cattle.		
3. Administer appropriate vaccine, implant, or parasiticide.		
4. Assign the cattle to a home pen.		
<b>6.1B Handling Sick Cattle</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Check feedlot pens daily for sick cattle.		
2. When a sick animal is located, immediately record the animal's ear tag number, and its pen number.		
3. Treat the animal accordingly (refer to section 4.2 for treatment procedures).		
4. After treating the animal, identify it distinguishingly (i.e. put a different coloured treatment tag in the animal's ear). This form of identification designates that the animal has been treated.		
<b>6.2 Cattle Shipping</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Before animals are shipped to slaughter, check to assure that if the animal(s) have been treated, they have met or exceeded label and prescription		

withdrawal times for all products that have been administered.		
2. If the withdrawal times have been met, remove the treatment tags, and on the back side of the tag, record the animal's identification number and the date that the treatment identification was removed.		
3. Keep the cut-out treatment tags in a designated bag.		
4. Do not ship animals to slaughter if withdrawal times have not been met.		
5. For animals destined for slaughter, it is recommended that proper personnel initial on the animals' health records that withdrawal times have been met, signifying that the animals are safe for slaughter.		
6. Provide the purchaser copies of all processing records, feeding records, and health records for all cattle that are sold.		
7. Verify that the number of head shipped matches the number on the shipping order.		
8. After selling, update the Cattle Shipping Record		

Best practice check 07	Receiving and Storage of feeds, and Feeding Procedures
------------------------	--------------------------------------------------------

Objective of this best practice	To ensure the proper receiving, storage, handling, and feeding of all feedstuffs (including medicated) and to keep accurate feeding records.	
<b>7.1 Receiving animal feeds</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Do not purchase or feed ruminant-derived protein sources. These include meat and bone meal or any other products produced from ruminant muscle or bone tissue.		
2. When feed or supplements are received, record the source, date, and description of feed.		
3. Inspect incoming feedstuffs on arrival for possible signs of contamination (discoloration, insects, mould, moisture, odour, etc.).		
4. Return any feedstuffs that appear to be contaminated.		
5. Place one label of each kind of feed and supplement purchased in a Feed Labels binder.		
<b>7.2 Storage and rationing animal feeds</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Store all feeds in their designated areas.		
2. Ensure that all bins and silos are labelled properly.		

3. Keep feed storage facilities dry, clean, and free of contaminants (medications, parasiticides, pesticides, herbicides, fertilizer, solvents, rodents, birds, manure, etc.).		
4. Inspect all feed equipment, including scales, mixers, bins, trucks, feed bunks, and feeders regularly.		
5. Clean and repair all feed equipment when necessary to ensure proper functioning and to avoid unsafe feed contamination.		
6. When mixing rations, record the details.		
7. After daily feeding, record the details.		
<b>7.3 Medicated Feed Additive Purchase and Storage</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Purchase only medicated feed additives that are DAFF approved and SABS approved.		
2. When medicated feed additives are received, record the source, amount, date, and description of the medicated feed.		
3. Place one label of each kind of medicated feed additive purchased in the Medicated Feed Additive Labels binder.		

4. Store medicated feed additives separate from all other feeds.		
5. To reduce cross-contamination between medicated and non-medicated feeds:		
<ul style="list-style-type: none"> <li>a. If possible, use separate handling and feeding equipment.</li> <li>b. If separate equipment cannot be used, produce and feed non-medicated feeds first.</li> <li>c. Flush and/or clean mixing, handling, storage, and feeding equipment by physical means.</li> </ul>		
6. Use all medicated feed additives in accordance with the approved label.		
7. Extra label use of feed additives is strictly prohibited.		
8. For all batches of feed produced that contain medicated feed additives, record the additive used, date run, ration name, amount produced, and the earliest date animal(s) could clear withdrawal.		
9. After use of medicated feed additive, record amount used.		
10. After feeding a medicated feed ration, record the details.		

Best practice check 08	Pesticides and Fertilizer Procedures
------------------------	--------------------------------------

Objective of this best practice	To ensure the proper storage, handling, and application of pesticides (which include parasiticides, insecticides, herbicides, fungicides, and nematicides) and fertilizers.	
<b>8.1 Receiving and storage of agro-chemicals</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Purchase only pesticides that are approved.		
2. When pesticides are received, update the Pesticide Inventory.		
3. Store all pesticides in designated areas.		
4. Ensure that storage facilities are kept clean, dry, well-ventilated, and locked.		
5. Keep all pesticides away from feedstuffs at all times.		
6. Clean up all spills immediately.		
<b>8.2 Agro-chemical usage and recordkeeping</b>	<b>Yes / No</b>	<b>Notes, comments and areas of potential improvement</b>
1. Only use parasiticides on animals that are labelled for animal use.		
2. When applying paraciticides to animals, follow label directions.		
3. Before parasiticides are used on animals, record the treatment.		

4. Before pesticide/herbicide use on land, update the Pesticide Inventory.		
5. Store all fertilizer in designated areas.		
6. Ensure that storage facilities are kept clean, dry, well-ventilated, and locked.		
7. Keep all fertilizer away from feedstuffs at all times.		
8. Clean up all spills immediately.		