



Guide to LPA and the LPA NVD Waybill

How you can help Australia lead the way in on-farm food safety



Onfarm

Guide to LPA and the LPA NVD Waybill

Help Australia lead the way - use this *guide* to verify the declarations you make on your LPA NVD Waybill.

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About this guide

The **Guide to LPA and the LPA NVD Waybill (Guide)** will help you meet Australia's on-farm food safety requirements under the Livestock Production Assurance (LPA) program. If you practise these guidelines you will be able to complete your LPA National Vendor Declaration (LPA NVD Waybill) with confidence. The *Guide* has two key sections.

Part A: General information about LPA which is included to give you background on LPA and how it operates, and the LPA National Vendor Declaration (LPA NVD).

Part B: Guidelines on how to meet the LPA requirements which has more detail on LPA requirements and is designed for you to work through, reviewing what you have in place already and identifying anything you might need to do.

Part A: General information about LPA

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What is LPA?

The National Vendor Declaration (NVD) is the main document upholding Australia's meat and livestock food safety reputation and has been protecting Australia since 1996*.

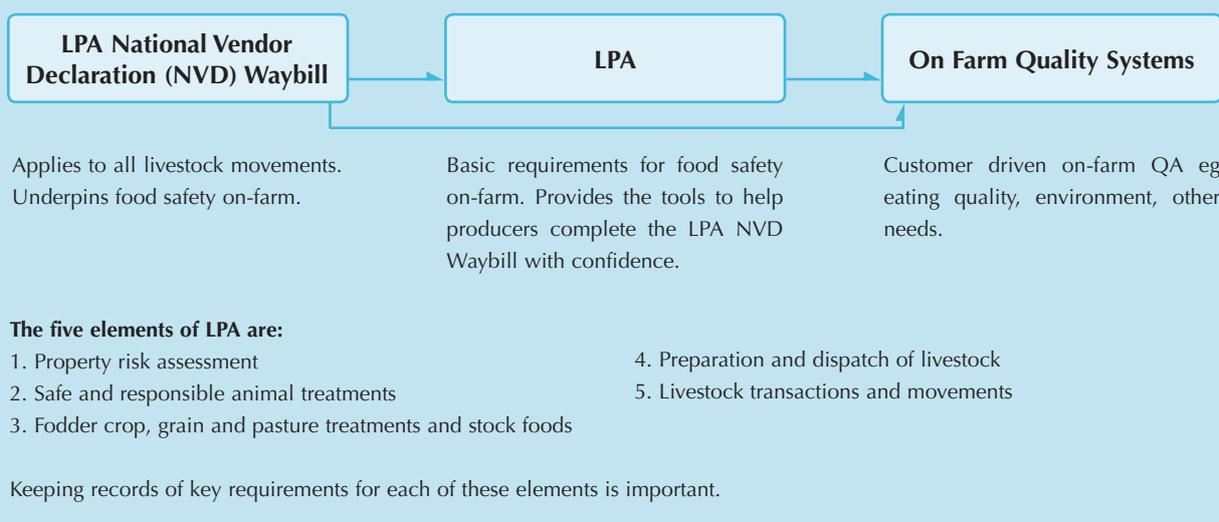
The NVD enables important information regarding your livestock's history to be transferred from one

property to another, one producer to another, through agents, saleyards, feedlots and exporters to end users such as processors and retailers.

Livestock Production Assurance (LPA) provides basic on-farm food safety guidelines and tools to help you back up the claims you make on the LPA NVD.

LPA covers cattle, bobby calves, sheep and goats and has two levels:

- LPA Food Safety is a basic program directly linked to the LPA National Vendor Declaration and Waybill; and
- LPA On-farm Quality Assurance is more comprehensive, which offers full Quality Assurance (QA) certification covering a range of customer requirements.



Keeping records that meet LPA requirements will help you:

- Back up claims you make on the LPA NVD Waybill.
- Accurately identify and describe livestock purchased, sold or transferred between properties.
- Provide a history of livestock or feed products you move, purchase and sell.
- Prove or verify that something has occurred.
- Enable the industry to check out food safety problems if required.

Is there an audit?

Yes. On - farm audits are a key component of the LPA program. Accreditation in LPA is linked to the requirement to undergo an on-farm audit. There is no direct charge for an audit conducted as part of the random audit program.

*The cattle NVD was introduced in 1996, sheep in 2000, goats in 2000, bobby calves in 2000 and the NVD for EU cattle in 2000.

Changes to the LPA NVD Waybill

The commencement of the LPA program coincided with the introduction of a revised suite of LPA NVD Waybills. The revised LPA NVD Waybill was a major breakthrough for industry because it:

- Combined the Waybill or travelling stock statement - thus reducing the number of pieces of paper required.
- Incorporates the LPA program and displays the LPA logo – thus providing the tools for producers to make sure they can prove what they declare on the LPA NVD Waybill.

The revised LPA NVD Waybills display the LPA logo and are known as:

- Edition 1 National Vendor Declaration (Cattle) and Waybill
- Edition 1 National Vendor Declaration (Sheep and Lambs) and Waybill
- Edition 1 National Vendor Declaration (Bobby Calves) and Waybill
- Edition 1 National Vendor Declaration (EU) and Waybill
- Edition 1 National Vendor Declaration (Goats) and Waybill

Editions from 2008 are shown on the cover of the NVD booklet and the NVD form. eg. the 2010 print run shows as: Edition: April 2010 on cover and 0410 on the NVD form. An example of information required to complete an LPA NVD Waybill is contained within the LPA NVD booklet.

This is a screenshot of the 'National Vendor Declaration (CATTLE) AND WAYBILL' form, Edition 1, April 2010. The form is divided into several sections: 'Details of other animals', 'Details of other vehicles', 'Details of other vehicles', 'Details of other vehicles', and 'Details of other vehicles'. It includes various checkboxes and text boxes for recording information about the animals and vehicles being transported.This is a screenshot of the 'National Vendor Declaration (SHEEP AND LAMBS) AND WAYBILL' form, Edition 1, April 2010. The form is divided into several sections: 'Details of other animals', 'Details of other vehicles', 'Details of other vehicles', and 'Details of other vehicles'. It includes various checkboxes and text boxes for recording information about the animals and vehicles being transported.

Why is the LPA NVD Waybill underpinned with LPA?

The Australian red meat industry has an excellent reputation for guaranteeing food safety to our trading partners and domestic consumers. This reputation has come about by our industry putting in tools, such as the LPA NVD Waybill, to help minimise the risk of food safety problems.

Buyers rely on the LPA NVD Waybill for accurate information about the food safety status of the animals purchased and abattoirs rely on the information to ensure only the safest food enters the food chain.

Our customers want to be certain that on-farm systems and records are in place that back up the declarations given on the LPA NVD Waybill by producers. LPA provides the tools to help producers complete the LPA NVD Waybill with confidence.

Providing a system for underpinning LPA NVD Waybills strengthens what we already have in place and helps maintain Australia's food safety reputation.

Benefits of participating in LPA

- LPA allows you to use the LPA NVD Waybill which is a key tool for tracing the food safety status of livestock.
- You can be confident that the declarations you give on the LPA NVD Waybill are truthful and would stand up to a review if required.
- You can continue to provide customers with assurances on food safety and product integrity.
- The ability to verify the food safety status of your animals in the event of a disease outbreak or food safety related issue.

How did it come about?

The introduction of LPA was the result of a major review of on-farm QA conducted in 2002. The review involved a large industry survey, face-to-face interviews and numerous workshops with livestock producers, agents, processors, retailers and exporters all over Australia. All of the on-farm QA systems in Australia and overseas were considered as part of the review, with a more detailed study of producer and customer opinion of the system already in place for LPA NVD Waybills, CATTLECARE and Flockcare.

There was a big push from every sector for a new, simplified system for on-farm QA which supported the declarations given by producers on an LPA NVD Waybill.

The review showed producers were confident about the safety and integrity of their product and were prepared to do more to back it up. At the same time,

the review showed customer groups wanted, and many producers were willing to give, more than the minimum.

The Steering Committee also asked scientists to check that the relevant food safety risks were adequately covered so that the program will stand up to international scrutiny by our trading partners.

Since 2004 the LPA program has been managed by the LPA Advisory Committee (LPAAC). This Committee comprises representatives from all industry sectors.

To cater for a range of market requirements, from basic minimum requirements to specific customer needs, a two-tiered system for on-farm food safety and QA was recommended.

LPA Steering Committee

The following organisations were represented on the LPA Steering Committee and formulated the LPA program:

Cattle Council of Australia	Department of Agriculture, Fisheries and Forestry
Sheepmeat Council of Australia	CATTLECARE
Australian Lot Feeders' Association	Flockcare
Australian Meat Industry Council	Australian Meat Holdings
Goat Industry Council of Australia	F J Walker
LiveCorp	Coles
Meat and Livestock Australia	National Association of Sleyard Service Organisations
SAFEMEAT	Australian Council of Livestock Agents
Safefood QLD	Teys Brothers

How do I participate?

Step 1 Register the Property Identification Code (PIC) with LPA

All livestock producers with a current Property Identification Code (PIC) can register with LPA by:

- **Going to www.mla.com.au/lpa and following the prompts. Register for LPA;**
- **Phoning 1800 683 111; or**
- **Contacting their agent to register on their behalf.**

You will be provided with an LPA User ID and password at time of registration. Ensure that you record and save this for future reference.

Step 2 Obtain a copy of the *Guide* and review your on-farm management systems to ensure you meet the LPA requirements. The *Guide* can be downloaded from the web site www.mla.com.au/lpa or purchased by phoning 1800 683 111.

Read and understand this *Guide*. Part B of this *guide* is designed to help you review what you have in place.

Ensure you have in place the on-farm management systems to 'back up' the declarations you make on LPA NVD Waybills.

Step 3 Become accredited with the LPA program

Once you have registered and are confident you meet the LPA requirements, you can become accredited with the LPA program by:

- Going to www.mla.com.au/lpa and select **Manage your LPA Profile**, login and select **Apply for Full Accreditation**;
- **Phoning 1800 683 111**.

You will need your LPA User ID (LPA number) and password, as provided to you upon registration.

Step 4 Order and pay for your LPA NVD Waybill book

The LPA NVD Waybill book of 20 forms can be obtained from the website www.mla.com.au/lpa or by phone 1800 683 111. Note: This can be done at the same time you become fully accredited.

Credit card and alternative payment options are available.

An electronic version of the LPA NVD Waybill is now available through the “**Producer eDEC**” program. This program can be downloaded from your LPA User Profile. Each bundle of 20 tokens (equivalent to a hard copy book of 20 LPA NVD Waybills) is 40% cheaper than a hard copy NVD book.

Some producers may choose to implement a voluntary on-farm quality system in addition to LPA. Some of the options available include, CATTLECARE, Flockcare and the National Feedlot Accreditation Scheme (NFAS). The livestock industry is currently developing programs to certify pasture fed cattle and environmental stewardship practices.

The five elements of LPA

LPA has five elements, which are required to be met by producers seeking full accreditation. This section of the guidelines provides an overview of these five elements and Part B of this *Guide* has more detail on how to meet them.

Key points

- If you sign a LPA NVD Waybill, you must be able to give evidence to back up your responses to LPA NVD Waybill questions.

- The ‘elements’ are the support required and are directly linked to the LPA NVD Waybill.
- It is up to individual producers to decide how to meet the elements.
- Guidance for meeting the elements is provided in Part B of this *Guide*.

For each of the elements of LPA, there is a ‘food safety outcome’. The food safety outcomes are aimed at making sure meat from your livestock is fit for human consumption.

To maintain LPA accreditation you must comply with all elements and therefore the food safety outcomes. These outcomes relate to what you declare and sign off on when completing the LPA NVD Waybill.

The five elements of LPA are:

1. Property risk assessment
2. Safe and responsible animal treatments
3. Fodder crop, grain and pasture treatments and stock foods
4. Preparation and dispatch of livestock
5. Livestock transactions and movements

A number of practical on-farm activities for achieving each element is contained in the full standards which are summarised in Part B of this *Guide*. A copy of the full standards are available from the LPA web site www.mla.com.au/lpa and select standards. You may be able to show you meet the outcome(s) using some other means.

There are no hard and fast rules for meeting the elements. It's your choice as to how you meet the outcomes. You may find some do not apply to your situation – this means you comply without having to do anything additional.

The diagram on the next page summarises the main food safety outcomes of the five elements of LPA.

Note: This diagram shows the **outcome** for each of the LPA elements. Further information on **how** to meet these outcomes is included in Part B of this *Guide*.



Property risk assessment

Outcome: On Farm systems have been implemented to minimise the risk of livestock being exposed to sites that are unacceptably contaminated with organochlorine or other persistent chemicals.

1



Safe and responsible animal treatments

Outcome: On Farm systems have been implemented to ensure that animal treatments are administered in a safe and responsible manner to minimise the risk of chemical residues and physical hazards in livestock intended for human consumption.

2



Stock foods, fodder crops, grain and pasture treatments

Outcome: On Farm systems have been implemented to manage the exposure of livestock to foods containing unacceptable chemical contamination to minimise the risk of chemical residues in livestock and to eliminate the risk of animal products being fed to ruminant livestock intended for human consumption.

3



Preparation for dispatch of livestock

Outcome: On Farm systems have been implemented to ensure that the selected livestock are fit for transport and that the risk of stress and contamination of livestock during assembly and transport is minimised.

4



Livestock transactions and movements

Outcome: A system has been implemented to enable traceability of the current status of all livestock with respect to treatment or exposure to relevant food safety hazards for all livestock movements between livestock production enterprises including to slaughter and live export.

5



Record keeping

This section of the *Guide* outlines the different types of records that are acceptable in order to meet the LPA requirements.

Key points on record keeping

- Basic records will need to be kept to back up what you have declared on the LPA NVD Waybill.
- There is no set format for records you have to keep.
- You should use the checklist and example record templates provided in Part B to confirm you have the information that is needed in your records.
- For producers who have not previously kept records underpinning the LPA NVD Waybill, examples are provided in Part B of this *Guide*, and also on the LPA web site.

How should you keep your records?

It is your decision **how** you keep the information required. The records system you use must suit your situation and management systems. A number of options exist for how you keep the records required for LPA.

A number of record templates are provided as examples in Part B of this *Guide*, as well as on the LPA web site www.mla.com.au/lpa

Records can be kept in a variety of ways including:

- Using forms you already have in place
- On a computer using files you already have in place
- In a diary
- Using herd/flock management software
- Using the example forms provided
- On a computer using the example forms provided

Your records can be kept using any combination of the above methods.

The important thing is that no matter how you keep your records, make sure you keep the relevant information and check it before livestock are sold!

Auditing LPA

By applying for LPA accreditation and using the LPA NVD Waybill, you are agreeing to participate in the random audit program. This section of the *Guide* gives you an overview of the audit process.

Key points

- All accredited PICs are eligible to be audited.
- No direct charge applies for LPA audits accepted when they are promptly scheduled.
- The focus of audits is to verify that what you signed on your LPA NVD Waybill is correct in practice.
- Producers are randomly selected for audits.

How is the audit conducted?

Site audit (on-farm) - The auditor will visit you on site (on farm) and will require access to facilities, records and other information relevant to the LPA elements.

Who are the auditors?

LPA auditors are appointed and approved by LPA Administration and are selected according to their practical industry knowledge and auditor qualifications. They are not government employees – LPA is an industry owned and managed program.

Where can I get additional information?

Additional information on LPA is available from the LPA web site (www.mla.com.au/lpa). Select from the range of menu options including:

- Requirements
- Record keeping
- Standards (this also takes you to Rules)
- Guidelines and tools
- Vendor declarations
- On-farm risk management
- LPA
- or by calling 1800 683 111

How will you know if you have been selected for an audit?

You will be contacted and advised of the upcoming audit in writing by LPA Administration. The Audit Notification correspondence provides an indication of the likely time frame for the audit as well as additional information to assist you prepare for the audit.

How long before I get audited?

Audits will be random but will also consider the level of risk in certain areas and enterprises. It could be several years or several months before an audit depending on the luck of the draw. Once a PIC is audited, it is eligible to be audited again at any time.

What do I do if I am selected for an audit?

Don't panic! Providing you are doing the things you need to do to meet LPA requirements and keeping records that support each LPA NVD Waybill you sign, the audit will be straightforward. If, however, you are not adequately maintaining records, you will need to demonstrate your commitment to the LPA program by improving your record keeping and explaining those improvements to the LPA Administration. Your aim should be to provide confidence that your system is likely to be effective in the future.

How will I be informed of the audit result?

Details of audit findings are detailed in a Audit Report. A summary of the audit findings is provided to each PIC representative at the conclusion of the audit.

Could I be audited whilst my PIC is still not accredited?

No. PICs that are not part of the program are not audited.

What happens to producers who don't meet with LPA requirements?

Where a nonconformance is identified it is reported in accordance with the sanction policy explained in this *Guide*.

What happens if I refuse to be audited?

Sanctions will apply to accredited producers who refuse to participate in the audit process when selected. Sanctions include, but are not limited to, suspension or withdrawal of accreditation. Where a PIC is suspended or withdrawn, the producer is no longer eligible to utilise LPA NVD Waybills displaying the LPA logo (LPA NVD Waybills).

Where can I get more information about the audit process?

Go to the LPA web site (www.mla.com.au/lpa) and select **Guidelines & tools** or call LPA Administration on 1800 683 111.



Common questions

This section provides answers to some of the common questions about LPA.

Is the LPA program compulsory?

No. LPA is an industry program and participation is voluntary. However, most livestock markets require livestock to be accompanied by an LPA NVD Waybill. Prior to being registered to LPA you should ensure you understand what your own livestock markets require.

What happens to producers who elect not to participate?

In this situation, livestock would not be able to be sold with the LPA NVD Waybill, and therefore may be less attractive to buyers.

Do I have to change the way I do things to meet LPA requirements?

Not if you comply with the five elements of the LPA Food Safety Program. LPA is a simple on-farm food safety program and should merely support what you are already signing when you complete the LPA NVD Waybill. Producers should use the checklists provided in Part B to identify any areas that might need improvement in order to meet the requirements.

What is the cost associated with becoming a LPA accredited producer?

There is no application, registration or annual fee. Accredited producers are required to pay for each LPA NVD Waybill ordered. Monies generated through a charge on LPA NVD Waybills will cover the cost of printing and distribution of the LPA NVD Waybill, in addition to funding LPA administration and auditing.

When do I use an LPA NVD Waybill?

Whenever you are moving stock off a PIC to another property, sale yard or abattoir.

Who completes and signs a LPA NVD Waybill?

The owner or person who is responsible for the husbandry of the stock.

What am I declaring when signing an LPA NVD Waybill?

Every time a LPA NVD Waybill is signed, the signatory is declaring the food safety status of the livestock and that the livestock meet all the LPA requirements.

How do I order LPA NVD Waybills?

Visit the web site www.mla.com.au/lpa and select the link "Order LPA NVD Waybills" or call 1800 683 111 option 1.

How long does it take to receive my order?

Your order should arrive within 28 days of payment. If it has not arrived within this time, please contact either lpa@mla.com.au or the LPA NVD Waybill hotline, 1800 683 111. LPA Administration cannot replace books after three (3) months from the date of payment.

Do I need a separate LPA NVD Waybill for each PIC?

Each NVD is pre printed with the PIC and must be used for all livestock movements associated with the pre printed PIC.

Can I photocopy LPA NVD Waybills?

NVDs have a unique serial number and are not permitted to be photocopied for re use.

Are electronic LPA NVD Waybills available? Yes.

How do I access electronic LPA NVD Waybills?

An electronic version of the LPA NVD Waybill is now available through the "Producer eDEC" program. This program can be downloaded from your LPA User Profile. Each bundle of 20 tokens (equivalent to a hard copy book of 20 LPA NVD Waybills) is 40% cheaper than a LPA NVD Waybill book.

Are there emergency LPA NVD Waybills?

Yes. It is linked to unfulfilled LPA NVD Waybill orders (eg. where the producer is awaiting receipt of an LPA NVD Waybill order). It is available at any time to online users and accessible during business hours via the LPA hotline 1800 683 111, Monday to Friday (9.00 am to 5.00 pm EST).

When should I Update the LPA database?

Any time your information changes. (eg. the PIC is amalgamated, the property is sold, contact or address information changes).

How can I order more LPA NVD Waybills?

Ordering of LPA NVD Waybills is via the LPA web site or by phoning 1800 683 111. Note: ensure that you have your LPA User ID and password available as this information is required at time of ordering. LPA NVD Waybills are printed on a per order basis, as they are personalised with the details of the accredited PIC. Serial numbers for LPA NVD Waybills will be recorded against each PIC to maintain full traceability. An electronic version of the LPA NVD Waybill is now available through the "Producer eDEC" program. This program can be downloaded from your LPA User Profile. Each bundle of 20 tokens (equivalent to a hard copy book of 20 LPA NVD Waybills) is 40% cheaper than a purchased LPA NVD Waybill book. It would be a good idea to order ahead by a few weeks to allow adequate time to receive your new LPA NVD Waybills. Alternatively you could use the Producer eDEC program to generate NVDs at any time.

Can producers that are not part of LPA use LPA NVD Waybills?

No. Access to LPA NVD Waybills is limited to LPA accredited PICs.

I already have an industry quality assurance program in place. Will I need to become accredited under the LPA scheme?

LPA Accreditation is a pre-requisite requirement in industry quality assurance programs such as CATTLECARE, Flockcare, and the National Feedlot Accreditation Scheme (NFAS).

How long do I have to keep my records?

Records will need to be maintained for audit purposes (including copies of the LPA NVD Waybill, Edition 1) for a minimum period of two years (3

years in WA) or for the currency of the document if longer than two years or for the life of the livestock, unless there is a longer period required by state legislation.

What if I have several properties and multiple PICs?

LPA NVD Waybills will be serial numbered and you should receive LPA NVD Waybills for each property that has a PIC. Contact LPA administration if you did not receive the correct LPA NVD Waybills for your properties (email: lpa@mfa.com.au or phone 1800 683 111).

What if I have other species and haven't received the LPA NVD Waybills (eg I have cattle, but have only received sheep LPA NVD Waybills)?

Simply contact the LPA Administration on 1800 683 111 and supply them with the details of your PIC and species and place an order for the LPA NVD Waybill book.

Do I have to fill out the LPA NVD Waybill for stock being agisted on another property?

Yes, if it involves a movement of livestock from one PIC to another PIC. The LPA NVD Waybill applies to all livestock movements from one PIC to another PIC or destination, irrespective of the purpose of moving the stock. Note: Prior to placing livestock on agistment it is important that you ensure that the agistment PIC is LPA accredited prior to movement of livestock. It is also important to negotiate access to an LPA NVD waybill for the agistment PIC as part of your contractual arrangements.

Do I need to use the LPA record templates?

Most producers have their own system in place already, so there is no standard record book required. However, this *Guide* includes examples of standard records you can use, should you require them. Record templates can be downloaded from the LPA website: (www.mla.com.au/lpa) and select **Record keeping**.

Part B: How to meet LPA requirements

Part B is your working guide to meeting LPA requirements. It provides more detail on LPA requirements and has been designed so you can work through these requirements, reviewing what you have in place already and identifying anything you might need to do.

Important!

- Part B is a guide only. If you already have the information listed, you do not need to do anything further. It will just be a review for you.
- The guidelines are kept broad to try and cover most situations. They do NOT include every possible scenario of what a producer must do to comply with the LPA elements. All producers should assess their own situation to identify and manage risks to food safety.
- A complete copy of the LPA elements, associated standards, performance indicators and performance checklist is available free from the LPA Administration or the LPA web site.

How do I use Part B?

This is the practical section - it provides a guide to meeting LPA requirements. You will need to spend time going through this section in detail.

For many producers, you will find you are already meeting the outcomes either as suggested here or by some similar method. Alternatively, you may find you are doing the things identified but do not have the necessary evidence to demonstrate them - in which case the 'Keep evidence of what you did' and 'Prepare for an audit' sections under each LPA element will provide further guidance. Other producers may need to put in place new practices or records on-farm, but these should be very simple.

In all cases, **how** you keep the information is up to you. You can use these guidelines to check you have the information in place.

Whichever category you fall into, the guidelines in this section will help you identify what you need to do.

To check you meet the LPA elements:

Refer to the information for each of the five elements below:

- **Review what you need to do.** Complete the self-check in the left hand column and determine whether this is relevant to your operation.
- Check the **practical ways** you can meet what the element requires and complete the self-check in the left hand column.
- Look at the **'Keep evidence of what you did'** (records). Examples of forms and LPA NVD Waybills are provided at the end of this section for your reference.
- The **'Prepare for an audit'** section enables you to consider some of the questions an auditor may ask if you are selected for a random audit.

When completing the self-check, use...

- ✓ to indicate you already comply
- to indicate you need to implement something in order to comply with the requirement
- "?" to indicate you are unsure and should seek further information (refer to the contacts section)
- "NA" to indicate this requirement is not relevant to your operation



Element 1: Property risk assessment

- 1** Outcome: On Farm systems have been implemented to minimise the risk of livestock being exposed to sites that are unacceptably contaminated with organochlorine or other persistent chemicals.

Review what you need to do

Self-check

✓, ✗, ? or NA **What you need to do**

- Have persistent chemicals been used on your property in the past?
If you think you may have had chemicals used in the past, complete the rest of the self-check for Element 1.
- Identify all the sites on your property which are or might be contaminated.
- Ensure livestock do not have access to sites of concern.
- Manage the animals which have been potentially exposed to the site(s) of concern.
- Document the findings of the Property Risk Assessment.

Practical ways to implement the elements

Self-check

✓, ✗, ? or NA

Examples of how to demonstrate compliance

(Practical things you can do on your property to meet the element outcome)

- Mark on a property map suspect areas such as:
 - old yards and dip sites
 - treated yards
 - old rubbish dump sites
 - treated power poles
- Conduct soil tests for any sites of concern.
- Conduct animal fat tests for suspect sites where animals are fed intensively, such as feedlots or weaning yards.
- Using the test results determine whether livestock can be allowed access to various parts of your property.
- Complete the Property Risk Assessment Proforma and file for future reference/audit.

Part B: How to meet LPA requirements

- Isolate contaminated sites to deny stock access. Erect 'restricted access' signs if people could inadvertently let stock in.
- Store persistent chemicals in a place where livestock cannot gain access.
- Clearly identify livestock which may have gained access to restricted areas. Keep records on these animals to make sure they cannot be accidentally sent for slaughter until it is safe (eg get the animals tested or comply with the withholding period or export slaughter interval).

Keep evidence of what you did

Examples of records you may need to keep are:

- A map of your property indicating potentially contaminated sites or sources of contamination (if applicable).
- Soil and animal fat tests results (if applicable).
- The identification and management of animals that may have been exposed to contaminated sites (if applicable).
- A recent printout of your Property Residue Status from your local Department of Agriculture (one way of proving the outcome is met).
- Records available for animals which may have been exposed to persistent chemicals (one way of proving the outcome is being met).
- For any exposed animals, a letter of clearance from state authority.
Copies of LPA NVD Waybills for any exposed animals that have been sold or transferred.
- Copy of the documented Property Risk Assessment.

Prepare for an audit

Keep the records which provide evidence.

Examples of questions an auditor may ask you:

- How do you ensure livestock do not have access to suspect areas or persistent chemicals?
- Where/how do you keep persistent chemicals?
- How do you identify animals which you know have had access to a suspect area?
- Have you completed and documented the Property Risk Assessment?



Element 2: Safe and responsible animal treatments

2

Outcome: On Farm systems have been implemented to ensure that animal treatments are administered in a safe and responsible manner to minimise the risk of chemical residues and physical hazards in livestock intended for human consumption.

Review what you need to do

Self-check

✓, ✗, ? or NA **What you need to do**

If you do not use any chemical treatments on your stock, go straight to Element 3.

- If you use any chemical treatments on your stock, complete the rest of the self-check for Element 2.
- Only allow people who are trained and/or competent to administer animal treatments.
- When treating animals, use only legal directions (eg as written on the label) and/or written directions from the vet.
- Store chemicals in a secure place and use recommendations on the label.
- Keep sufficient records so that treated livestock can be traced. Records could include the following information:
 - Treatment date
 - Animal/Mob ID
 - Chemical/drug used
 - Dosage given
 - Withholding period (WHP) and/or Export Slaughter Interval (ESI)
 - Date of expiry of the WHP and/or ESI
 - Batch number and Expiry date
- Ensure management systems are in place to prevent cross – contamination between treated and non-treated animals (e.g. cross contamination through urine or milk).
- Ensure you have access to a copy of the current ESI listing which is available on the following web site (www.apvma.gov.au/ESI).

Practical ways to implement the elements

Self-check

✓, ✘, ? or NA Examples of how to demonstrate compliance

- Any person on your property handling veterinary chemicals must be competent in administering veterinary chemicals to livestock.

Ways to show competence include:

(a) For those using chemicals, evidence of completion of a recognised chemical user's course (if applicable).

(b) Being supervised by someone holding a current chemical user's certificate.

OR

(c) Being able to show competency to an auditor.

(Tip: Chemical user courses are readily available in all states. Contact your veterinarian or State Department of Agriculture for details.)

- Read all labels and apply the animal treatment using those directions or written veterinarian directions.
- Ensure that any equipment used to administer or measure chemicals actually delivers the correct dose (for example, if the measuring levels have worn off through extended use, you may not be delivering the right dose). Check the equipment works correctly before using it.
- Thoroughly clean all equipment utilised in the administration of animal treatments after each use (eg. application equipment, buckets, utensils etc) and prior to reuse.
- Prevent cross contamination between treated and non-treated animals (e.g. through urine or milk).
- Administer veterinary chemical injections in the neck (unless site specific).
- Record if livestock have an adverse reaction to a treatment.
- Store chemicals in a secure area so there is no risk of livestock contact.
- Store treatments as indicated on the label. (Some treatments have specific storage requirements eg. refrigeration).
- Dispose of chemicals with an expired use-by date as recommended on the label.
- Keep and use a copy of the latest WHP/ESI listing (available from www.apvma.gov.au/ESI or within your LPA NVD Waybill booklet). Where a WHP or ESI is not available make additional enquiries with the chemical company and note the recommendation.

- Keep records on treated livestock (refer to example 'Records' at the end of this section).
- Permanently identify any livestock that have broken needles.
- Keep and refer to a copy of the latest WHP/ESI listing. Where a WHP or ESI is not available, make additional enquiries with your vet or contact MLA.
- If selling livestock, advise the buyer of treatment details of livestock (including if cattle require tick treatment during transport). This information can be completed on the LPA NVD Waybill.

Keep evidence of what you did

Examples of records you may need to keep are:

- For those using veterinary chemicals, evidence of completion of a chemical users course (if applicable).
- A diary note when equipment utilised for the treatment of livestock is cleaned after use.
- Animal treatment details (see example record at the end of this section for what information should be kept).
- A copy of the latest WHP/ESI list.
- Note of animals that may have been purchased while still within a WHP/ESI period.
- Written authorisation and directions for any off-label use of chemicals or drugs.

Prepare for an audit

Keep the records which provide evidence.

Examples of questions an auditor may ask you:

- Can you demonstrate your competence using veterinary chemicals?
- What steps do you follow when you treat animals with a veterinary chemical?
- How do you ensure treated livestock, still within their WHP or ESI, are not sold for slaughter for human consumption.

Examples of what an auditor may look at:

- Inspection of equipment used in the treatment of livestock.
- Inspection of storage method. No 'expired' or 'out of date' chemicals or drugs are kept.



3

Element 3: Fodder crop, grain and pasture treatments and stock foods

Outcome: On Farm systems have been implemented to manage the exposure of livestock to foods containing unacceptable chemical contamination to minimise the risk of chemical residues in livestock and to eliminate the risk of animal products being fed to ruminant livestock intended for human consumption.

Review what you need to do

Self-check

✓, ✗, ? or NA What you need to do

If you are certain your fodder crop, grain, pasture or stock feeds, including purchased feeds, have not been treated with chemical products go straight to Element 4.

- If your fodder crop, grain, pasture or stock feeds, including purchased feeds, have been or potentially could have been treated with chemical products, complete the rest of the checklist for Element 3.
- Only allow people who are trained and/or competent to apply chemical treatments.
- Apply all chemicals legally using label directions (and/or relevant approvals if you have them).
- Store chemicals in a secure place and use recommendations on the label.
- Ensure livestock are not exposed to feed with unacceptable chemical residues. This includes possible exposure through the feeding of milk from treated cows.
- Do not feed animal products to livestock (eg meat and bone meal).
- Ensure management systems are in place to prevent cross – contamination between treated and non-treated stock feeds (e.g. cross contamination through use of feed mixing utensils).
- Keep sufficient records so the chemical status of fodder crops, grain, pasture, and introduced stockfeed can be traced.
- Records of on-farm treatments could include the following information:
 - Treatment date
 - Location/size/quantity of treatment
 - Chemical/drug used
 - Application rate and method
 - Withholding period (WHP)
- Records of introduced stock feeds could include the following information:
 - Date received
 - Stockfeed description
 - Supplier/origin
 - Residue analysis (if obtained)

Practical ways to implement the elements

Self-check

✓, ✘, ? or NA Examples of how to demonstrate compliance

- For those using chemicals, evidence of completion of a recognised chemical user's course (if applicable). Any person on your property handling agricultural chemicals must be competent in administering chemicals. Review as for Element 2, but thinking about agricultural instead of veterinary chemicals.
- Ensure that any equipment used to apply or measure chemicals delivers the correct amount of chemicals. Use an accurate measuring device and do not estimate quantities. Check that the application equipment works correctly and is clean before using it.
- Only use legally approved chemicals and use them in accordance with label directions.
- For storage of chemicals, review as for Element 2, thinking about agricultural instead of veterinary chemicals.
- Keep a farm map or list of treated paddock areas and any contaminated sites/facilities and ensure livestock do not have access if there is a risk of contamination.
- Treated paddocks may be identified with signs.
- Where a WHP is not available make additional enquiries with the chemical company and note the recommendation and or review relevant information on the APVMA web site (apvma.gov.au/pubcris).
- When receiving introduced stockfeed, ensure it comes with a Commodity Vendor Declaration (CVD), which indicates there is minimal risk of contamination. If you do not receive a CVD with your stockfeed ask for one. The Commodity vendor declaration program can be downloaded from the LPA website: www.mla.com.au/lpa and select **Vendor declarations** on left menu.
- If you're not sure of the chemical residue status of stockfeed, do not provide it to livestock until you can prove it is clear (eg get the feed tested).
- Identify treated feed storage facilities or treated feed product by signage.
- Thoroughly clean all feeding equipment after each use.
- Keep records on agricultural treatments, including spray drift as well as introduced stockfeed. (Refer to the example records at the end of this section for example.)
- Identify livestock that may have accessed treated paddocks or contaminated feed. This can be by any method that works for you (eg a unique coloured ear tag, or by segregating from other non-contaminated livestock).
- Do not purchase and use feed that contains any form of animal products (unless you have an approved exemption). For a list of banned animal products in feed, contact your local state department of agriculture.

Part B: How to meet LPA requirements

Keep evidence of what you did

Examples of records you may need to keep are:

- For those using chemicals, evidence of completion of a recognised chemical user's course (if applicable).
- Fodder crop, grain and pasture and stock foods treatment details (see example record at the end of this section for what information should be kept).
- Commodity Vendor Declaration for introduced/purchased feeds.
- Origin of purchased feedstuff (eg invoice).
- Identification of animals fed or grazed on purchased feeds or treated crops or pastures (if applicable).
- A copy of the latest WHP obtained from the label and or the APVMA web site (apvma.gov.au/pubcris).
- Chemical approvals if required.
- Farm map or list of treated areas (if applicable).
- Stockfeed test analysis if conducted.

Prepare for an audit

Keep the records which provide evidence.

Examples of questions an auditor may ask you:

- Can you demonstrate competence of people using agricultural chemicals?
- What is your process for using agricultural chemicals?
- How do you prevent livestock accessing treated paddocks (eg still within the grazing WHP)?
- How do you identify and manage livestock that have accessed treated paddocks or contaminated feed?
- Do you have any animal products or waste on site and if so what do you do with it?

Examples of what an auditor may look at:

- Inspection of equipment used.
- Inspection of any treated feed storage areas.
- Inspection of storage method. No 'expired date' chemicals are kept.



4

Element 4: Preparation for dispatch of livestock

Outcome: On Farm systems have been implemented to ensure that the selected livestock are fit for transport and that the risk of stress and contamination of livestock during assembly and transport is minimised.

Review what you need to do

Self-check

✓, ✗, ? or NA **What you need to do**

- Muster, assemble and transport livestock so that there is minimal contamination and stress on the animal.
- Management practices ensure that minimum requirements for the fitness for travel of young calves destined for sale or slaughter are in accordance with the Declarations made on the Bobby Calf LPA NVD at all times.

Practical ways to implement the elements

Self-check

✓, ✗, ? or NA **Examples of how to demonstrate compliance**

- Only select animals that are in a condition fit for travel. No sick or injured animals should be consigned.
- When transporting, inspect the vehicle for cleanliness and ensure the construction of multi-level trucks minimises soiling of livestock on the lower deck (eg waste from the top level is drained away from animals on the lower level).
- Meet curfew requirements, unless a customer specifies otherwise:
 - Cattle destined for slaughter have at least six hours curfew before departure
 - Sheep/goats destined for slaughter have at least 12 hours dry curfew.
- Where possible use a quality assured transporter (eg Truckcare accredited).
- If you have received complaints from processors or purchasers regarding excessive soiling of livestock, act on it (eg find out the cause of the contamination and prevent it from happening again).
- Ensure that all calves described on Bobby Calf LPA NVDs have been prepared for transport in accordance with the following provisions at all times: Calves are (a) in their 5th day of life or older; (b) have dry, withered navel cords; (c) have been fed within 6 hours prior to delivery to the point of sale or collection; (d) over 23 kg live weight; and (e) fit and strong enough to be transported for sale or slaughter. Note: The above requirements are as stated on the C0309 version of the Bobby Calf NVD.

Part B: How to meet LPA requirements

Keep evidence of what you did

Examples of records you may need to keep are:

- Copies of the LPA NVD Waybill and Transport records.
- Name of transport operator and the vehicle registration number.
- Date and time of yarding and truck departure.
- Records of feedback/complaints from processors or purchasers and any actions taken.
- For bobby calves, records need to be maintained to demonstrate that compliance to the fitness for transport provisions including for example that bobby calves are in in their 5th day or older; and that calves have been fed within six (6) hours of transport.

Prepare for an audit

Keep the records which provide evidence.

Examples of questions an auditor may ask you:

- How do you respond to and act on feedback from processors or purchasers on the condition of your livestock presented for slaughter?



5

Element 5: Livestock transactions and movements

Outcome: A system has been implemented to enable traceability of the current status of all livestock with respect to treatment or exposure to relevant food safety hazards for all livestock movements between livestock production enterprises including to slaughter and live export.

Review what you need to do

Self-check

✓, ✗, ? or NA **What you need to do**

- Use an LPA NVD Waybill for each transaction and movements between PICs.
- Identify and keep records of livestock purchased, sold and moved to other properties.
- Records of purchased stock could include the following information:
 - Date of purchase/introduction
 - Vendor's name and address or PIC
 - Description of livestock
 - Name of selling agent (if applicable)
- Records of sold or dispatched stock could include the following information:
 - Date of sale/transaction/movement
 - Purchaser's or selling agent's name
 - Description of livestock
 - Name of transport operator and vehicle registration (if applicable)

Note: Keeping the LPA NVD Waybill satisfies this requirement.

Practical ways to implement the elements

Self-check

✓, ✗, ? or NA **Examples of how to demonstrate compliance**

- LPA NVD Waybills are to be used for every livestock movement from one PIC to another PIC or destination. This includes all sales and purchases as well as movements from your property (whether it be to slaughter, another property, for agistment, saleyard or other movement).
- LPA NVD Waybills must be accurately completed and a copy kept on file.

(Tip: LPA NVD Waybills are an important record of compliance with LPA . Because the LPA NVD Waybill is printed in triplicate, make sure you keep the bottom (Pink) sheet).
- Identify livestock using individual or mob identification as appropriate.
- Keep records of purchased/introduced livestock (refer to example 'Records' at the end of this section).
- Keep records of dispatched livestock (refer to example 'Records' at the end of this section).
- Review the chemical residue status of all animals before dispatch.

Keep evidence of what you did

Examples of records you may need to keep are:

- Records of purchases and sales.
- Copies of LPA NVD Waybills (checked for accuracy and compared to treatment records to ensure compliance with WHP/ESI).
- LPA NVD Waybill serial number for livestock purchases, sales and property-to-property transfers.
- Vendor's name and address and PIC.
- Livestock details (see example form for what information should be kept).
- Note of animals that may have been purchased while still within a WHP/ESI period.

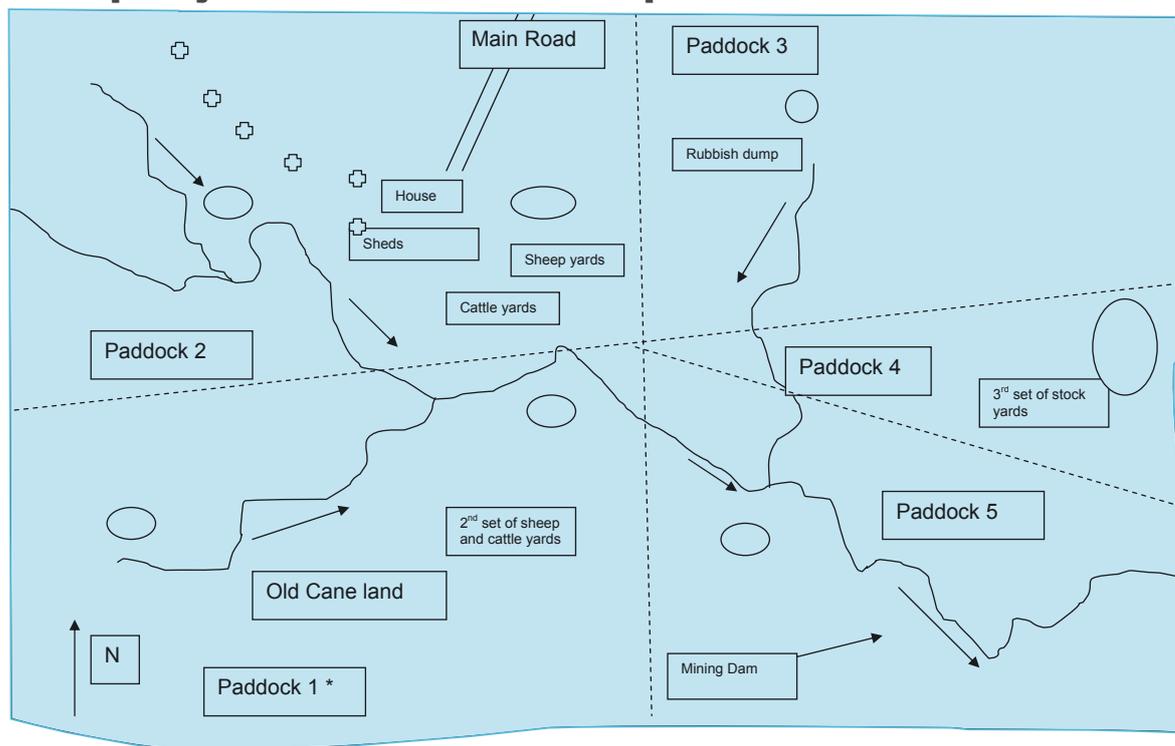
Prepare for an audit

Keep the records which provide evidence.

Examples of questions an auditor may ask you:

- How do you identify animals to ensure that they can be traced and adequate records kept to ensure the accuracy of your LPA NVD Waybill?

Example Property Risk Assessment Map



Fence lines (dashed) and paddock numbers
 Run off direction and creek flows →
 Dams ○
 Road access to property ———
 Suspect paddock - old treated cane land - Paddock 1
 Power poles - ⊕

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Example Property Risk Assessment - contaminated sites

Possible contaminated site (refer to property map)	Reason or risk identified	Results received (soil or fat samples)	Description of how site is managed to eliminate the risk of livestock contamination
Rubbish dump	Old chemical drums, batteries	Soil sample: Dieldren 0.20 mg/kg BHC 0.40 mg/kg	Rubbish dump fenced out 2005.
Stock yards	Plunge dip Timber yards treated for termite control	NA	Cattle and Sheep yards – plunge dip no longer in use and section of yards not used. Aware of timber yards treated for termite control.
Sheds Machinery sheds Machinery	Sump oil and old batteries Timber treated for termite control Hydraulic oil on machinery	NA	Sheds – have area where old batteries and sump oil placed, fenced 2007 and also contains washed chemical drums. Aware of timber sheds treated for termite control. Aware of Machinery with oil leaks and endeavour not to leave machinery in paddocks where stock are.
Power poles	Organochlorine ground treated poles.	Soil sample: Dieldren 0.60 mg/kg	Power Poles – to house and sheds are pre 1987 Organochlorine ground treated poles. Old pole removed from paddock.
Mining dam	Possible heavy metals		Stock not allowed access to dam. Stock in paddock must be on clean feed for 60 days before they can be considered for slaughter.
Paddock 1 Old cane paddock	Paddock 1 OC treated cane paddock.	Soil sample: DDT 0.15 mg/kg	Sale cattle restricted access. Stock in paddock must be on clean feed for 60 days before they can be considered for slaughter.

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Record keeping example: Livestock treatment record

Treatment Date	Description or Animal ID No. or (livestock/herd/mob/flock)	No. of stock	Location of the Animal/Stock	Product Trade Name	Batch No.	Expiry date	Dose rate and approx. live weight.	Dipping/ Jetting etc ml/l or l/100l etc	WHP/ ESI (days)	*Date safe for Slaughter
22/10/2003	Back gully cows	50	Back gully	Taktic	1223456T	1/12/03		100g/200l	nil	22/10/2003
22/10/2003	Blue tag - 097	1	Yard Pdk 1	BOMACILLIN LA PENICILLIN INJECTION	123456P	9/11/03	50ml 420kg		30 days	22/11/2003

Veterinary chemical product details must be recorded within 48 hours of use.
 Note: This form will meet Livestock Production Assurance (LPA) and State record keeping requirements.

WHP = Withholding Period
 ESI = Export Slaughter Interval
 *To calculate, add the WHP or ESI number of days to the last treatment date. (if there no ESI use WHP)

Summary of LPA Sanctions

Background

Livestock Producers that wish to use National Vendor Declarations (NVDs) displaying the LPA trade mark may apply for Full Accreditation under the Livestock Production Assurance (LPA) program.

By applying for Full Accreditation, each Producer agrees to comply with its obligations under the LPA Rules (Rules) and the LPA Standards (Standards). These obligations include:

1. Ensuring that the LPA food safety requirements are being met;
2. Providing independent auditors with access to its livestock management records;
3. Using LPA NVD Waybills for all livestock transactions and movements between different properties; and
4. Ceasing to use the LPA trademark if the Producer does not meet its obligations under the LPA program.

What are the LPA sanctions?

A complete description of the LPA sanctions is set out in the LPA Rules. These sanctions describe the process by which the LPA will deal with instances where a Producer is found to be in breach of its obligations under the Rules or the Standards.

A non-conformance with the Rules or the Standards may be categorised as minor, major or critical, depending on the nature of the non-conformance and the effect it may have on food safety or the integrity of the LPA program or the Australian meat and livestock industry. A Producer may be required to participate in additional audits to ensure that a non-conformance has been addressed. If additional audits are required, a Producer may be required to pay the cost of each audit.

Critical non-conformance

A critical non-conformance will be recorded on a Critical Incident Report (CIR). A CIR may be issued if, among other things, a non-conformance impacts on the integrity of the Australian meat and livestock industry or the LPA, compromises the Rules or the Standards or jeopardises food safety.

If a CIR is issued, a Producer's accreditation may be suspended until the producer is able to demonstrate that the non-conformance has been addressed. If the issue has not been satisfactorily addressed, a Producer may be issued with a Show Cause Notice and asked to give reasons as to why the LPA accreditation should not be withdrawn.

Major non-conformance

A major non-conformance will be recorded on a Corrective Action Request (CAR). A CAR may be issued if, among other things, a non-conformance has the potential to compromise food safety or affect the integrity of the Australian meat and livestock industry or the LPA program. A Producer will be required to correct a non-conformance within a specified period of time.

In the event that a Producer is suspended or has its accreditation withdrawn, it must immediately cease using the LPA trade mark, including any LPA NVD Waybills displaying the LPA trademark.

What happens if a Producer disagrees with a sanction?

If a Producer does not agree with a sanction which is imposed, it may lodge an appeal in accordance with the LPA Rules.

Full details of the sanctions process, including the appeals process, are set out in the LPA Rules which are available on the LPA web site at www.mla.com.au/lpa and selecting **Standards** or by phoning 1800 683 111.

Animal fat test	A test undertaken to determine if any chemical residues are stored in the fat deposits of a carcass.
APVMA	Australian Pesticides and Veterinary Medicines Authority. The APVMA is an Australian government statutory authority established in 1993 to centralise the registration of all agricultural and veterinary chemical products into the Australian marketplace. Previously each State and Territory government had its own system of registration.
Audit	A review process where records and procedures are checked to ensure that necessary requirements are being met.
Assurance	To provide some guarantee.
Bobby calf	A calf not accompanied by its mother and under the age of six weeks.
Brands	A registered identifying mark, (either numerical, sign or character) permanently imprinted on an animal, of which an ownership is empowered.
CATTLECARE	An on-farm quality assurance program for cattle that involves a series of checks to assure the right steps are taken to supply meat of the quality demanded by markets. CATTLECARE is an initiative of the Cattle Council of Australia.
Chemical user's certificate	The accreditation given to a person deemed competent in administering veterinary and using agricultural chemicals.
Commodity Vendor Declaration (CVD)	A declaration of the residue status of stockfeed and details of any chemical treatments that have been applied to the feed. The CVD program is a suite of stock feed declarations including by-products and commodities and fodder (hay and silage).
Critical non-conformance	Where requirements are not met and the breakdown could have a serious effect on the integrity of the LPA system and the Australian livestock industry.
Curfew	A specified period of time without feed before travel.
Desk audit	A review of information and documents supplied to an auditor. The desk audits for LPA will be undertaken off-farm.
Document review	See Desk audit.
Environmental Management System (EMS)	A quality system specifically aimed at addressing environmental issues.
Export Slaughter Interval (ESI)	The period of time that must elapse between treatment of an animal with a veterinary drug or other chemical and sending the animal to slaughter for export.
Flockcare	An on-farm Quality Assurance (QA) system for sheep designed to demonstrate commitment to QA, taking into account food safety, chemicals and residues, animal health, husbandry and welfare and preparation, presentation and transport. Flockcare is an initiative of the Sheepmeat Council of Australia.
Full accreditation	The official recognition given to producers who can confirm their on-farm systems meet the basic elements listed in LPA.

Letter of clearance	A statement issued by a State Authority indicating that any animal/s that may have been exposed to areas contaminated with organochlorines or other persistent chemicals are free of any residue.
LPA Administration	An industry appointed body which administers the LPA program. An industry committee will oversee the operations including implementing the LPA sanctions policy.
LPAAC	LPA Advisory Committee. The committee that maintains the rules and standards and oversees the administration of the LPA program and implementation of the sanctions policy.
LPA NVD	LPA National Vendor Declaration The industry preferred food safety declaration that accompanies cattle, sheep and lambs, goats and bobby calves for sale and or slaughter.
Livestock movements	The transfer of livestock from one place to another, not necessarily involving a sale or purchase ie livestock transaction.
Livestock transactions	The sale or transfer of livestock ownership.
National Feedlot Accreditation Scheme (NFAS)	An industry quality assurance scheme for cattle feedlots for which the lot feeders maintain responsibility.
Non-conformances	Where the requirements of the LPA standards are not met.
Not Accredited registration	The status producers automatically reach once they register with LPA. Producers then confirm their on-farm systems meet the basic elements before applying for full accreditation.
Organochlorine chemicals	Organic chemical compounds containing chlorine that have an insecticidal activity. Their persistence and potency pose a risk of residues in meat.
Persistent chemicals	Chemicals that remain in the environment, posing a potential residue risk to grazing cattle in both meat and milk products. A full list of persistent chemicals of concern can be obtained from the LPA Administration.
Physical hazards	Foreign material that can end up in food such as metal fragments, lead shot, broken needles, wire, glass etc.
Producer eDEC	Electronic NVD program. This program can be downloaded from your LPA User Profile by selecting the Producer EDEC button and following the prompts.
Property Identification Code (PIC)	A number issued to a property, which allows animal disease and other notifiable problems to be traced back to the property of origin of stock. The PIC relates to the property and not to the owner. One owner may have several PICs for their operation.
Property Residue Status	The category a property is allocated to in accordance with the presence of organochlorine (OC) residues on the property – this is used to minimise the risk of cattle with organochlorine residues above the maximum level being slaughtered for human consumption.
Quality Assurance (QA)	A program that is intended, by its actions, to guarantee a standard level of quality.
Risk assessment	The process of identifying and reviewing controls for threats that could cause food safety problems.



Sanctions	A penalty or punishment for non-conformances to LPA.
Site audit	A review of facilities, information and documents by an auditor. The site audit will be undertaken on-farm.
Traceability	The ability to trace the history, application or location of an item or activity by means of recorded identification. It is a key goal of the LPA program.
Truckcare	A quality assurance program for livestock transporters.
Waybill	State specific stock movement document
Withholding Period (WHP)	The minimum period that must elapse between treatment with a certain chemical and the treated animal's slaughter for human consumption in Australia.



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