

HFAC REG. NO.	
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# APPLICATION FOR CERTIFICATION OF TURKEY OPERATIONS

**TO BE COMPLETED IN FULL**

GENERAL INFORMATION				
PRODUCER NAME				
FARM NAME				
FARM ADDRESS	MAILING ADDRESS (if different)			
ORGANIZATIONAL STRUCTURE (ISO §8.2.2.)	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> S-Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other (please specify) _____			
ON FARM CONTACT				
TELEPHONE NO:	FAX NO:	MOBILE NO:		
		EMAIL:		
<i>OTHER CONTACT</i>				
<i>TELEPHONE NO:</i>	<i>FAX NO:</i>	<i>MOBILE NO:</i>		
		<i>EMAIL:</i>		
MEMBER OF POOLED PRODUCT OPERATION/ PRODUCER GROUP? <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF POOLED PRODUCT OPERATION/ PRODUCER GROUP:			
List brand name(s) product is sold under				
TOTAL FLOOR SPACE (ft <sup>2</sup> )	BARN	FREE-RANGE	BOTH	TOTAL NUMBER OF HOUSES
<i>OTHER ADDRESSES USED FOR RAISING BIRDS</i> <i>(or separate postal address)</i>	1		2	
<i>FLOOR SPACE (ft<sup>2</sup>)</i>				
<i>NUMBER OF HOUSES (ACRES)</i>				
<i>TYPE OF UNIT</i>				
<i>MILES FROM MAIN UNIT</i>				
<i>MANAGED AS MAIN UNIT</i>	<i>YES    NO</i>		<i>YES    NO</i>	

*For more locations, provide the same details as above for other sites on a separate attached piece of paper.*

Total bird number:		Birds sold per annum:	
Name and address of processor <i>(complete processor information sheet)</i>			Miles from farm:
Name and address of hatchery			
Name and address of bird supplier			

# FARM QUESTIONNAIRE: TURKEYS

## 1) FLOCK BIOSECURITY POLICY

- a. Is an all-in, all-out production system used? Y N
- b. Is there any certification of the health status of the incoming chicks? Y N  
If yes, which certification? \_\_\_\_\_
- c. Do vehicles entering farm premises have access restricted to specific areas of farm? Y N
- d. Are visitors required to wear boots and other protective clothing? Y N
- e. Is visitor access restricted to specific areas of the farm, pending owner/manager approval? Y N
- f. Are all persons who work on farm informed of biosecurity measures? Y N
- g. Are work routines used that minimize disease transfer between houses? Y N
- h. Are sick birds segregated from the rest of the flock? Y N  
If yes, where? \_\_\_\_\_

## 2) FEED AND WATER

### Feed Suppliers

**Name:**

Address:

Telephone No.:

Mills Used:

**Name:**

Address:

Telephone No.:

Mills Used:

**Name:**

Address:

Telephone No.:

Mills Used:

Is feed free from all avian- or mammalian derived protein? (except eggs and egg products)	Y	N
Is feed free from growth promoters and sub-therapeutic antibiotics?	Y	N
Are feed ingredient tags available for at least one year?	Y	N
Are basic rations for each grouping of animals available for at least one year?	Y	N
Does supplier carry out any tests and/or safeguards on raw materials or finished feed?	Y	N

**Feed records retention – keep a representative ingredient tag for each ingredient used.  
Replace old tags with current tags as rations change.**

Are feeders filled manually or automatically? \_\_\_\_\_

How often are feeders cleaned? \_\_\_\_\_

Are turkeys kept on pasture?	Y	N
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If yes, is animal access to poisonous plants prevented?	Y	N
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**Commodity Feed Area**

Is feed kept covered?	Y	N
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Are storage areas cleaned between loads of feed?	Y	N
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What is the amount of feeding space **per bird**? \_\_\_\_\_

What type of feeder is used? \_\_\_\_\_

**Water**

What type of waterers do the birds have access to? \_\_\_\_\_

How many waterers of each type are in each house/pen of birds? \_\_\_\_\_

How often are waterers checked? \_\_\_\_\_

Is daily water consumption recorded?	Y	N
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How often are waterers cleaned? \_\_\_\_\_

Are waterers disinfected? Y    N

If yes, what is used: \_\_\_\_\_

Are any water filtration/purification systems used? Y    N

If yes, please list: \_\_\_\_\_

What is the primary water source for the farm? \_\_\_\_\_

Is an emergency or backup water source available? Y    N  
(e.g. 2<sup>nd</sup> well, pond, local water company, etc.)

**3) LITTER**

Is litter used? Y    N

If yes: What type? \_\_\_\_\_

Where is it stored? \_\_\_\_\_

Is litter area cleaned between loads of litter? Y    N

Supplier of litter \_\_\_\_\_

**4) FACILITIES**

Describe your housing and other facilities:

Number			
Size			
Stocking rate			
Type			
Flooring			
Manure system			

Describe any animal handling aides used (for moving birds in/out of house or catching or treating them)

When animals are housed indoors, describe facility ventilation systems.

How often are poultry checked each day? \_\_\_\_\_

Is protection for all animals provided during inclement weather? Y N  
(extreme temperatures, storms)

If yes, describe

For outdoor birds, is protection from predators (dogs, coyotes, hawks etc.) provided? Y N

**Cleaning and Disinfection Policies**

*List the compounds/products/methods used on farm to clean/disinfect:*

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**Buildings and Equipment** – *List cleaning/disinfecting procedures*

**Buildings**

- preparation
- cleaning method
- disinfection
- resting (drying)
- drains

**Equipment**

- preparation
- cleaning method
- disinfection
- resting (drying)

**5) WASTE MANAGEMENT POLICY**

a. How is litter disposed of (*check all that apply*):

- Composting
- Spread on land: How much acreage is available? \_\_\_\_\_
- Hauled off the property
- Other (list): \_\_\_\_\_

b. How is medical waste (needles, scalpel blades, medicine containers, syringes, etc.) disposed of?

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Are sharps containers used? Y N  
\*(may include leak-proof, puncture resistant container, such as empty coffee tin, or similar)

**6) PEST CONTROL POLICY**

List methods/products used to control rodents, birds and flies: \_\_\_\_\_

**(a) Rodents**

traps	Y	N
bait	Y	N
limit access	Y	N
covered feed storage	Y	N

**(b) Birds**

bait	Y	N
limit access	Y	N
covered feed storage	Y	N
noise or visual deterrents	Y	N

**(c) Flies**

bait	Y	N
environmental control (eg frequent cleaning)	Y	N
other:		

**7) ANIMAL HEALTH PROCEDURES**

***Vaccination Program***

**Poults**

Age	Product	Age	Product

**Adults**

Age	Product	Age	Product

***Beak Trimming Program***

Age at which poult beaks are trimmed: \_\_\_\_\_

**Do you have a Coccidia Prevention Program?**

**Y      N**

If yes, describe:

If no, why not?

**Do you have an External Parasite Control Program?**

**Y      N**

If yes, describe:

If no, why not?

**8) CASUALTY STOCK POLICY**

**a. Emergency Euthanasia Plan**

EUTHANASIA METHODS		
Age of Birds	Euthanasia Method of Choice	Alternative Euthanasia Methods
Poults		
Adults		

INDIVIDUALS TRAINED AND APPROVED TO PERFORM EUTHANASIA ON FARM		
Name	Trained and Approved By	Date

*Producers should keep a copy of the “AVMA Guidelines for Euthanasia” with their flock plans (available at <http://www.certifiedhumane.org/documents>).*

**b. Carcass Disposal Policy**

Method of carcass disposal (if rendering company or dead hauler used list name and number):

Method used to restrict access/viewing of the public to carcasses present on farm/ranch:

Method used to reduce fly and odor nuisance:

## 9) ANIMAL RELATED EMERGENCY ACTION PLANS

Are emergency contact numbers accessible to all persons who work on farm? Y N

Are all persons who work on farm made aware of procedures to follow in an emergency? Y N

Emergency Contacts: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Are local emergency services numbers posted by phones (Fire Dept., etc.)? Y N

List Local Fire Dept.: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Normal stock water supplies: \_\_\_\_\_

Emergency stock water supplies: \_\_\_\_\_

Emergency water supply phone number: \_\_\_\_\_

Normal power sources: \_\_\_\_\_

Emergency power supplies: \_\_\_\_\_

Emergency power supply phone number: \_\_\_\_\_

Veterinarian name: \_\_\_\_\_

Veterinarian phone number: \_\_\_\_\_

## 10) RECORDS

*All animal health records must be retained for at least 1 year*

The following information **must be available** on farm. Examples of forms can be found on the HFAC website ([www.certifiedhumane.org](http://www.certifiedhumane.org))

	<b>Are records available?</b>	
	Y	N
Flock mortality by group/house and causes (if available)	Y	N
Culling rate and reasons	Y	N
Medication records (reason for rx, drug used, withdrawal dates)	Y	N
Record of feedstuff used (see Section 2 Flock Nutrition Plan)	Y	N
Stocking rates	Y	N
Movement records (bought, sold dates)	Y	N
Production data (feed consumption, water consumption if possible)	Y	N
Equipment and maintenance checks	Y	N
Any special training for staff	Y	N
Record of actions taken on complaints about the operation's compliance with HFAC standards (ISO §15)	Y	N



## 11) EMPLOYEE TRAINING

List personnel who perform routine on farm procedures and their training. Examples of types of training: Animal handling, Beak tipping, Common diseases/treatments, Recognition of lameness or injury, Recognition of abnormal behavior, Inspection of automatic equipment.

Employee	Type of Training	Trained By	Training Date

## PRODUCER AGREEMENTS

I/we \_\_\_\_\_, the duly authorized representative(s) of the operation described in this application, hereby affirm that all information supplied in this document and any attachments is true and accurate.

I affirm that I have read and understood the Humane Farm Animal Care (HFAC) standards applicable to my operation. I affirm my commitment to abide the HFAC certification polices, procedures and standards (§8.2.1.b.). No prohibited products or practices have been used, applied, or otherwise allowed to compromise the integrity of the products sold by me. I understand that failure to comply with the standards or giving false information may result in revocation of the certification of my operation.

I understand that the operation will be inspected annually and may also be subject to unannounced inspection and/or sampling for residues at any time. If the operation is a member of a Producer Group, I understand that the Internal Control System of the Producer Group will inspect the operation at least annually and that Humane Farm Animal Care may also conduct inspections of the operation. I agree to report any significant changes to the Farm Questionnaire to HFAC and to supply any information needed for evaluation of products to be certified (§8.2.1.b.).

I understand that submission of this application does not guarantee or imply certification. I give permission for HFAC, staff, committee members or field inspectors to visit my farm and examine fields, buildings, animals, files, documents and records, including but not limited to financial data and tax returns. I understand and agree that no HFAC staff member, board member, committee member,

inspector, consultant, subcontractor, or volunteer shall be held liable or responsible for any amount in excess of the certification fees paid. I give my permission for HFAC to use subcontractors to perform tasks related to the process of certification (ISO §4.4.c.).

I give permission for HFAC to release information from my file to other recognized certification organizations for purposes of document review. I understand that HFAC will obtain confidentiality statement from the requesting certifier before releasing any information.

All information provided in this application will be held in strict confidence and will be used by the inspector, office staff and certification committee members for certification purposes only. The above individuals have disclosed potential conflicts of interest and are bound by confidentiality agreements. HFAC has my permission to obtain information, documents, or materials related to certification, suspension of certification, or revocation of certification from other certifiers.

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*Signature Authorized Representative of the Producer (ISO §8.2.1)*

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*Date*

**PLEASE ENSURE THAT A POULTRY PROCESSOR INFORMATION FORM IS COMPLETED, SIGNED AND SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE THIS INFORMATION MAY CAUSE DELAY IN SCHEDULING YOUR INSPECTION.**

### **Application Instructions**

Please complete and return the following to Humane Farm Animal Care, PO Box 727, Herndon, VA. 20172 :

1. Application
2. Processor Information
3. Processing Fee of \$75.00

Completion of the Application provides HFAC with the following information:

1. **Animal Health Plan** (this should be regularly reviewed in conjunction with a veterinarian).
2. **Bio-security Policy** (to limit the introduction and/or spread of disease onto and within the production unit).
3. **Nutrition Plan:** Covers all stages of production. What is fed and to which group. In conjunction with regular body condition scoring/weighting to monitor outcome of nutritional management. Safe, hygienic storage of all foodstuffs, the potential to trace back to source.
4. **Casualty Stock Management Policy:** to safeguard the welfare of any sick or injured animal requiring humane destruction on-farm and to protect the health interests of the consuming public. Detailed guidelines are available as follows: Practical Euthanasia of Cattle – American Association of Bovine Practitioners; The Emergency Euthanasia of Sheep

and Goats – California Department of Food and Agriculture and Veterinary Medicine Extension, U.C. Davis; On Farm Euthanasia of Swine – Options for the Producer – National Pork Producers and the American Association of Swine Practitioners; Euthanasia of Poultry – UC Davis Center for Animal Welfare. It is recommended that farm casualty policy adopt the relevant guidelines.

5. **Disposal of Fallen Stock Policy:** to ensure the safe, hygienic and legal disposal of animal carcasses. The plan must cover stock dying as a result of natural causes or following on-farm casualty slaughter, and includes fetal material. It must be done in such a way as to not endanger other livestock or humans; such material must not be accessible to dogs and predators. The method must encourage rapid decomposition and destruction of infectious agents and not result in fly or odor nuisance: A number of options are available:
  - a. Disposal off farm via dead hauler, rendering company, licensed landfill site, licensed incinerator.
  - b. On farm burial or composting, if legal.
6. **Cleaning and Disinfection Policy:** cleaning and disinfection routines, including chemicals used to assist in the reduction of transmission of infectious agents. This plan must be an integral part of the Bio-Security Policy. The plan should consider:
  - a. Building and equipment;
  - b. Livestock, people, pests and moveable equipment;
  - c. Feed and water.
7. **Pest Control Policy:** Manage levels of potentially harmful vermin and pests (rodents, birds and flies) in order to keep to a minimum and avoid the risk of disease spreading to humans and animals, damage to buildings and services, and contamination and spoilage of feed.
8. **Farm Waste Management Policy:** Waste materials must be removed from animal accommodation on a regular basis and disposed of properly. Waste materials of any nature must not be a risk to animal health or compromise the control of pets and vermin. The plan will also include the management of clinical and pharmaceutical waste.
9. **Emergency Action Plan:** Instructions to staff in the case of fire, flood, freeze or drought. Provision of references for emergency services. Emergency water and feed supplies and necessary equipment.
10. **Stock-person Competency demonstrated,** and if possible validated, in husbandry methods (castration/disbudding, etc.) records of all staff with the responsibility for livestock, identifying livestock experience and any formal/informal training completed.
11. **Records:** Records periodically examined by vet/and or others (as an aid to management) provide the verification that objectives of the plan are being met or to prompt adjustments to the plans to ensure that objectives are realized in the future.

**You must be in the position to show the Certified Humane Inspector the following at his/her visit to the Unit:**

Death and reasons for –

Culling rates and reasons for (when known)

Medicine records including reason for use and withdrawal/safe sale date

Feed and feed ingredient records for previous year  
Record of vital automatic equipment maintenance checks  
List of routine farm maintenance checks  
Training and/or experience of all staff involved in the livestock enterprises  
Demonstrate safe, hygienic, well-maintained buildings/environment, handling equipment and automatic equipment.