



APPLICATION FOR CERTIFICATION OF DAIRY COW OPERATIONS

TO BE COMPLETED IN FULL

GENERAL INFORMATION		
PRODUCER NAME		
FARM NAME		
ADDRESS (physical and mailing)		
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:
List brand name(s) product is sold under		

Current number of:	Calves	Heifers	Dry Cows	Milking cows	Bulls
Total number calves born in last 12 months:			Total number sold in last 12 months:		
Bull calves _____ Heifer calves: _____			Bull calves: _____ Heifer calves: _____ Heifers: _____		
Is this a Closed Herd? Yes No If NO, list animal supplier (name, address, phone #):					
Milk processor/ purchaser (Must complete Universal Application)	Name: Registration Number:				
Average lbs. milk/cow/day:	Average lbs. milk/year:				
Member of other quality assurance or certification program(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name Of other Quality Assurance or Certification Program(s):				
Beef production from dairy herd? – YES NO	HFAC Beef? YES NO	If yes, complete the Young Dairy Beef application and the Universal Application for the abattoir (slaughter facility)			

FARM QUESTIONNAIRE: DAIRY

1) FACILITIES

For each location you use to raise cows and calves, you must submit a diagram of the property that includes the following information:

1. Physical address of the property
2. Total acreage of the property
3. The location and size of buildings and structures, including
 - a. What type and age of animals are kept there (e.g., calves, dry cows, etc.)
 - b. A description of the type of building/structure, the flooring, type of bedding, and ventilation system.
 - c. The maximum stocking rate for each building/structure
4. The location and size of each outdoor pen/pasture/corral
5. The location and size of feeders and drinkers in each building/pen/pasture/corral
6. The location of animal handling facilities

Attach the diagram(s) to this application

Describe the outdoor access area available to the cattle.

Describe your animal handling facilities (chutes, restraint systems, handling aids, etc.).

Where do cows calve? _____

How often are cows checked during calving season? _____

How often are livestock checked during various seasons?

Winter _____ Spring _____

Summer _____ Fall _____

What protection for animals from inclement weather is provided during:

Winter: _____

Summer: _____

What protection from predators (dogs, coyotes, etc.) is provided? _____

How/where are bulls housed? _____

Cleaning and Disinfection Policy:

a. Compounds Used for Cleaning and Disinfection

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

b. Buildings (e.g. milk parlor, or inside of barns/buildings)

Preparation (scraping?):

Cleaning method (pressure wash, scrub, etc.):

Disinfectant used:

Resting (drying) period:

c. Corrals/Pens (including calf pens/hutches)

Preparation:

Cleaning method:

Disinfectant used:

Resting (drying):

d. Equipment (vehicles, tractors, etc.)

Preparation:

Cleaning method:

Disinfectant used:

Resting (drying):

e. Livestock, People, and Pests--Procedures used to keep stock clean

sprinkler pen	Y	N
hand-wash udders	Y	N
pre dip teats	Y	N
post dip teats	Y	N
foot bath	Y	N
switch trimming	Y	N
clip/flame udders	Y	N

2) WASTE MANAGEMENT POLICY

a. How often are barns/pens/corrals scraped?

Winter: _____

Summer: _____

b. How is manure disposed of:

composting spread on land (size of acreage available _____)

lagoon other _____

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

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

3) HERD BIOSECURITY POLICY

a. Describe quarantine and processing of newly purchased stock or those returning to the farm (including cows, heifers, bulls, and show animals).

b. Do vehicles entering farm premises have access restricted to specific areas of farm? Y N

c. Are visitors required to wear boots and other protective apparel and is their access restricted to specific areas of the farm, pending owner/manager approval? Y N

Explain: _____

d. Are employees trained in biosecurity measures? Y N

e. Are work routines organized to minimize disease transfer between animal groups? Y N

f. Are sick animals segregated from the rest of the herd? Y N

If yes, where?

4) FEED AND WATER

Feed Suppliers

Name:

Address:

Telephone No.:

Mills Used:

Major source Minor source

Name:

Address:

Telephone No.:

Mills Used:

Major source Minor source

Name:

Address:

Telephone No.:

Mills Used:

Major source Minor source

Is feed free from all mammalian protein, except milk, and milk products? Y N

Is feed free from growth promoters and sub-therapeutic antibiotics, including ionophores and coccidiostats? 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

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

Are feed bunks filled manually or automatically? _____

How often are feed bunks cleaned? _____

Are cows kept on grazing pastures during grass-growing season? Y N

How is animal access to poisonous plants or unsuitable feedstuffs prevented? _____

Commodity Feed Area

Is feed kept covered? Y N

Are commodity storage areas cleaned between loads of feed? Y N

Describe commodity/feed storage (separate or mixed; covered or uncovered):

How many days supply of feed is available on the ranch? _____

Water

What type of waterers do the cattle have access to? _____

How many waterers of each type are in each pen/pasture? _____

How often are water troughs checked? _____

How often are water troughs cleaned? _____

Are water troughs 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? _____

What are emergency or backup water sources? _____

Colostrum

Is a source of colostrum (Dam, pool, frozen, freeze dried product) available for calves that may need it? _____

If colostrum is given to a calf, when is it given? _____

Method used (bottle, tube, nurse cow): _____

Volume administered: _____

Is quality of colostrum checked? Y N

Is colostrum pooled? Y N

Source of milk for older calves (hospital milk, replacer, tank milk, combination of sources): _____

At what age are calves weaned? _____

At what age are calves provided forage or creep feed? _____

5) BODY CONDITION SCORING

When are animals body condition scored? _____

By whom? _____

What type of scoring system is used? _____

BCS goals:

Fresh cows _____

Cows in peak production _____

Cows going dry _____

6) PEST CONTROL POLICY

Indicate methods/products used to control rodents, birds and flies:

a. Rodents

traps	Y	N
bait	Y	N
limit access (elevated feed)	Y	N
covered feed storage	Y	N
cats	Y	N

b. Birds

bait	Y	N
nets	Y	N
covered feed storage	Y	N
noise or visual deterrents	Y	N

c. Flies

bait	Y	N
environmental control (e.g. frequent cleaning)	Y	N
traps	Y	N
Products used on stock (e.g. Silence)	Y	N

Other:

7) ANIMAL HEALTH PROCEDURES

Name/Phone number of Veterinarian: _____

Vaccination Program

Calves

Age	Product	Age	Product

Heifers

Age	Product	Age	Product

Adults

Age	Product	Age	Product

Deworming Program

Calves

Age	Product	Age	Product

Heifers

Age	Product	Age	Product

Adults

Age	Product	Age	Product

External Parasite Control Program

Calves

Age	Product	Age	Product

Heifers

Age	Product	Age	Product

Adults

Age	Product	Age	Product

Neonatal Care

Vaccinations given:

Medications given:

Procedures completed:

Do you dip newborn calves' navels? Y N

What type of antiseptic solution is used? _____

What is done with male calves? _____

Foot Care

Frequency of foot trimming for adult cattle: _____

Are foot baths used? Y N

If yes, what type of solution is used: _____

How often is solution changed: _____

How often is locomotion scoring performed? _____

Management Procedures

Inspection: Are all stock inspected at least daily? Y N

Disbudding

Age: Method: Is pain control used? Y N

Castration

Age: Method: Is pain control used? Y N

Removal of extra teats

Age: Method: Is pain control used? Y N

Animal handling and identification

Types of handling aids used: _____

How are individual animals identified? _____

8) CASUALTY STOCK POLICY

a. What is the protocol for handling and caring for non-ambulatory animals?

b. Emergency Euthanasia Plan (by age group)

EUTHANASIA METHODS		
Stage of Production	Euthanasia Method of Choice	Alternative Euthanasia Method
Calves		
Heifers		
Adults		

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

Producers should keep a copy of the "Practical Euthanasia of Cattle" by American Association of Bovine Practitioners with their farm plan.

c. Carcass Disposal Policy

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

Method used to restrict access to carcasses present on farm/ranch:

Method used to reduce fly and odor nuisance:

9) ANIMAL RELATED EMERGENCY ACTION PLANS

Are emergency contact numbers posted by phones? Y N

Are employees 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 either by using management software, such as DHIA summaries, or by using HFAC forms (*available for download at www.certifiedhumane.org*):

Are records available?

Animal deaths and causes	Y	N
Culling rate (herd) and reasons	Y	N
Medication records (reason for Rx, drug used, withdrawal dates)	Y	N
Locomotion scoring records (score at least once annually)	Y	N
Animal movement records (bought, sold) w/ quarantine records	Y	N
Record of feedstuff used (see Section 4 Herd Nutrition Plan)	Y	N
Equipment and maintenance checks	Y	N
Staff Training	Y	N
Record of stocking rates and pen/pasture sizes	Y	N
Production data (fertility, lactation data)	Y	N
Record of actions taken on complaints about the operation's compliance with HFAC standards (ISO §15)	Y	N

11) STOCKPERSON COMPETENCY TRAINING

LIST PERSONNEL WHO PERFORM ROUTINE MANAGEMENT PROCEDURES

Disbudding/dehorning

Method used: _____

Employee

Trained By

Castration

Method used: _____

Employee

Trained By

Administration of Injections

Employee

Type of Training

Locomotion Scoring

Scoring System used: _____

Employee

Type of Training

Animal husbandry or animal handling

Employee

Type of Training

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 filed 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 released 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 purposed 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.

Signature Authorized Representative of the Producer (ISO §8.2.1)

Date

PLEASE ENSURE THAT A DAIRY 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 animals 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.