

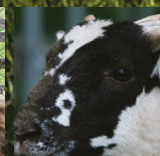


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The Scottish Government  
**SHEEP AND GOAT  
IDENTIFICATION AND TRACEABILITY-  
GUIDANCE FOR KEEPERS IN SCOTLAND**

March 2013





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This guidance explains the new rules for sheep and goat identification and recording from 31 December 2009.

The guidance is designed to be a general guide to help you meet the requirements of the law, in relation to identification and traceability. It does not cover the full range of legal requirements that apply if you keep sheep or goats. You should make sure you keep and refer to any other publications sent by other Government agencies relating to Common Agricultural Policy payment schemes and animal health and veterinary developments.

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<http://www.scotland.gov.uk/Topics/farmingrural/Agriculture/animal-welfare/Diseases/IDtraceability/SheepandGoats>

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## Introduction

New rules for the identification and registration of sheep and goats came into force on 31 December 2009. These changes are effected by European law (Council Regulation EC 21/2004) and are intended to improve traceability by introducing individual animal recording; which will allow us to manage a disease outbreak more effectively. These new rules are implemented and enforced by the Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009. This Order is also linked to cross compliance and your single farm payment. It is important that you follow the rules covered in this guidance as failure to do so could affect your single farm payment.

This guidance explains the requirements of the Order. It provides details on identification of animals, what to record in holding registers and also explains the requirements of movement documents.

## What is electronic identification (EID)?

Electronic identification, often referred to as EID, is a tool which allows keepers to record information on individual animals more quickly and easily, especially where large numbers of animals are moved at speed. The electronic identifier has a microchip which contains the animal's individual number. The electronic identifier can be an ear tag, a bolus (an identifier in a container that is swallowed and stays in the animal's stomach) or a pastern tag (a band around the animal's lower leg). The number in the microchip can be read by using an electronic reader.

## Getting started

You must register your holding within 30 days from the date you first keep animals.

If you are a new sheep or goat keeper you must register your holding with your local Rural Payments and Inspections Directorate (RPID) Office (contact details at annex A). They will give you a CPH number which is a unique code allocated to the land where animals are kept. The CPH code is used when reporting and recording animal movements.

You must then tell your local Animal Health Divisional Office (AHDO) (contact details at annex B) where you are going to keep sheep or goats and they will give you a flockmark (sheep) or herdmark (goats) for your holding. The flockmark or herdmark is allocated to the holding and must be used to identify all animals born on the holding. Keepers who use the same holding must use the same flockmark or herdmark. You require the flockmark or herdmark to buy tags and electronic identifiers.

You must also inform your local AHDO within 30 days of ceasing to keep animals on a holding.

## What are the requirements?

In practical terms there are five key requirements to the legislation, you must:

- register as a keeper on every holding that you use;
- identify each of your animals;
- keep your records up-to-date;
- complete movement documents for every move; and
- notify movements of animals on to your holding to the Scottish Animal Movement Unit (SAMU).

Each requirement is explained in detail in the relevant sections of this guidance.

## Animal categories

There are four animal categories and the identification and recording rules are different for each one. The categories are as follows.

- **fully EID identified animals** – sheep born or identified after 31 December 2009 and kept for breeding or beyond 12 months of age.

These sheep must have two identifiers, one of which must be electronic. Individual recording is required for these sheep except for moves from farm-to-farm where there is no change of ownership. In this case you can record the total number of sheep moved rather than the individual animal numbers.

- **double identified** – goats born or identified after 31 December 2009 and kept for breeding or beyond 12 months of age.

These goats must have two identifiers. Individual recording is required for these animals except for moves from farm-to-farm where there is no change of ownership.

- **slaughter animals (lambs or kids)** – animals born or identified after 31 December 2009 and intended for slaughter within 12 months of birth.

These animals must have one tag – an ‘electronic slaughter tag’ for lambs and a ‘non-electronic slaughter tag’ for kids. Both types of slaughter tags contain only the flockmark or herdmark. Individual recording is not required as they can be recorded as a batch. However, when a batch of animals identified with more than one flockmark or herdmark is moved, those animals with the same flockmark or herdmark must be recorded. This is called ‘batch within a batch recording’. This type of recording only applies to slaughter animals.

The exception to batch within a batch recording for slaughter animals is for certain farm-to-farm moves where there is no change of ownership.

- **the historic flock or herd or historic animals** – sheep or goats born or identified before 31 December 2009.

These animals will already be identified and do not need to be electronically identified.

## Dates for recording additional information in the holding register and movement document

From 31 December 2009 – you must record in the holding register the individual number for each fully EID identified animal and double identified goat when the animal:

- is first identified;
- dies; or
- moves to another holding.

Slaughter animals are always recorded as a batch or batch within a batch.

**For historic animals (born or identified before 31 December 2009) you never have to record individual identification numbers in the holding register (except for moves to shows).**

From 31 December 2010 – you must record in the movement document the individual number for each fully EID identified animal and double identified goat, born or identified after

31 December 2009 unless you move them through a Critical Control Point (see section 5). Slaughter animals and historic animals should be recorded on a batch basis.

From 31 December 2011 – you must record in the movement document the individual identification number of every animal unless you move them through a CCP (see section 5). Slaughter animals should be recorded on a batch basis.

## Section 1: Identification – sheep

### When to identify

Lambs born on your holding must be identified:

- within six months of birth if the animals are housed overnight;
- within nine months of birth if the animals are not housed overnight (kept in extensive conditions); or
- before the animal moves from its holding of birth, if earlier.

Animals that die before the above deadlines do not need to be identified.

### The identifiers

Identifiers are applied on the holding of birth. The type of identifier used depends on whether the animal is a fully EID identified animal (one that will not be slaughtered before it is 12 months of age) or a slaughter animal (one that is intended for slaughter within 12 months of birth).

Identifiers can be ear tags, tattoos, pastern tags or boluses.

#### Choice of combination of identifiers for fully EID identified animals

EID identifier tagno	Conventional identifier	Use of combination for intra-Community trade
EID ear tag	conventional ear tag	yes
EID ear tag	tattoo <sup>1</sup>	no
EID ear tag	conventional pastern tag	yes
EID bolus	conventional ear tag (must be black)	yes
EID bolus	conventional pastern tag (must be black)	yes
EID pastern tag	conventional ear	

<sup>1</sup> The tattoo can go across both ears (UK code and flock number on one ear, individual animal number on the other)



## Identification and numbers for fully EID identified animals

Animals born or identified after 31 December 2009 and kept for breeding or beyond 12 months of age must be identified with two identifiers and the following applies:

- one identifier must be electronic and the other a conventional (as per the table on page 5);
- both identifiers must have the same individual number - a zero then your unique flockmark followed by a five-digit animal number;
- replacement identifiers applied off the holding of birth must be red (including replacement EID identifiers);
- if a bolus is used, the non-electronic ear or pastern tag must be black. Black tags may be only used with a bolus.

The same letters and numbers will be printed on both identifiers and be programmed into the electronic chip. This means you can read the number physically or with an electronic reader.

## Identification and numbers for slaughter lambs

These animals are identified by a single electronic batch tag, known as a slaughter tag, although you can use two identifiers as for fully EID identified animals if you want to. The electronic slaughter tag only has the flockmark printed on the outside of the tag.

## Historic flock - sheep born before 31 December 2009

You do not need to replace the identifiers that are already on sheep, identified before 31 December 2009, with electronic identifiers unless you specifically choose to do so. This is not a requirement, only an option.

If you choose to replace the identifiers, you will need to apply two matching identifiers, one of which must be electronic. You may find this is the most practical approach from 2012 when some sheep born before 31 December 2011 will need to be individually recorded in your movement document.

Any older animal born before the 9 July 2005 that has not been previously identified must now be identified under the new requirements before they leave the holding of birth.

## Flockmarks

The flockmark on the identifier must be that of the holding the sheep was born on, unless the identifier is a replacement applied on a different holding, or the sheep is born on common grazing as part of a Crofting Township. In this instance you should use the flockmark of the home holding.

## Where to get ear tags and identification numbers

### [Ear tag approval system](#)

We officially approve all identifiers that manufacturers supply for official identification purposes. All approved ear tags have completed the approval procedures and will have 'PAS 66' printed or embossed on them.

### [Ear tag allocation system](#)

All sheep and goat ear tag numbers are allocated by the Government's Ear Tag Allocation System (ETAS). ETAS keep a list of suppliers of official tags and approved electronic identifiers. To see this list, search under 'EID' or 'RFID' (radio frequency identification) on the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk).

When you place an order, the supplier will confirm your flockmark and give you:

- individual identifiers with a sequential run of numbers (you cannot choose these numbers and they will be issued in sequence); or
- batch tags showing the flockmark only.

### [Reserved colours for tags](#)

**Black:** for ear or pastern tags where the sheep has an **EID bolus**

**Red:** for replacement tags only (including EID identifiers)

The EID identifier in Scotland can be any colour, however, we recommend that you use yellow to follow the position in England, Wales and Northern Ireland who have reserved this colour for EID identifiers. You should check with your purchasers and suppliers for any preferences they may have.

The numbers and letters on all identifiers must be a different colour to the background of the identifier and must be clearly readable. You may use any colour, other than the reserved ones (red and black) for non-electronic tags and management tags. For official identification, you must only use approved identifiers.

### [Tags left over from before 31 December 2009](#)

#### [Slaughter tags](#)

You cannot use old stocks of these tags because they include an individual number. Slaughter tags for use from 31 December 2009 only have a flockmark printed on them, which means that you will not have to individually record them.

#### [Red replacement tags with individual number](#)

You cannot use old stocks of these tags because they were supplied as a single tag and the rules from 31 December 2009 require two identical numbered replacements to be applied for the historic flock.

#### [Set of double conventional tags with same number](#)

You can use these tags as replacements on your animals born before 31 December 2009 (historic flock) but only for animals still on their holding of birth. You cannot use these tags if they are black.

## Management information on your tags

When you order your identifiers, you can ask your manufacturer to add extra information as long as:

- the extra information is shown separately from the official identification; and
- the official animal identification remains clear and readable at all times.

You may also apply a management tag to your animal, but it must not contain the letters 'UK', show the flockmark, nor be red or black.

## Time allowed to replace identifiers that are lost or can no longer be read

If your sheep loses its identifier or it becomes impossible to read, you must replace the identifier:

- no later than 28 days after the tag was removed or discovered to be lost or illegible; or
- before the sheep is moved from your holding if earlier; and
- record the replacement in your holding register.

## Replacements

The replacement rules are the same for full EID and those in the historic flock. You have two options when you need to replace a lost tag, these are:

### Replacements using the original number (one tag lost)

Here you apply a replacement tag which has the same identification number as the original and then record that a replacement has been made in the holding register. You would need to order the identical replacement tag from your supplier.

### Replacements using new numbers (one tag lost)

Here you would remove the remaining tag and apply two new matching identifiers from your stock of tags. If the animal was born or identified after 31 December 2009 and kept for breeding or beyond 12 months of age one of the identifiers must be electronic and:

- if not on holding of birth – the replacements must be red;
- if the animal was identified before 31 December 2009, replacing with an EID identifier is optional;
- you must cross reference the old number and the new number in the holding register, except for an animal from the historic flock still on the holding of birth, where no cross referencing is necessary.

## Where both tags are lost

Here you can:

- apply two identical (like for like) tags if you know the number of the original tags; or
- apply two new tags (must be red if the animal is not on the holding of birth). Cross reference in the holding register if you know the original tag number. If you do not know the animal's identification number, you must still record that a replacement has been applied in the holding register.

### **Replacement tag – slaughter animals**

Apply a new slaughter tag.

If the animal is not on the holding of birth, the replacement tag must be red. Where the original flockmark is known this should be cross referenced in the holding register. Where you do not know the flockmark, you should record that a replacement has been applied in the holding register.

### **Replacements – where the sheep has an EID bolus**

If the sheep has a bolus as an electronic identifier, any replacement ear tag or pastern tag must have the same animal identification number and must be black. If the bolus fails or cannot be read the animal should be re-identified using an EID tag or EID pastern – you should not insert a new bolus.

### **Replacements – where the sheep has a tattoo**

If the sheep has a tattoo and loses its other identifier, the replacement electronic identifier must have the same number as the tattoo. However, should the tattoo become illegible then it should be replaced with a conventional ear tag.

### **Recording replacements in the holding register**

In all cases when a tag is replaced, you must record this in your holding register. If the replacement has the same identification number as the original, this should be recorded in your holding register. If new numbered replacements have been used for double identified animals, record the identification number of the replacement identifier and cross reference with the new number.

In the case of sheep which are not electronically identified and are still on their holding or birth, no cross reference is needed but you must make a record of the replacement in your holding register.

## Upgrading slaughter lambs to breeding animals (full EID)

Lambs originally identified with a single batch slaughter tag must be upgraded to full EID if you intend to keep them after they reach 12 months of age.

Sheep identified with a slaughter tag can be upgraded to full EID as long as they are completely traceable. In this case the following conditions will apply.

ter.	Action required
Still on the holding of birth	<ul style="list-style-type: none"><li>• slaughter tag should be removed;</li><li>• replaced with two matching identifiers, one of which must be electronic;</li><li>• record the replacement in your holding register.</li></ul>
No longer on holding of birth	<p>These animals can only be upgraded where <u>complete traceability</u><sup>2</sup> can be demonstrated.</p> <ul style="list-style-type: none"><li>• slaughter tag should be removed;</li><li>• replaced with two matching identifiers, one of which must be electronic;</li><li>• record the replacement in your holding regis</li></ul>

Lambs identified with a slaughter tag where traceability cannot be proven must be slaughtered by the time they reach 12 months of age.

<sup>2</sup> Where upgrading takes place, every holding that the lamb has been on from birth must be recorded in the holding register.

## Section 2: Identification – goats

### When to identify

Goats born on your holding must be identified:

- within six months of birth if the animals are housed overnight;
- within nine months of birth if the animals are not housed overnight (kept in extensive conditions); or
- before the animal moves from its holding of birth, if earlier.

Animals that die before the above deadlines do not need to be identified.

### The identifiers

Identifiers are applied on the holding of birth and the type of identifier used depends on whether the animal is intended for slaughter within 12 months of birth.

The identifiers can be ear tags, tattoos, pastern tags or boluses.

EID is voluntary for goats, however, if they are born after 31 December 2009 and intended for export, they must be fully EID identified. If you choose to apply electronic identifiers to your goats you should follow the rules for sheep.

### Identifiers for animals identified after 31 December 2009

Animals born or identified after 31 December 2009 and kept for breeding or beyond 12 months of age – these animals must be identified with two matching identifiers and the following applies:

#### Double identified: two non-electronic identifiers

- two ear tags with the same unique 12-digit animal number;
- an ear tag and a tattoo with the same unique 12-digit number (UK code and herd number on one ear, individual animal number on the other. The tattoo can go across both ears);
- a bolus and an ear or pastern tag (the tag must be black) with the same unique 12-digit number; or
- an ear tag with a pastern tag with the same unique 12-digit number.

Or, in the case of animals intended for slaughter within 12 months of birth:

- one single tag with herdmark only printed on the tag (**slaughter tag**).

#### Herdmarks

The herdmark on the tag must be that of the holding where the animal was born, unless the tag is a replacement applied on a subsequent holding. There is one exception to this:

- when an animal is born on common grazing in a Crofting Township, you should use the herdmark of the home holding.

**For all other provisions relating to the identification of goats (where to get ear tags and identification numbers through to upgrading slaughter lambs to breeding animals) please refer to Section 1, pages 6-10.**

## Section 3: The holding register

To protect the health of your livestock and to make it easier to trace your animals, you must keep a register of the animals on your holding; you should keep a separate register for each holding you use. This register will hold information about your animals, the holding and any movements of animals on or off your holding.

We have produced a new holding register that you can use from the 31 December 2009, which can be found at <https://www.gov.scot/publications/sheep-and-goat-holding-register/>. You can keep your own records, in any format you wish however, it must contain all the necessary information as set out in the Scottish Government website. Every keeper, other than a transporter, must complete a holding register.

### Timescales for recording movements and replacements in the holding register

Activity	Timescale to record activity
Record a movement onto or off a holding	Within 48 hrs of the move
Update the holding register with animal's individual identification number if you used a critical control point	Within 48 hrs of the move
Record details of animals being identified for the first time	Within 48 hrs of the identity being given
Updating the holding register after replacing an animal's identifier	Within 48 hrs of the replacement being applied
Record the annual inventory	By the date specified by the Scottish Gov

### The holding register

The holding register must contain at least the following information:

- (a) the identification code of the holding (CPH);
- (b) the address of the holding;
- (c) the type of production (for example meat, wool or hobby);
- (d) the result of the latest inventory and the date on which it was carried out;
- (e) the name and address of the keeper;
- (f)<sup>3</sup> in the case of animals leaving the holding:
  - (i) the name of the transporter;
  - (ii) vehicle registration;
  - (iii) CPH or the name and address of the holding of destination or, in the case of animals moved to a slaughterhouse, the CPH or name of the slaughterhouse;
  - (iv) the number of animals moved;
  - (v) the date of departure.

<sup>3</sup> For f and g you could choose to keep a duplicate or a certified copy of the movement document rather than complete an entry in the holding register.

- (g)<sup>3</sup> in the case of animals arriving on the holding, the CPH of the holding from which the animal was transferred and the date of arrival;
- (h) information on any replacement of means of identification (date of replacement, replacement number and flockmark or herdmark – if known).

Keepers can, if they wish record the lot number supplied in the movement document from the Market in their holding register.

### Dates for recording additional information in the holding register

From 31 December 2009 you must record in the holding register the individual number for each fully EID identified animal and double identified goat when the animal:

- is first identified;
- dies; or
- moves to another holding.

Slaughter animals are always recorded as a batch or batch within a batch.

**For historic animals (born or identified before 31 December 2009) you never have to record individual identification numbers in the holding register (except for animals moving to shows).**

From 31 December 2009, the holding register must contain at least the following up-to-date information for each animal identified or born after that date:

- the individual identification number of the animal;
- if on the holding of birth, the year of birth and date of identification;
- the month and year of death<sup>4</sup> of an animal on the holding;
- if known, the breed and genotype of each animal.

You can record sequential identification numbers in the holding register, for example you would enter:

Individual identification number: UK 0 2444220 00127 to 50

### slaughter animals

- for animals that are under 12 months and intended for slaughter before they reach 12 months, a single record can be made for each batch identified, the record must include the number of animals within the batch;
- the batch flockmark or herdmark of the animals;
- if on the holding of birth, the year of birth and date of identification;
- the month and year of death<sup>4</sup> of an animal on the holding;
- if known, the breed and genotype of each animal;
- where a batch contains animals born on different holdings, the number of animals from each holding with the same flockmark or herdmark should be recorded (batch within a batch recording).

<sup>4</sup> It is an existing legal requirement to keep a record of deaths found at every inspection, of your animals including the full date; this forms part of the requirements of Cross Compliance.



## Recording and reporting the different types of moves

When an animal moves onto or off your holding its movement must be recorded in the holding register.

The only exceptions is:

- when the move is to common grazing in a crofting township.

## Recording movements in the holding register

There are three ways to record the animal's identification number in the holding register.

Type of recording <sup>als'</sup> .	What is this?	Which animals
Individually	This is where you record the individual identification number of each animal. e.g. UK 0 244422 00006 (sheep) 1 UK 123456 000106 (goats) 1	Animals born or identified after 31/12/2009 and kept for breeding or beyond 12 months of age.
Batch recording	This is where animals moving in batches all have the same flock or herd marks. In this instance you only record the total number of animals moved. e.g. Batch identifier Number of animals UK 244220 24	This is used for slaughter animals, historic animals and for farm moves where the ownership of the animals does not change.
Batch within a batch recording	This is where animals moving in batches have different flock or herd marks. You must record the number of animals which have the same flock or herd mark. e.g. Batch identifier Number of animals UK 244220 24 UK 123456 26 Total animals moved 50	Animals born or identified after 31/12/2009, intended for slaughter before the age of 12 months 'slaughter anim

## Moves within a business

Where animals are moved from one holding to another but the ownership of the animals does not change, an entry should be recorded in the holding register and a movement document should be completed, showing the number of animals moved at batch level.

## Recording 'on' and 'off' movements in the holding register

Instead of recording details of these movements in your holding register, you may keep a copy of your completed movement document. If you choose to do this, you must keep it with the holding register. These documents must be available to be inspected at any time and kept for 3 years.

## Critical control point (CCP) recording

To help with recording the animal's individual number, we have introduced critical control point (CCP) recording. This is where an approved CCP, such as a market or abattoir, will electronically read the animal's individual identification numbers for you. Section 5 on CCP recording explains how this works in practice and what you have to do if you choose to use this facility.

## Types of recording – yourself or CCP

For individual recording, it is up to you to decide whether you read and record an animal's individual identification number yourself as it moves off your holding or use a CCP to electronically read and record the numbers on your behalf. See section 5 on CCP recording for full details of how this arrangement will work.

**If you identify your animals with an EID identifier and you do not use a CCP you are responsible for reading and recording your animals identifier.**

## Moves off your holding

### To another keeper's holding (including markets and abattoirs)

If you are moving animals to another keeper's holding you should:

- make sure your animals are correctly identified;
- record the movements in your holding register; and
- complete the relevant section of the movement document.

If animals are not correctly identified when they arrive at a market or abattoir or the movement document is not correctly completed, your animals may be rejected.

## EID readers

You can buy electronic readers from any supplier, but they should only sell you equipment which meets the EU standards. There is a list of equipment which meets the EU standards and other technical standards necessary in the UK on the BCMS website at [www.rpa.gov.uk](http://www.rpa.gov.uk) and search under 'Electronic ID' or 'RFID'. It is recommended you only buy equipment which appears on this list. Other readers are available but may not meet the relevant standards.

## When electronic recording equipment fails

If the individual number cannot be read electronically, you must physically read the number and write it down in the holding register and movement document.

## Recording movements in the register when you are still the keeper of the animals

If you will still be the keeper of the animals after they have moved off your holding, you must make a record of the move in your holding register. This must be for both the holding they are leaving and the one they are moving to.

You do not need to keep the holding register for the holding the animals have moved to, but you must be able to produce it within a reasonable amount of time if an authorised inspector asks to see it.

## Moves to show grounds

For movements to show grounds or exhibitions you will need to record each animal's individual identification number; and complete a movement document for each move to and from the show ground.

## Moves to a vet

Your animals should normally be correctly identified before they move. However, in an emergency you can move animals to a vet without them being identified. You should record the move in the holding register but you do not have to fill in a movement document.

## Moves to and from common grazing

The very specific historical and legislative rights of crofting townships continued to be recognised in disease control terms against these identification and traceability requirements.

Therefore for the purpose of identification and traceability the 'township' will continue to consist of a regulated common grazing and the crofts that have an active share in that common grazing (not apportioned out). This 'township' will be considered to be a single epidemiological unit and the rules on identification and traceability will apply to that unit. If you no longer have a share of the common grazing (or it has been fully apportioned) you must comply with the full requirements for keepers explained in the earlier sections of this guidance.

This means that moves between crofts and the common grazing do not need to be reported or recorded in the holding register. However, animals should be tagged with the correct UK tags within the required timescale or before they leave the holding (individual croft or common grazing) of birth if that move involves a change of keeper. Individual crofts and common grazings will still be allocated CPH's and flockmarks/herdmarks to facilitate this. This move must be accompanied by a movement document, reported to SAMU and recorded in the holding of birth's holding register.

Thereafter any further moves within the 'township' (i.e. between the crofts and the common grazing or between crofts within the 'township') do not need to be reported to SAMU. However, if the move involves a change of keeper the move must be recorded in the individual holding registers of the keepers concerned. As soon as animals move off the 'township' the normal rules on identification movements and holding registers apply. This means they must be correctly tagged; be accompanied by a movement document; the move must be reported to SAMU and the move must be recorded in the holding register of the individual holding (croft) from which it moved off.

## Annual Inventory

Under European law all keepers must carry out an annual inventory of all the sheep and goats on every holding that they use. We will contact you by letter each year, at a specified time to ask how many sheep and goats you keep. Failure to return the annual inventory increases the chances of being selected for a sheep and goat inspection. If you do not receive an inventory request, a copy can be obtained by contacting your local RPID office (contact details at Annex A).

## Section 4: Movement documents (MD)

When an animal moves, its movement must be recorded in the movement document and then reported to the Scottish Animal Movement Unit (SAMU) within 3 days of arrival at the holding by the receiving keeper; moves that take place via a Market in Scotland will be notified to SAMU by the Market. It is essential that the SAMU database holds information on the actual locations of sheep and goats. Please ensure that you provide the CPH of the actual location the sheep or goat moves from or to.

All movements from a holding in Scotland (except those for emergency veterinary treatment) must be accompanied by a movement document. These are in triplicate form and issued by the Scottish Government (copies of MDs can be obtained from your local RPID office, contact details at Annex A). Markets will issue their own version of a movement document which includes all of the required information. This must accompany the animals from the market to the next location. If you are a keeper removing animals from a market you must supply the market with the destination and haulier details.

For non-market moves departure keepers, those transporting animals and receiving keepers, are all responsible for completing their appropriate section of the movement document. In some cases this may be the same person. Currently each keeper should complete the movement document as follows:

**Departure location keeper** – before the animals begin their journey you must enter the following details on the movement document:

- CPH of the departure location;
- departure address;
- name and address of the keeper;
- date of departure;
- number of animals being moved;
- CPH or address of the receiving location;
- signature of the keeper.

The individual number must be recorded on the movement document for moves to shows and for the movement of rams or goats to another holding for breeding purposes.

Once the haulier/transporter has completed the haulage details, the pink copy of the movement document must be retained by the departure keeper for **3 years** and be available for inspection if required.

**Transporter/Haulier** – before the journey commences the Transporter/Haulier must enter the haulage details on the movement document. The white & yellow copy of the movement document or market movement document must accompany the animals on the journey. On arrival at the destination, these must be given to the receiving keeper.

**Receiving location keeper** – you must check that the information about the number of animals moved and the destination details on the movement document received are correct. All moves that take place out with a market must be notified to SAMU within 3 days by the receiving keeper. If the animals have come direct from a market, you must notify SAMU within 3 days of any amendments. The date of arrival and the keeper's signature must be added. The yellow copy of the movement document must be retained by the keeper for **3 years** and be available for inspection if required.

### **Notification to SAMU**

The movement document forms the basis of the notification to SAMU. The white copy of the movement document can be either posted or emailed to SAMU. SAMU staff will be happy to answer queries relating to notification of movements and can be contacted using the details below:

### **Contact details for SAMU**

Post: SAMU  
Scottish Government  
161 Brooms Road  
Dumfries  
DG1 3ES

Tel No:0300 244 5888

E-mail:[SAMU@gov.scot](mailto:SAMU@gov.scot)

### **Moves within the UK**

Moves to Scotland from England, Wales, and Northern Ireland will be accompanied by a movement document required by the legislation in that country. The receiving keeper in Scotland should action these as they would a Scottish movement document. Scottish movement documents should be completed for moves into England, Wales and Northern Ireland.

### **Dates for recording in the movement document – new requirements**

Individual recording in the movement document begins on two different dates. The requirements from the 31 December 2010 are:

- fully EID identified animals and double identified goats, born or identified after 31 December 2009 should be recorded individually unless they are moved from one holding to another but the ownership of the animals does not change or you move them through a CCP (see section 5);
- slaughter animals and historic animals should be recorded on a batch basis.

The requirements from 31 December 2011 are:

- older animals individual identification number should be recorded, except those moving to slaughter or moving from one holding to another but the ownership of the animals does not change or you move them through a CCP (see section 5);
- slaughter animals should be recorded on a batch basis.

**For the movement document requirements for moves 'off your holding, moves to shows, the vet and to and from common grazing' please refer to Section 3, pages 15 – 16.**

## Section 5: Critical control point (CCP) recording

### What is CCP recording?

This is where animals with electronic identifiers have their individual identification numbers read and recorded on behalf of a keeper by a CCP<sup>5</sup> such as a market or abattoir.

### The date CCP recording can be used from

Keepers can use CCP recording from 1 January 2010 when individual identifiers for fully EID identified animals need to be recorded in the holding register. A condition of using CCP recording is that when batches of animals from different holdings are being transported, the batches must be physically separated in the vehicle.

### How CCP recording works

You do not need to record individual identity numbers for animals with electronic identifiers (the CCP will do this). You record all other required details for the movement in your holding register, and in the movement document. You carry out batch recording for animals that are not fully EID identified. You record the total number of animals moved in your holding register and in the movement document.

You send all the animals to the CCP who electronically reads and records the identification numbers of the animals that are fully EID identified. The CCP then sends the individual identification numbers to you. You must record or cross reference the identification numbers in your holding register. This must be done within 48 hours of when the animals arrive or depart your holding.

### What to do if you receive incomplete information from the CCP

It is important that full and accurate records are maintained for the purposes of traceability. However, there may be times when the CCP sends you incomplete information.

This might happen for any of the following reasons:

- the record from the CCP does not list all the individual numbers of the animals you moved.

In this case, you must have a sales invoice that confirms that the total number of animals you were paid for is the same as the total number you recorded in your movement document. For example, a keeper sent 50 animals to be read at a CCP but only 48 individual numbers were received but the sales invoice shows 50 animals paid for and received at the CCP.

- equipment failure at the CCP.

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<sup>5</sup> It will be for individuals to determine if they wish to act as a CCP, so consigners and receivers should check before animals move, as to whether they will be moving through a CCP or not.

Where this happens, the CCP will not be able to read the individual animal numbers on your behalf. In these cases, the CCP will give you a document explaining the situation and why individual information cannot be provided. You will need to keep this document with the other movement documents.

In either case, you must keep the supporting document (the market invoice or the document from the CCP) so that your records show why some individual numbers were not recorded. Both of these documents must be available for inspection. You are recommended to keep these in a folder and cross reference the relevant paperwork to the corresponding entry in your holding register. This document must be kept for a minimum of 3 years.



## Section 6: Exports and imports (intra-Community trade)

### Exporting animals (no matter where they were born)

#### General rules

If you are exporting sheep and goats, either to another EU country or to a country outside the EU, animals must (depending on when they were born) be fully EID identified or double identified with identifiers which bear the same individual identification number.

#### Animals born or identified after 31 December 2009:

**Sheep only** - one identifier must be electronic.

The following combinations of electronic identifier and matching tag are eligible for export:

- EID ear tag and conventional ear tag;
- EID ear tag and conventional pastern tag;
- EID bolus and conventional ear tag (must be black);
- EID bolus and conventional pastern tag (must be black).

**Goats which are born or identified after 31 December 2009 and being exported will need to be fully EID identified.**

#### Animals identified before 31 December 2009:

**Sheep or goats** need two non-electronic tags showing the same individual number.

However, if the animal does not have an electronic identifier you should check with your importer to make sure animals without electronic identifiers will be accepted. In some EU states all animals must have electronic identification. This means that animals without an electronic identifier may not meet your purchaser's requirements.

#### **Animals with just one ear tag**

You cannot export single tagged animals. However, you can upgrade some single tagged animals and then export them. See section 1, page 10 for the rules on upgrading.

#### **Animals with red replacement tags**

Animals which had their tags replaced with a double set of red replacement identifiers (both bearing the same individual numbers) are eligible for export as long as they are fully traceable.

#### **Exporting animals to Northern Ireland**

All animals born or identified after 31 December 2009 must be fully EID identified before they are exported.

#### **Exported animals - holding timescale**

All animals must be on their holding for at least 30 days before they are exported, out with GB (England, Scotland and Wales). This is known as the residency requirement.

## **Holding register – recording exported animals**

- animals with two matching tags – no electronic identifier  
Animals which are double identified (historic animals) will need to be individually recorded in the holding register.
- fully EID identified animals  
Record each animal's individual identification number as you would for trade within the UK.

You must record the full address of the keeper overseas in your holding register.

Contact your local Animal Health Divisional Office (contact details at Annex B) before you export animals to discuss export health-certification requirements.

## **Movement document – animals intended for export**

When animals are exported you must record the details of the keeper overseas in your movement document. You must send the top white copy to SAMU.

## **Movement document – animals intended for export or transfer to Northern Ireland**

You must fill in sections 1 and 2 of the movement document and send it to SAMU.

## **Movement document – animals moving to England and Wales**

Animals moving to England and Wales must be accompanied by a movement document. The receiving keeper must send a copy of the document to their relevant local authority.

## **Importing animals**

### **Animals brought in from England, Wales and Northern Ireland**

#### **Identification**

If you bring sheep or goats into Scotland from England, Wales or Northern Ireland, they must be identified in line with the law in the countries they are moving from.

#### **Holding register**

When animals arrive at your holding, you must record the details of the move in your holding register, either individually or on a batch basis, depending on the type of animals you have received.

#### **Movement document**

If you receive animals from England or Wales, you should complete the relevant part of the movement document (AML 1) that arrives with the animals and return it to SAMU. You must do this within three days of the move taking place. Animals arriving from Northern Ireland will have a health certificate. You should keep this for your records. You must also fill in the movement document and return it to SAMU within three days of the animals arriving at your holding.

When you move these animals off your holding you must follow rules for moves within Scotland. So you must record the movement (either individually or on a batch basis) in your holding register and fill in a movement document.

## **Animals imported from other European Union (EU) countries**

### **Identification**

Sheep and goats imported from other EU countries must either be double identified (historic animals) or fully EID identified if born or identified after 31 December 2009.

### **Holding register**

When animals arrive at your holding, you must record the individual numbers in your holding register.

### **Movement document**

Animals arriving from the EU will have an export health certificate which you should keep for your records. You must also fill in a movement document and send a copy to SAMU. You must do this within three days of the animals arriving on your holding.

## **Animals imported from countries outside the EU**

### **Identification**

If you are the first keeper to receive animals being imported from outside the EU, you must tag the animals with two identifiers (one of which must be electronic if the animal is a sheep) with identical numbers. You must do this within 14 days of them arriving or before they leave the holding if this is earlier.

### **Holding register**

When animals arrive at your holding, you must do the following:

- record in the holding register the date the animal was moved onto your holding, this must be done within 48 hours of their arrival;
- cross reference in your holding register, the animal's full identification number on the UK tags with the animals' existing identification number from the country it came from.

If the identifier applied at the holding the animal has come from is subsequently lost, it does not have to be replaced.

### **Movement document**

You must fill in a movement document and send a copy to SAMU within 3 days of the animals arriving on your holding.

### **Animals imported into Scotland via England or Wales**

Animals imported into Scotland via England or Wales will not be accompanied by a movement document; they will have an export health certificate. However, you must complete a movement document and send it to SAMU within 3 days of the animals arriving on your holding.

## Section 7: Sheep and goat identification inspections

### Why we have inspections

RPID carry out sheep and goat inspections. We must inspect 3% of holdings and 5% of animals each year. Other bodies such as Animal Health and local authorities may also carry out inspections.

### What the inspector does

The aim of the inspection is to make sure that the requirements of identification and traceability for sheep and goats, are understood and being complied with.

Inspectors will count all the animals kept by the business and verify the accuracy of the records by comparing the number of animals that should be present on the holding with the number actually found. The identification of a representative sample of 60 animals will be checked on each holding, with an extended sample inspected where any problems are found.

The inspector will compare the records to the information supplied to SAMU, the movement documents and purchase and sales invoices.

The inspector will also confirm whether each of the five key requirements of identification and traceability legislation have been complied with. The key requirements are:

1. **Record keeping;**
2. **Tagging;**
3. **Keeper registration (with AHDO);**
4. **Completion of movement documents;**
5. **Notifying moves to SAMU.**

Full explanation of each of the requirements can be found in the earlier sections of this guidance.

### What you have to do

We are required to carry out inspections unannounced. An inspector will normally start by checking the records and other farm documents. You will be given a reasonable amount of time to present your animals for inspection. You must present all your animals, your records and other documents relevant to the inspection. You must make sure that the inspector can safely inspect your animals. You must provide suitable handling facilities and, if necessary, people to gather the animals.

### How long an inspection takes

The time an inspection takes will depend on the number of animals involved and the quality of your records. You can reduce the amount of time that an inspection is likely to take by making sure your records and documents are always up to date, logically laid out and close at hand. The aim is to carry out inspections as quickly and efficiently as possible.

## How we choose farms for inspection

Holdings to be inspected are selected either at random from the central register of holdings on which sheep are kept, or selected on the basis of risk analysis. The risk factors considered include for example, the number of animals on the holding, the results of previous inspections, failure to return the annual inventory, length of time since last inspection and frequency of late notification of movements.

## Action taken as a result of the inspection

At the conclusion of the inspection, the inspector will discuss the findings with you. You will be given opportunity to make comment and sign the inspection report. Within a month of the inspection being completed, you will receive an inspection results letter detailing the findings. You will be required to take action to rectify any problems found.

Where there has been failure to comply with identification and traceability regulations we will take enforcement action. The action can range from the issue of guidance to passing a report to the local authority, for consideration of prosecution. In some cases, a movement restriction may be served on the holding, until such time as any problems are rectified. A restriction would prevent any movements to or from the holding, except under licence.

Where the non-compliances found form part of the requirements of Cross Compliance, a penalty in the form of a percentage reduction in payments due to the business, will be applied. The reduction is applied to payments for direct support schemes, including the Single Farm Payment and certain schemes approved under the Scottish Rural Development Plan, including LFASS. Where this is the case, a Cross Compliance breach letter will be issued, informing you of the penalty that results from your sheep or goat inspection. The results of other checks and inspections may also affect your final penalty calculation.

Further information on the breaches that are subject to the requirements of Cross Compliance and the penalty matrix that dictates the penalty applied can be found at <https://www.ruralpayments.org/publicsite/futures/topics/inspections/all-inspections/cross-compliance/>

## Rural Payments and Inspections Directorate Offices

Office	Address	Email	Tel No:
Ayr	Scottish Government Agriculture and Rural Economy Russell House King Street Ayr KA8 OBE	SGRPID.ayr@gov.scot Book an appointment now	0300 244 6300
Benbecula	Scottish Government Agriculture and Rural Economy Balivanich Isle of Benbecula HS7 5LA	SGRPID.benbecula@gov.scot Book an appointment now	0300 244 9600
Dumfries	Scottish Government Agriculture and Rural Economy 161 Brooms Road Dumfries DG1 3ES	SGRPID.dumfries@gov.scot Book an appointment now	0300 244 5888
Elgin	Scottish Government Agriculture and Rural Economy Alexander Fleming House 8 Southfield Drive Elgin IV30 6GR	SGRPID.elgin@gov.scot Book an appointment now	0300 244 1570
Galashiels	Scottish Government Agriculture and Rural Economy Cotgreen Road Tweedbank Galashiels TD1 3SG	SGRPID.galashiels@gov.scot Book an appointment now	0300 2441400
GOLSPIE (Formerly located in Lairg)	Scottish Government Agriculture and Rural Economy The Links Golspie Business Park Golspie KW10 6UB	SGRPID.golspie@gov.scot Book an appointment now	0300 067 6841
Hamilton	Scottish Government Agriculture and Rural Economy Cadzow Court 3 Wellhall Road Hamilton ML3 9BG	SGRPID.hamilton@gov.scot Book an appointment now	0300 244 3665
Inverness	Scottish Government Agriculture and Rural Economy Longman House 28 Longman Road Inverness IV1 1SF	SGRPID.inverness@gov.scot Book an appointment now	0300 244 4968

<b>Office</b>	<b>Address</b>	<b>Email</b>	<b>Tel No:</b>
Inverurie (Thainstone)	Scottish Government Agriculture and Rural Economy Thainstone Court Inverurie AB51 5YA	SGRPID.thainstone@gov.scot Book an appointment now	0300 2446822
Kirkwall	Scottish Government Agriculture and Rural Economy Government Buildings Tankerness Lane Kirkwall KW15 1AQ	SGRPID.kirkwall@gov.scot Book an appointment now	0300 244 9626
Lerwick	Scottish Government Agriculture and Rural Economy Charlotte House Commercial Road Lerwick ZE1 0HF	SGRPID.lerwick@gov.scot Book an appointment now	0300 244 9599
Oban	Scottish Government Agriculture and Rural Economy Cameron House Albany Street Oban PA34 4AE	SGRPID.oban@gov.scot Book an appointment now	0300 244 9340
Perth	Scottish Government Agriculture and Rural Economy Strathearn House Broxden Business Park Lamberkine Drive Perth PH1 1RX	SGRPID.perth@gov.scot Book an appointment now	0300 2445400
Portree	Scottish Government Agriculture and Rural Economy Estates Office Portree IV51 9DH	SGRPID.portree@gov.scot Book an appointment now	0300 2446716
Stornoway	Scottish Government Agriculture and Rural Economy 10 Keith Street Stornoway HS1 2QG	SGRPID.stornoway@gov.scot Book an appointment now	0300 2448501



Office	Address	Email	Tel No:
Thurso	Scottish Government Agriculture and Rural Economy Strathbeg House Clarence Street Thurso KW14 7JS	SGRPID.thurso@gov.scot Book an appointment now	0300 244 3534
Tiree	Scottish Government Agriculture and Rural Economy The Business Centre Crossapol Isle of Tiree PA77 6UP	chgs@gov.scot	0300 244 9999

## Animal Health Divisional Offices

Office 602240	Address	Email	Tel No: Fax No:
Ayr	Russell House King Street Ayr KA8 0BE	APHA.Scotland@apha.gov.uk	03000 600703 01292 291351
Galashiels	Cotgreen Rd Tweedbank Galashiels TD1 3SG	APHA.Scotland@apha.gov.uk	03000 600711 01896 756803
Inverness	Longman House 28 Longman Rd Inverness IV1 1SF	APHA.Scotland@apha.gov.uk	03000 600709 01463 711495
Inverurie	Thainstone Court By Inverurie Aberdeenshire AB51 5YA	APHA.Scotland@apha.gov.uk	03000 600708 01467 626611
Perth	Strathearn House Broxden Business Park Lamberkine Drive Perth PH1 1RX	APHA.Scotland@apha.gov.uk	03000 600704 01738 602240



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Any enquiries regarding this publication should be sent to us at  
The Scottish Government  
St Andrew's House  
Edinburgh  
EH1 3DG

ISBN: 978-1-78256-456-0 (web only)

Published by The Scottish Government, March 2013

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA  
PPDAS14012 (03/13)

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