Livestock Production Assurance

Farm Records

LIVESTOCK PRODUCTION ASSURANCE

Stand by what you sell.

The Livestock Production Assurance (LPA) program is the Australian livestock industry's on-farm food safety program.

It meets the stringent requirements of our domestic and export markets, providing an assurance of the safety of red meat grown on Australian farms.

LPA accredited producers need to maintain records that demonstrate compliance with LPA requirements.

This booklet contains templates which can be used to keep these records.

This Record Keeping Booklet and individual record templates are available for download on the LPA Website. Go to **www.mla.com.au/lpa**

Name _____

Date _____

PIC _____

Property/Address _____

Phone Number _____

About the LPA program and this book

The Livestock Production Assurance (LPA) program is the Australian livestock industry's on-farm food safety program. It is part of the system used by the red meat industry to meet the stringent requirements of our domestic and 100-plus export markets.

LPA accreditation is your pledge that the meat from your farm has been produced safely – it means you stand by what you sell.

This food safety guarantee supports the future growth and success of Australia's livestock producers and the industry.

When you tick the boxes on your National Vendor Declaration form, you are guaranteeing your on-farm practices meet LPA requirements, and ultimately customer expectations. Your declaration must be backed up by accurate farm records.

There are more than 200,000 participants in the LPA, which is overseen by the LPA Advisory Committee, LPAAC representatives are from key industry sectors including cattle, sheep, goat and dairy producers, processors and livestock agents.

There are five key elements producers must satisfy in order to become LPA accredited. Every LPA participant is subject to random audits.

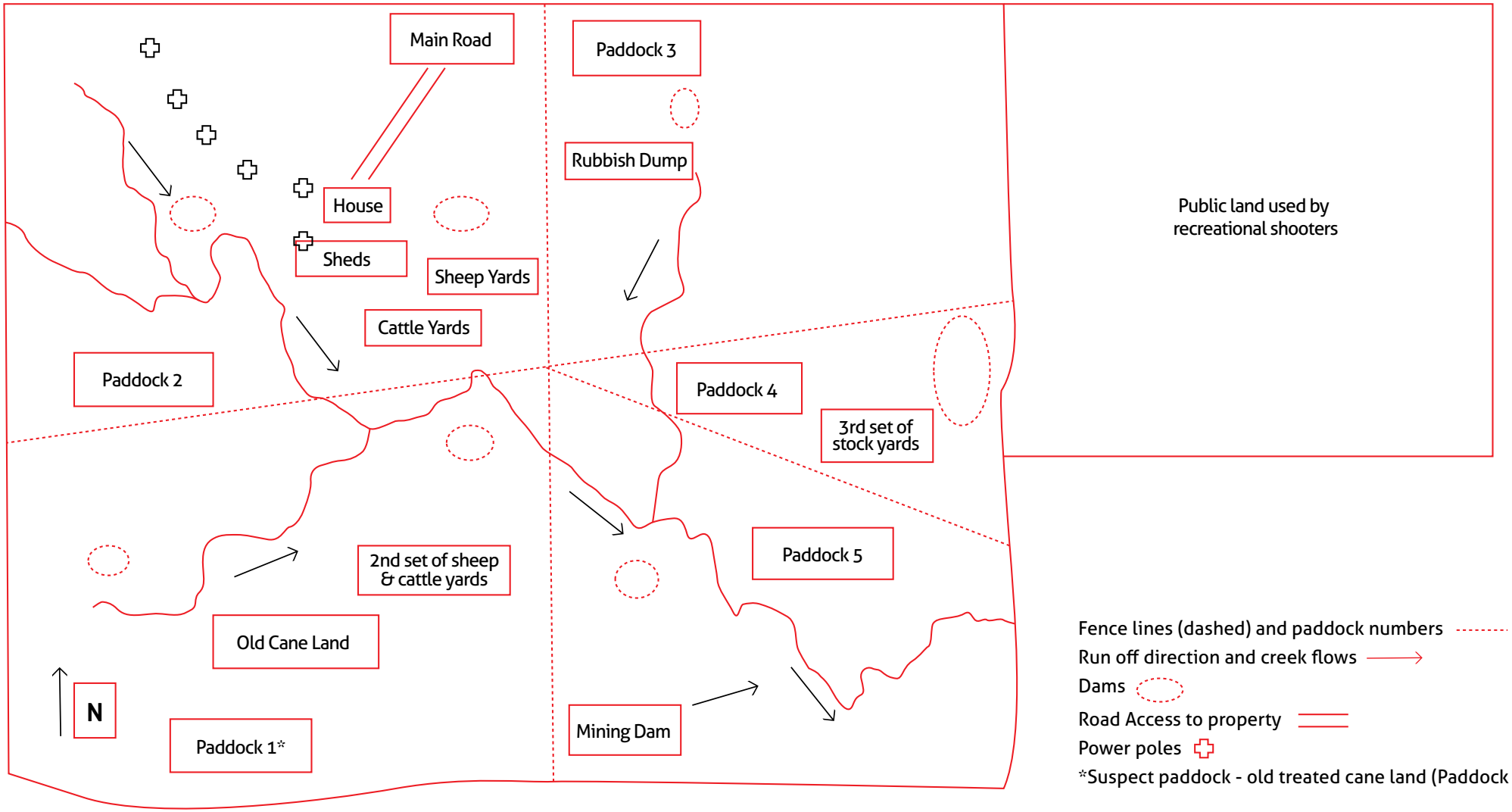
This record keeping book will assist you in keeping the records and maintaining the standards required of the LPA program. It is not a substitute for record keeping required by other assurance programs, nor is it a requirement that it be filled out to be a part of LPA. It is simply a guide that can be used to assist you in fulfilling your responsibilities as an LPA accredited producer.

Additional forms can be downloaded from www.mla.com.au/lpa

Contents

The LPA requires producers to maintain records to verify compliance. This booklet provides an example of the types of records that must be maintained. Producers may wish to use the record templates provided in this booklet or maintain/update their own system.

SECTION 1A - Property risk assessment – Example map



SECTION 1A - Property risk assessment – Example documentation

Possible risk/risk 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.
Chemical storage shed and wash down area Sheds Machinery Sheds Machinery	Sump oil and old batteries Timber treated for termite control Hydraulic oil on machinery Chemical storage and area used to clean out spray equipment	NA	Sheds - have area where old batteries and sump oil placed, fenced 2007 and also contains washed chemical drums ready for DrumMuster collection. 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 go to slaughter.
Paddock 1 Old cane paddock	Paddock 1 old 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 slaughter.
Public road/adjacent public land	Potential for physical contamination Rubbish from travellers including lead batteries	N/A	Gates locked. Areas neighboring public roads/ land checked for rubbish on a regular basis. Rubbish removed as required.
Potential physical contamination	Potential for physical contamination	N/A	Potential for physical contamination minimised by collection of all loose fencing wire/clear policy regarding the use of firearms on the property.

EXAMPLE RECORDS

SECTION 1B - Property risk assessment – Documentation

The **risk assessment** involves mapping the property for potential risk sites and recording management of such sites, to ensure a livestock producer is doing all they can to prevent unacceptable levels of persistent chemicals and physical contaminants entering the meat they produce. The risk assessment should be reviewed periodically and updated according to changes in land use and management. Responses to the risk assessment questions and the map must be documented and filed, and both made available should the property be subject to an LPA audit. Refer to LPA Factsheet 1 for more information.

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**

SECTION 1C - Property risk assessment – Map

Insert map of your property. Highlight the location of old batteries, farm rubbish tips, old painted timbers, commercial painted surfaces (eg, 200L drums), machinery and any potential chemical storage or disposal area, or land which shares a boundary with public land (e.g. roadways, railways, State Forest, National Park etc).
(refer to example risk assessment map on page 2)

SECTION 2 - Livestock treatment record

Every LPA-accredited producer must undertake to ensure that animal treatments are administered in a safe and responsible manner that minimises the risk of chemical residues and physical hazards. ***Veterinary chemical product details should be recorded within 48 hours of use.***

Treatment date	Description, Location and No. livestock.	Product trade name	Batch number**	Dose rate/dipping or jetting rate *(ml/L)* & approx. live weight	WHP/ESI *(days)*	*Date safe for slaughter	Treated by
Example entry: 22/07/2012	Back gully cows. Back gully paddock. 50	Taktic	1223456T	100g/200l	Nil	22/07/2012	John Smith
Example entry: 22/07/2012	Cull mob, tag # 4568. River paddock 1. 1	Piliguard	109876R	1ml/500kg	14	5/08/2012	Lisa Jones (vet)

EXAMPLE RECORD
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***Refer to Chemical Inventory Form for additional information on all chemicals. *** Every animal treated with a hormonal growth promotant (HGP) must also be identified with a triangular ear mark.*

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SECTION 3A - Grain and fodder (hay and silage) treatment record

LPA producers should update records every time chemicals are applied to grain and fodder to be fed to livestock.

Date of application	Silo/storage id & location	Product treated	Amount treated	Treatment Application rate and method	Treated by *(name & contact number of owner/employee/contractor)*
22/07/2012	Grain Silo 1	Sorghum	50 tonne	1L/tonne Ute pack with wand	Contractor, Grain Treatments Pty Ltd Mob: 0400 000 000

EXAMPLE RECORD

Chemicals

Product name	Chemical Rate	Batch number**	WHP/EAFI/EGI	Date safe to feed	Notes
Dichlorvos	530ml/100L of water	1098765R	7-28 Days	19/08/2012	Safety gloves and eye-wear provided. Westerly, 15km/hour
IGR Grain Protectant	1L/50L of water	5646143H	24hrs	23/07/2012	Safety gloves and eye-wear provided. Westerly, 15km/hour

EXAMPLE RECORD
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Date of application	Silo/storage id & location	Product treated	Amount treated	Treatment Application rate and method	Treated by *(name & contact number of owner/employee/contractor)*

Chemicals

Product name	Chemical Rate	Batch number**	WHP/EAFI/EGI	Date safe to feed	Notes

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SECTION 3B - Crop, pasture and paddock treatment record

LPA producers must do all they can to ensure agricultural chemicals are applied and treated correctly, and that their animals are not exposed to chemical residues.
Includes boom spraying in a whole of paddock situation, as well as spot spraying.

Date of application	Paddock id & location	Crop treated	Area treated	Treated by *(name & contact number of owner/employee/contractor)*	Treatment Application Rate *(L/ha)* and Method	Wind direction & speed *(km/hr)*
Example entry: 22/07/2012	River paddock, lot 1	Canola	400 ha	John Smith, Grain Treatments Company, Mob: 0400 000 000	Boom spray 100l/ha	Westerly, 5km/hour

Tank mix used

Product name	Chemical Rate	Batch number**	*WHP/EGI/EAFI	Date safe to harvest/ graze	Notes:
Atrazine 500 SC	3 L/ha	123456W	15 weeks	4/11//2012	Safety gloves and eye-wear provided.
Wetting agent BS 1000	1L/ha	098765T	1 week	29/07/2012	

Date of application	Paddock id & location	Crop treated	Area treated	Treated by *(name & contact number of owner/employee/contractor)*	Treatment Application Rate *(L/ha)* and Method	Wind direction & speed *(km/hr)*

Tank mix used

Product name	Chemical Rate	Batch number**	*WHP/EGI/EAFI	Date safe to harvest/ graze	Notes:

WHP = Withholding Period EGI = Export Grazing Interval EAFI = Export Animal Feed Interval
**To calculate, add the WHP, EGI or EAFI number of days to the last treatment date. (If there is nothing listed, check with manufacturer or (www.apvma.gov.au/pubcris)*
*** Refer to Chemical Inventory Form for additional information on all chemicals. *** Every animal treated with a hormonal growth promotant (HGP) must also be identified with a triangular ear mark.*

SECTION 3B - Crop, pasture and paddock treatment record

Date of application	Paddock id & location	Crop treated	Area treated	Treated by *(name & contact number of owner/employee/contractor)*	Treatment Application Rate *(L/ha)* and Method	Wind direction & speed *(km/hr)*
Tank mix used						
Product name	**Chemical Rate**	**Batch number****	***WHP/EGI/EAFI**	**Date safe to harvest/ graze**	**Notes:**	

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*** Refer to Chemical Inventory Form for additional information on all chemicals. *** Every animal treated with a hormonal growth promotant (HGP) must also be identified with a triangular ear mark.*

SECTION 3C - Livestock feeding record

Every LPA-accredited producer must undertake to minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee cattle, sheep and goats are not fed stockfeed derived from animal products in accordance with the Australian Ruminant Feed Ban.

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
			Start	Finish	
Lucerne Hay	Hay shed 1	2010 weaners	15/01/2011	16/03/2011	T Boss
Molasses	Tank 1	2010 weaners	20/12/2010	01/04/2011	T Boss

EXAMPLE RECORD
EXAMPLE RECORD

SECTION 3C - Livestock feeding record

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
			Start	Finish	

SECTION 3C - Livestock feeding record

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
			Start	Finish	

SECTION 3C - Livestock feeding record

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
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SECTION 3C - Livestock feeding record

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
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SECTION 3C - Livestock feeding record

Feedstuff Description	Storage location	Mob(s) Fed	Feeding Period		Person Responsible for Activity
			Start	Finish	

SECTION 3D - Introduced stock feed

Every LPA-accredited producer must undertake to minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee cattle, sheep and goats are not fed stockfeed derived from animal products in accordance with the Australian Ruminant Feed Ban. Producers must ensure all feed fed to stock is fit for purpose. Extra focus is required when feeding livestock any by-product stockfeeds.

Date received	Feedstuff /Amount	Origin of feedstuff	CVD* or equivalent Reference No.	Residue Analysis Certificate Available / Product Tested *(Yes / No)*	Storage location	Signed
15/01/2011	Lucerne Hay (Round), 75 bales/25 tonnes	Dubbo, NSW	3421	No	Shed 1	T Boss
15/12/2010	Molasses 2000 litres	CSR Bundaberg, QLD	658942	No	Tank 1	T Boss

EXAMPLE RECORD
EXAMPLE RECORD

**CVD = Commodity Vendor Declaration*

SECTION 3D - Introduced stock feed

Date received	Feedstuff /Amount	Origin of feedstuff	CVD* or equivalent Reference No.	Residue Analysis Certificate Available / Product Tested *(Yes / No)*	Storage location	Signed

**CVD* = Commodity Vendor Declaration*

SECTION 3D - Introduced stock feed

Date received	Feedstuff /Amount	Origin of feedstuff	CVD* or equivalent Reference No.	Residue Analysis Certificate Available / Product Tested *(Yes / No)*	Storage location	Signed

**CVD* = Commodity Vendor Declaration*

SECTION 3D - Introduced stock feed

Date received	Feedstuff /Amount	Origin of feedstuff	CVD* or equivalent Reference No.	Residue Analysis Certificate Available / Product Tested *(Yes / No)*	Storage location	Signed

**CVD* = Commodity Vendor Declaration*

SECTION 4 - Preparation of livestock for dispatch

Every LPA-accredited producer must undertake to ensure livestock are fit for transport and minimise the risk of stress and contamination of livestock during assembly and transport. ***All livestock must be NLIS identified in accordance with relevant statutory requirements at all times.***

Date	No. of livestock	Description *(breed, sex and age)*	Date & time of yarding	Date and time of dispatch	Comments
2/8/12	6	Friesian bobby calves. Mixed sex. Minimum 5 days old.	28/7/12 4.30pm	2/8/12 10am	Pen 5, met the animal welfare conditions as per bobby calf NVD explanatory notes.
16/11/12	12	HFRD x FRS cows, 8-9 years old.	16/11/12 8am	16/11/12 2:30pm	Hill paddock. Access to water only in yards. All fit to load.

EXAMPLE RECORD
EXAMPLE RECORD

SECTION 4 - Preparation of livestock for dispatch

Date	No. of livestock	Description *(breed, sex and age)*	Date & time of yarding	Date and time of dispatch	Comments

SECTION 4 - Preparation of livestock for dispatch

Date	No. of livestock	Description *(breed, sex and age)*	Date & time of yarding	Date and time of dispatch	Comments

SECTION 4 - Preparation of livestock for dispatch

Date	No. of livestock	Description *(breed, sex and age)*	Date & time of yarding	Date and time of dispatch	Comments

SECTION 5A - Livestock purchases and movements record (bringing livestock onto the property)

Every LPA producer must keep sufficient records, to enable the traceability of stock purchased and introduced onto the property. It is the responsibility of the receiver of livestock to ensure the NLIS database is updated to reflect all movements onto your PIC. Where livestock are purchased through a saleyard this activity will have been undertaken by the livestock agent/saleyard operator. ***You could file a copy of each of your LPA NVDs or Post Sale Summaries rather than complete this form***

Date	NVD Serial No.	No. of stock & destination paddock	Breed	Sex	Vendor name/address/ PIC	Notes
23/07/2012	12345	120 Creek Paddock 1	Angus	Heifers	John Smith, Cattle Creek, Texas, Qld QCHT0987	Purchased ex saleyard
25/07/2012	10987	80 Hill Paddock 2	Angus-Hereford	Steers	Max Mate, Clearview, Toowoomba, Qld ABCT1234	Purchased property direct

EXAMPLE RECORD
EXAMPLE RECORD

SECTION 5A - Livestock purchases and movements record (bringing livestock onto the property)

Date	NVD Serial No.	No. of stock & destination paddock	Breed	Sex	Vendor name/address/ PIC	Notes

SECTION 5A - Livestock purchases and movements record (bringing livestock onto the property)

Date	NVD Serial No.	No. of stock & destination paddock	Breed	Sex	Vendor name/address/ PIC	Notes

SECTION 5A - Livestock purchases and movements record (bringing livestock onto the property)

Date	NVD Serial No.	No. of stock & destination paddock	Breed	Sex	Vendor name/address/ PIC	Notes

SECTION 5B - Livestock sales and movements record (moving livestock off the property)

Every LPA producer must keep sufficient records, to enable the traceability of stock sold or moved off the property. All livestock must be NLIS identified in accordance with relevant statutory requirements at all times. ***You could file a copy of each of your LPA NVDs rather than complete this form***

Date	NVD Serial No.	No. of stock /Paddock of Origin	Breed	Sex	Destination
11/9/11	123549	20 River paddock 1	Angus	Cows	Hamilton saleyards
4/1/12	45698715	15 Hills paddock 3	Angus	Heifers	PIC 3WGHL021

EXAMPLE RECORD
EXAMPLE RECORD

SECTION 5B - Livestock sales and movements record (moving livestock off the property)

Date	NVD Serial No.	No. of stock /Paddock of Origin	Breed	Sex	Destination

SECTION 5B - Livestock sales and movements record (moving livestock off the property)

Date	NVD Serial No.	No. of stock /Paddock of Origin	Breed	Sex	Destination

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Date	NVD Serial No.	No. of stock /Paddock of Origin	Breed	Sex	Destination

SECTION 6 - Chemical inventory

Keeping a record of all agricultural chemicals and veterinary drugs bought onto your farm will assist in satisfying the five key elements of the LPA program. Veterinary Chemicals – includes all vaccines and husbandry chemicals. Agricultural Chemicals – includes all paddock, crop, storage chemicals

This inventory is for: *(Tick relevant column)*	**Veterinary Chemicals Only**		**Agricultural Chemicals Only**		**Combined Inventory**	

Date received	**Product name/Quantity**	**Expiry date or Date of Manufacture (DOM)**	**Batch number**	**Updated By** *(name of person)*
Example entry: 23/07/2012	Cydectin, 20L	19/04/2014	003465	
Example entry: 29/07/2012	Round-up, 100L	06/02/2012 (DOM)	00-C192A	

EXAMPLE RECORD
EXAMPLE RECORD

SECTION 6 - Chemical inventory

This inventory is for: *(Tick relevant column)*	Veterinary Chemicals Only		Agricultural Chemicals Only		Combined Inventory	

Date received	Product name/Quantity	Expiry date or Date of Manufacture *(DOM)*	Batch number	Updated By *(name of person)*

SECTION 6 - Chemical inventory

This inventory is for: *(Tick relevant column)*	Veterinary Chemicals Only		Agricultural Chemicals Only		Combined Inventory	

Date received	Product name/Quantity	Expiry date or Date of Manufacture *(DOM)*	Batch number	Updated By *(name of person)*

SECTION 6 - Chemical inventory

This inventory is for: *(Tick relevant column)*	Veterinary Chemicals Only		Agricultural Chemicals Only		Combined Inventory	

Date received	Product name/Quantity	Expiry date or Date of Manufacture *(DOM)*	Batch number	Updated By *(name of person)*

SECTION 6 - Chemical inventory

This inventory is for: *(Tick relevant column)*	Veterinary Chemicals Only		Agricultural Chemicals Only		Combined Inventory	

Date received	Product name/Quantity	Expiry date or Date of Manufacture *(DOM)*	Batch number	Updated By *(name of person)*

NOTES

LIVESTOCK
PRODUCTION
ASSURANCE

Stand by what you sell.