

# Guidance for keepers in England Rules for identifying sheep and goats

December 2009



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

**The handbook is designed to be a general guide to help you meet the law. You should make sure you keep and refer to any other publications sent by other government agencies relating to Common Agricultural Policy payment schemes and animal health and veterinary developments.**

## **How to contact us**

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# Contents

<b>Section one</b>	<b>Overview</b>	<b>Page</b>
1.1	Glossary of Terms	1
1.2	Foreword	5
1.3	Summary of the new rules	6
<b>Section two</b>	<b>Getting started</b>	<b>Page</b>
2.1	Introduction	10
2.2	What is electronic identification (EID)?	10
2.3	Who is a keeper?	10
2.4	What is a holding?	11
2.5	What is individual recording?	11
2.6	What is a movement?	11
2.7	Registering holdings	11
2.8	Full CPH number	11
2.9	Temporary CPH number	11
2.10	Common land	12
2.11	New keepers	12
2.12	Where to get a list of approved identifiers	12
<b>Section three</b>	<b>Identification – sheep</b>	<b>Page</b>
3.1	When to identify	13
3.2	The identifiers	13
3.3	Identifiers needed for sheep born or identified after 31 December 2009	13
3.4	Identification and numbers for full EID identified animals	14
3.5	Identification and numbers for slaughter lambs	15
3.6	Considerations when tagging animals intended for slaughter under 12 months of age	16
3.7	Flock marks	16
3.8	Reserved colours for tags	16
3.9	Tags left over from before 31 December 2009	17
3.10	Historic flock – sheep born before 31 December 2009	17
3.11	Management information on your tags	17
3.12	Applying the electronic ear tag	17
3.13	Where to get ear tags and identification numbers	17
3.14	Time allowed to replace identifiers that are lost or can no longer be read	18
3.15	Replacements – general	18
3.16	Replacement tags – double identified animals	18

# Contents

3.17	Identification for animals born before February 2003	21
3.18	Replacement tag – slaughter animals	22
3.19	Replacements – where the sheep has an EID bolus	23
3.20	Replacements – where the sheep has a tattoo	23
3.21	Recording replacements in the holding register	23
3.22	Removing tags – other than for replacement	23
3.23	Upgrading slaughter lambs to breeding animals (full EID)	23

<b>Section four</b>	<b>Identification – goats</b>	<b>Page</b>
4.1	When to identify	25
4.2	The identifiers	25
4.3	Identifiers for animals identified after 31 December 2009	25
4.4	Number format for goat identifiers	25
4.5	Herd marks	26
4.6	Reserved colours for tags	26
4.7	Tags left over from before 31 December 2009	26
4.8	Older animals – goats born before 31 December 2009	26
4.9	Where to get ear tags and identification numbers	27
4.10	Time allowed to replace lost or illegible tags	27
4.11	Replacements – double identified animals (including the historic herd)	27
4.12	Older animals born before 1 January 2003	28
4.13	Replacement tags – slaughter animals	28
4.14	Recording replacements in the Holding Register	28
4.15	Removal of tags – other than for replacement	28
4.16	Upgrading slaughter animals to breeding animals	28

<b>Section five</b>	<b>Different ways of reading and recording individual identification numbers</b>	<b>Page</b>
5.1	When the individual identification number is recorded	29
5.2	How to read the animal's identification number	29
5.3	Ear tags	29
5.4	EID readers	29
5.5	When electronic recording equipment fails	29

# Contents

<b>Section six</b>	<b>Recording movements</b>	<b>Page</b>
6.1	Definition of recording and reporting the movements	30
6.2	What is a movement	30
6.3	Recording and reporting the different types of moves	30
6.4	Recording movements in the holding register	30
6.5	Recording movements in the movement document	31
6.6	Dates for recording in the holding register and movement document	31
6.7	Types of recording – yourself or central point recording (CPR)	31
6.8	Moves off your holding	32
6.9	Movements to show grounds	34
6.10	Moves to a vet	34
6.11	Moves to and from common land	34
6.12	Standstill restrictions	34
6.13	Sole occupancy authorities (SOAs)	34

<b>Section seven</b>	<b>The holding register</b>	<b>Page</b>
7.1	Who should complete the holding register?	35
7.2	Timescales for recording movements and replacements in the holding register	35
7.3	Filling in the holding register	35
7.4	Filling in the record of movements in the holding register	36
7.5	The sections in the holding register	36
7.6	Extra information needed from 31 December 2009	36
7.7	Recording individual identification numbers and central point recording	37
7.8	Recording movements in the register when you are still the keeper of the animals	37
7.9	Recording 'off' movements in the holding register	37
7.10	Recording 'on' movements in the holding register	37
7.11	Annual inventory	38

# Contents

<b>Section eight</b>	<b>Movements and The movement document</b>	<b>Page</b>
8.1	Where to get your movement document (form AML1)	39
8.2	Where to report sheep and goat movements	39
8.3	Time to return completed movement documents to your local authority	
8.4	Length of time to keep the movement document	39
8.5	When to use the movement document	39
8.6	Movement document – recording individual identities or flock marks	39
8.7	Filling in the movement document	39
<b>Section nine</b>	<b>Central point recording (CPR)</b>	<b>Page</b>
9.1	What is central point recording?	41
9.2	The date central point recording can be used from	41
9.3	How central point recording works	41
9.4	What to do if you receive incomplete information from the CPRC	41
<b>Section ten</b>	<b>Exports and imports (intra-community trade)</b>	<b>Page</b>
10.1	General rule	43
10.2	Animals with just one ear tag	43
10.3	Animals with red replacement tags	43
10.4	Exporting animals to Northern Ireland	43
10.5	Exported animals – holding timescale	43
10.6	Holding register – recording exported animals	44
10.7	Movement document – animals intended for export	44
10.8	Movement document – animals moving to Northern Ireland	44
10.9	Movement document – animals moving to Scotland and Wales	44
10.10	Animals brought in from Scotland, Wales and Northern Ireland	44
10.11	Animals Imported from other European Union (EU) countries	45
10.12	Animals imported from countries outside the EU	45
10.13	Animals imported into England through Scotland	45

# Contents

<b>Section eleven</b>	<b>Sheep and goat identification inspections – what you should do when you are inspected</b>	<b>Page</b>
11.1	Why we have inspections	46
11.2	What the inspector does	46
11.3	What you have to do	46
11.4	If an inspector is obstructed	47
11.5	The farm records you need to keep.	47
11.6	Deadlines for updating information in the holding register	47
11.7	How long an inspection takes	47
11.8	How we choose farms for inspection	47
11.9	Other inspections	47
11.10	Whole flock/herd movement restrictions on your holding	48
11.11	Are the results of inspections made public?	48
11.12	Criminal penalties	48
<b>Annex A</b>	<b>Advice on how to correctly identify animals to reduce the risk of injury, distress and infection</b>	<b>49</b>

## Overview

### 1.1 Glossary of terms

#### **Annual inventory figure**

The total number of sheep and goats on each holding on 1 December each year. This figure must be recorded in your holding register.

#### **Annual inventory form**

This form tells us the total number of sheep and goats on your holding. You must return it to us by 31 December to give the total number of sheep and goats on your holding.

#### **AHO**

Animal Health Office. It is responsible for controlling animal disease, animal welfare, some inspections, flock and herd marks and so on.

#### **Batch**

A number of animals moved together (see also mixed batch recording).

#### **Batch recording**

Recording only the total number of animals moved.

#### **BCMS**

British Cattle Movement Service.

#### **Bolus**

Also called a ruminal bolus. This is an electronic identifier enclosed in a container (usually ceramic) which the animal swallows. The bolus then remains in the rumen (stomach) due to its weight, size and shape.

#### **Common land**

Registered common land used for grazing.

#### **County parish holding (CPH) number**

A unique number for your holding. You get this from the Rural Payments Agency. You need this number to get your flock or herd mark.

#### **Defra**

Us, the Department for Environment Food and Rural Affairs. We are responsible for sheep and goat identification issues in England.

#### **Ear tag**

An identifier fitted to sheep and goats to identify them.

#### **Electronic code**

The individual animal identification number programmed onto the microchip. This is the same number that is printed or embossed on the identifier.

#### **EID**

Electronic identification.

#### **EID identifier**

An ear tag, pastern or bolus which contains a microchip with the animal's individual identification number programmed into it.



## **Export**

To send live animals from the UK to another country.

## **ETAS**

Ear Tag Allocation System. A government-run system which allocates and issues numbers for official ear tags and is based at BCMS.

## **Flock mark**

A unique identifier for a flock of sheep. It is issued by the Animal Health Office. Flock marks are made up of six numbers. Every sheep keeper has to have a flock mark for their holding, even if they buy animals from other keepers and do not breed their own lambs. This mark is used for identification purposes.

## **Grazing movements**

A movement within your business for temporary grazing or away wintering.

## **Herd mark**

A unique identifier for a herd of goats. It is issued by the Animal Health Office. Herd marks are made up of six numbers. Every goat keeper has to have a herd mark for their holding, even if they buy animals from other keepers and do not breed their own kids. This mark is used for identification purposes.

## **Holding of birth**

The holding your animals were born on.

## **Holding of import**

The first holding an animal arrives on after being moved into the United Kingdom.

## **Holding register**

Also known as a flock register or herd register. A booklet you must keep to record information about each holding you keep sheep and goats on. This information includes details about the holding, movements of animals on and off your holding, and replacement and additional identifiers applied to your animals. We provide a model booklet for keepers to use. You may choose to keep the register electronically.

## **Individual identification number**

The unique 12-digit animal number. In the case of sheep this is 0 followed by the six-digit flock mark and five-digit individual number. For goats it is the six-digit herd mark followed by an individual number of up to six digits. It will be unique for each animal. We will set this number for you from ETAS.

## **Import**

To bring in live animals into the UK from another country.

## **Keeper**

A keeper is the person who is responsible for the day-to-day care of sheep and goats. This can be on a temporary basis. It does not include staff at veterinary practices.

## **Local authority**

Your local authority (county or unitary council). It is responsible for collecting information on movements for the Animal Movement Licence System (AMLS) and for enforcing rules on identification and recording.

### **Main holding/main site**

The location of your main buildings and livestock facilities. All parcels of land within five miles of the main site, that you manage and control and which have the same CPH number, can be considered to be part of your main holding.

### **Microchip**

The electronic chip contained within an electronic identifier. For EID purposes, the chip must only be able to be programmed with the electronic code once, with no re-programming allowed.

### **Mixed batch recording**

Records the number of animals within a batch with different flock or herd marks and only applies to movements of slaughter animals.

### **Movement document**

Otherwise known as an AML1 form. This is the document that keepers must fill in when animals move between separate holdings. The filled-in movement document must be returned to the local authority within three days of the movement taking place.

### **Pastern tag**

A band which is placed around the animal's lower leg.

### **Pets – sheep or goats**

Identification and recording rules apply to all sheep and goats, even those only being kept in small numbers or as pets.

### **Reader**

A device, either handheld or fixed, which reads the microchip in an electronic identifier.

### **Replacement identifier**

An identifier used to replace a lost tag, or tags that can no longer be read. When the animal is not on its holding of birth replacement tags must be red.

### **RPA**

Rural Payments Agency. The RPA carry out statutory inspections of sheep and goats on farms.

### **Slaughter derogation**

The option to apply a single (non-electronic or electronic) slaughter tag to animals intended for slaughter, in a GB abattoir, before they are 12 months old. The slaughter tag will only show the letters UK and the flock mark.

### **Sole Occupancy Authority (SOA)**

This is a group of premises under the same management and control and which are linked for the purposes of the disease control standstill restrictions (see below). Animals cannot be moved during the standstill period. However, if your premises are within a SOA, the standstill restrictions do not apply. The rules for identifying, recording and reporting movements are not affected by whether or not a holding is part of a SOA.

### **Standstill restriction**

Restrictions on animal movements. Check your local Animal Health Office for current details.

**Tattoo**

A tattoo can be used as the visual identifier (that is, one which is visible and so can be read by eye) where animals are not exported. The full identification number can be divided between ears – 'UK' and the flock mark on one ear and the individual identification number on the other ear.

**Temporary holding (CPH) number**

A unique number for your holding, which you must get from your local Animal Health Office. Flock marks or herd marks are not given to anyone with a temporary CPH number.

**Temporary grazing**

Land that animals are moved to temporarily to be fed or pastured but which is not part of the holding the animals are usually kept on.

## 1.2 Foreword

We issued the first guide for registered keepers of sheep and goats in July 2005. We replaced this with an updated version in January 2008 when double tagging was introduced. This handbook replaces those earlier versions to include changes to identification and recording that will come into force from 31 December 2009. These changes are introduced by Council Regulation (EC) 21/2004.

### **For sheep – electronic identification (EID) and individual recording**

This is for sheep that:

- were born or identified after 31 December 2009; and
- will not be intended for slaughter under 12 months age.

These sheep will generally be your breeding stock but may also be sheep you keep for whatever reason beyond 12 months of age.

There is a simpler identification option (slaughter derogation) for sheep born or identified after 31 December 2009 and intended for slaughter within 12 months of birth. These animals may be identified with a single slaughter tag and recorded in batches.

You do not need to electronically identify animals which were already officially identified before 31 December 2009. You do not need to record these animals individually in your holding register. However, from 31 December 2011 you must record individual movements on the movement document, except for movements to slaughter (either direct or through a market).

### **For goats – individual recording for double tagged animals**

The rules for identifying goats have not changed. Goats may continue to be identified by two non-electronic identifiers both having the same individual number. However, you can choose to electronically identify goats if you want to. The simpler option for identifying sheep intended for slaughter within 12 months of birth is also available for goats.

Certain goat movements must be recorded individually. The rules for this are the same as for sheep.

## 1.3 Summary of the new rules for sheep and goats

The new rules introduce electronic identification (EID) and individual recording from 31 December 2009 but this is not necessary for all animals.

Throughout this guidance electronic identification is referred to as EID.

You can choose to read electronic (EID) identifiers with an electronic reader or by reading the number printed on the tag. If you choose this second option you do not need to use an electronic reader.

### Recording in the holding register and movement document

The rules on what you must record in the holding register and movement document depend on when the animal was born and whether you keep it beyond 12 months of age. This is explained below and flowcharts summarising what you have to do and when are given on pages 8 and 9.

### Animal categories

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

- **Sheep identified after 31 December 2009 and kept for breeding or beyond 12 months of age**

Throughout this guidance we refer to these animals as **'full EID identified animals'**.

These sheep must have two identifiers, one of which must be electronic. Individual recording is required for these sheep except for moves within a business where the sheep remains under the day-to-day care and control of the same keeper. In this case you can record the total number of sheep moved rather than the individual animal number.

- **Goats identified after 31 December 2009 and kept for breeding or beyond 12 months of age**

Throughout this guidance we refer to these animals as **'double identified animals'**.

Individual recording is required for these animals except for moves within a business if the animal remains under the day-to-day care and control of the same keeper.

- **Animals identified after 31 December 2009 and intended for slaughter within 12 months of birth**

Throughout this guidance we refer to these animals as **'slaughter animals'** (lambs or kids, whichever is appropriate).

These animals must have one tag – a non-electronic slaughter tag or an electronic slaughter tag. The slaughter tag only has the letters UK and your flock or herd mark printed on it. Individual recording is not required and they can be recorded as a batch. However, when a batch of animals identified with more than one flock or herd mark are moved, the number of animals with the same flock or herd mark must be recorded. This is called "mixed batch recording" **This type of recording only applies to slaughter animals.**

The exception to mixed batch recording for slaughter animals is for moves within a business where the animals remain under the day-to-day care and control of the keeper when a record of just the total number of animals moved is recorded.

- **Older sheep or goats born or identified before 31 December 2009**

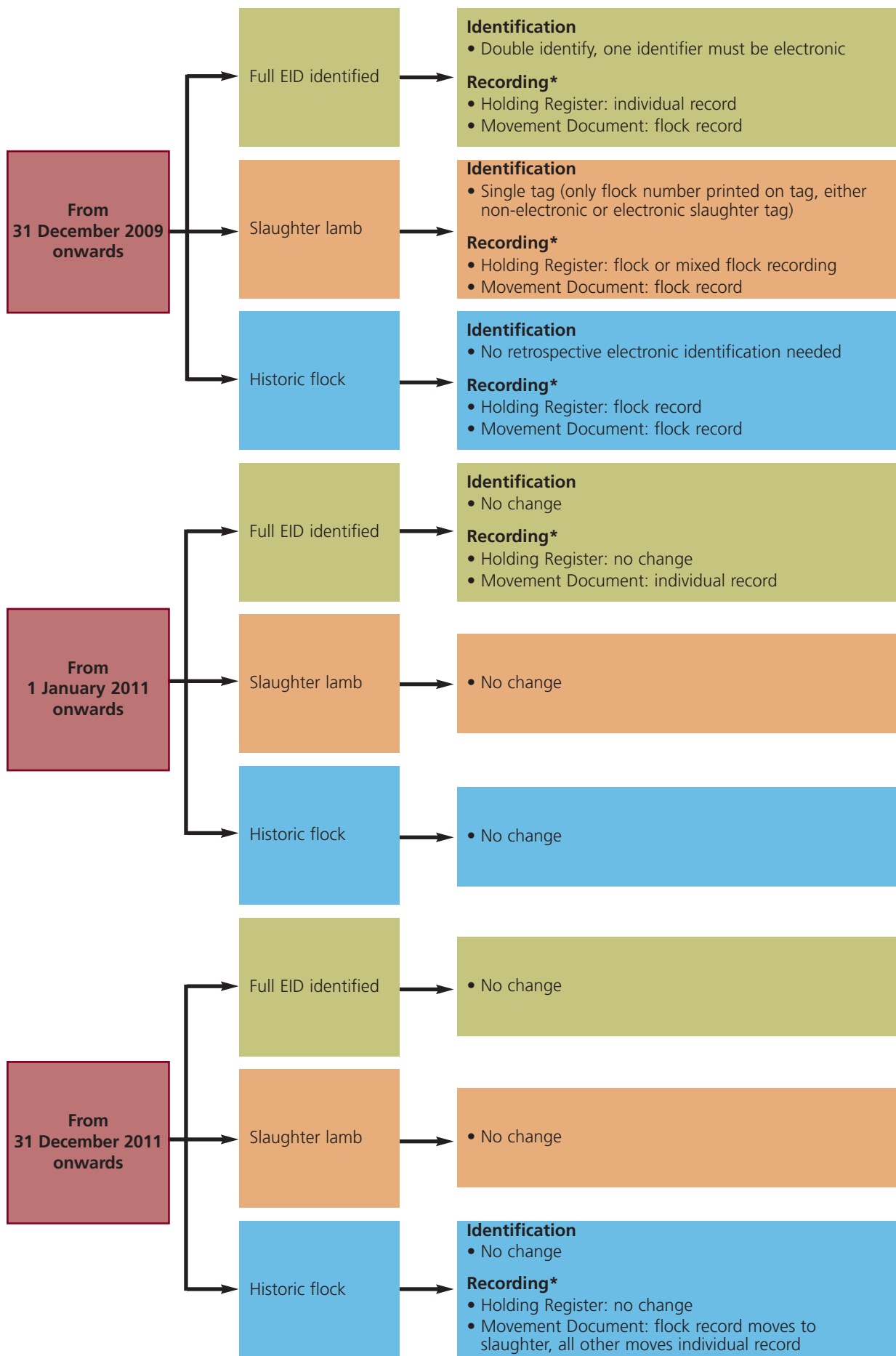
Throughout this guidance we refer to these animals as **'the historic flock or herd or historic animals'**.

These animals will already be identified and do not need to be electronically identified (retrospective electronic identification). However, some animals born before 2003 will not have an individual number on their tag. Before you move them, these animals will need to be identified with two new identifiers showing the same individual number (one of which can be electronic if you wish).

From 31 December 2011, you will have to record each animal's individual number in the movement document, except for moves to slaughter or within a business where the animal remains under the day-to-day care and control of the keeper. Where individual recording does not apply you must batch record (record the number of animals moved together).

In the holding register only batch recording is needed, this means that you do not have to record these animals here, either individually or as a mixed batch.

## Flowchart 1: Sheep – what I have to do and when

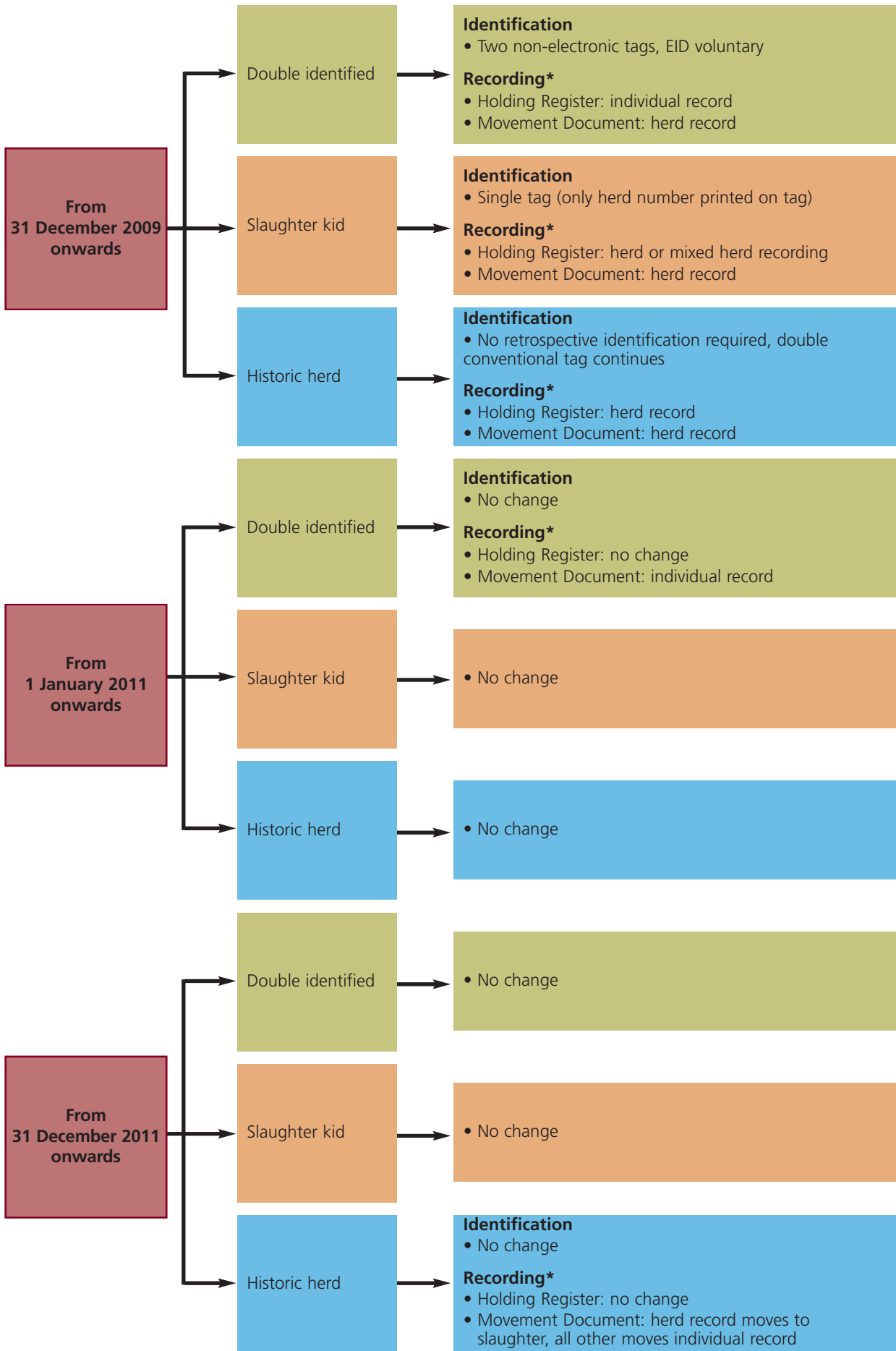


\*For grazing moves where the care and control of the animal remains with the keeper – flock recording and reporting is allowed (total number of animals moved).

All sheep movements:

- within a business where there is no change in keeper; and
- between land with the same CPH number and which is no more than five miles apart; do not need to be recorded or reported

## Flowchart 2: Goats – what I have to do and when



*\*For grazing moves where the care and control of the animal remains with the keeper – herd recording and reporting is allowed (total number of animals moved).*

*All goat movements:*

- within a business where there is no change in keeper; and
  - between land with the same CPH number and which is no more than five miles apart;
- do not need to be recorded or reported*



## Getting started

### 2.1 Introduction

From 31 December 2009, electronic identification (EID) and individual recording is needed for sheep, and individual recording is needed for goats. These changes are introduced under European law and are intended to make it easier to trace animals. These new rules are brought into effect by the Sheep and Goats (Records, Identification and Movement) (England) Order 2009. This Regulation is also linked to **cross compliance and your single farm payment**. It is important that you follow the rules covered in this guidance as not doing so could affect your single farm payment.

For more information, you can call the Defra Helpline on 08459 33 55 77 or go to the Defra website at: [www.defra.gov.uk/farm/livestock](http://www.defra.gov.uk/farm/livestock)

We are responsible for sheep and goat identification and tracing issues.

The main role of the Rural Payments Agency (RPA) is to monitor keepers to make sure identification and tracing rules are being met.

The main role of the local authorities is to enforce the identification and tracing rules.

### 2.2 What is electronic identification (EID)?

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

The leaflet on '*Electronic identification (EID) in sheep – your technical guide*' provides more information about electronic identification.

### 2.3 Who is a keeper?

A keeper is the person who has the responsibility for the day-to-day care and control of sheep and goats. This can be on a temporary basis but does not include staff at veterinary practices.

The keeper is not always the owner of the animal nor the owner of the land where animals are kept.

Examples of keepers include:

- Farmers
- People who run livestock markets and collection centres
- Dealers who keep animals
- Transporters
- People who run abattoirs and lairages

This is not a complete list of keepers.

## 2.4 What is a holding?

A holding is a place where sheep and goats are kept or handled. Farms, livestock markets, collection centres and slaughterhouses are all holdings.

Most keepers will have only one holding. However, some keepers may have more than one holding, and some holdings will be used by more than one keeper. A holding is identified by its county, parish, holding number (referred to in this document as the CPH number). This is a unique number you get from the Rural Payments Agency.

## 2.5 What is individual recording?

This is where the individual number which appears on the animal's identifiers needs to be recorded. You can do this in writing or electronically.

## 2.6 What is a movement?

A movement takes place when animals are moved to another holding. A movement must be recorded in the holding register and movement document, either individually or as batch, unless:

- the movement is to a piece of land (a land parcel) with the same CPH number as your main holding and is within five miles, as the crow flies, of your main holding, (see section 6); or
- is to common land which is adjacent to your holding and has been registered with Defra. You can do this by contacting the Defra helpline on 08459 33 55 77.

## 2.7 Registering holdings

All land where sheep and goats are kept must be registered. This means your land is given a CPH number and you will be given a flock or herd mark. Even if you keep only one or two animals, your land must be registered to keep livestock. You must tell your local Animal Health Office about any change to your registered details within 30 days of the change taking place. This requirement includes informing your local Animal Health Office if you no longer keep sheep or goats.

You can register land by getting:

- a full CPH number; or
- a temporary CPH number.

## 2.8 Full CPH number

You must apply for a full CPH number for the main place where you keep sheep or goats. You can get a CPH number by phoning the Rural Payments Agency on 0845 603 777.

The next step is to register with Animal Health. To do this, contact the local Animal Health Office. You can get details from our [www.defra.gov.uk/animalhealth/about-us/contact-us/search/index.asp](http://www.defra.gov.uk/animalhealth/about-us/contact-us/search/index.asp).

Once your animals are registered with Animal Health you will be given a flock or herd mark.

## 2.9 Temporary CPH number

You can apply for a temporary CPH if you move animals to another piece of land where:

- they do not mix with other livestock; and
- no animals are born on this land.

If you rent from another keeper you should ask to use the full CPH number for that land. If the keeper is unwilling to let you use the full CPH number for the land, then you will have to apply for a temporary CPH number. You must use this temporary number, when reporting movements to and from your land. If we have issued a temporary CPH number and animals are born on this land, you will need to apply an appropriate tag with the flock or herd mark of your main holding to identify the sheep and goats. Temporary CPH numbers do not have a flock or herd mark.

You can get a temporary CPH number from your local Animal Health Office. The information line for Animal Health is 0844 88 44 600.

## **2.10 Common land**

All common land has a CPH number. If you are a commoner (have the right to graze your animals on a piece of common land), please contact your local Animal Health Office to find out the CPH number for the common land. You will need to record this number on your movement document and holding register when you move animals to and from the common land except land which is adjacent to your holding – see paragraph 2.6.

## **2.11 New keepers**

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

If you are keeping sheep or goats for the first time you must do the following.

- Register your holding with the Rural Payments Agency on 0845 603 777.
- They will give you a CPH number. We cannot register you as a keeper until you have a CPH number.
- Tell your local Animal Health Office (AHO) whether you are going to keep sheep or goats. They will give you a flock mark (if you are keeping sheep) or a herd mark (if you are keeping goats). You will need to provide this flock mark or herd mark when you buy ear tags and electronic identifiers.
- Contact an ear-tag manufacturer to order your identifiers.

## **2.12 Where to get a list of approved identifiers**

You can check the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk) or telephone them for details of approved identifiers.

## Identification – sheep

### 3.1 When to identify

Lambs born on your holding must be identified:

- within six months of birth if the animals are housed overnight;
- within nine months of birth if the animals are not housed overnight (kept in extensive conditions); or
- before the animal moves from its holding of birth (including moves to slaughter, temporary grazing, common grazing, market and so on);

whichever happens first.

You do not need to identify animals that have died before these deadlines.

### 3.2 The identifiers

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

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

**Where this guidance refers to tags, it also includes tattoos, pasterns or boluses.**

### 3.3 Identifiers needed for sheep born or identified after 31 December 2009

- **Full EID identified animals:** two identifiers, one of which must be electronic
- **Slaughter animals:** one single tag, which can be an electronic slaughter tag or a non-electronic batch tag

### 3.4 Identification and numbers for full EID identified animals

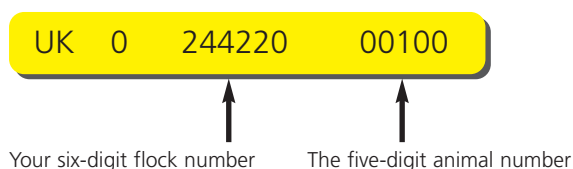
**Animals identified from 31 December 2009 and kept for breeding or beyond 12 months of age**

These animals must be identified with a double set of identifiers and the following applies.

- One identifier must be electronic (either tag or bolus) and the other a conventional (non-electronic) tag.
- Both identifiers must have the same individual number – your unique flock mark (with a zero in front) followed by a five-digit animal number.
- The EID tag must be yellow.
- Non-electronic identifiers can be any colour apart from yellow, red or black.
- Replacement identifiers applied off the holding of birth must be red (including replacement EID identifiers).
- If a bolus is used, the non-electronic ear tag must be black. Black tags may only be used with a bolus.

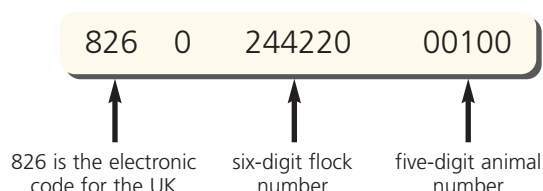
#### The visual number on the electronic tag

This is printed on the outside of both the electronic tag and the matching non-electronic tag.



#### Electronic number

This can only be read by an electronic reader.



The matching non-electronic tag has this number and can be any colour except yellow or red, and can only be black when used with a bolus.

**The same letters and numbers will be printed on both tags. The same individual animal number will be programmed into the electronic chip. This means you can read the number by eye or with an electronic reader.**

Table 1: Choice of combination of identifiers for double EID identified animals

Combination for domestic use		Can I use combination for exporting animals
EID identifier	Conventional identifier	
EID ear tag	Conventional ear tag	Yes
EID ear tag	Tattoo <i>The tattoo can go across both ears (UK code + flock number on one ear, individual animal number on the other)</i>	No
EID ear tag	Conventional pastern	Yes
EID bolus	Conventional ear tag <b>Must be black</b>	Yes
EID bolus	Conventional pastern tag <b>Must be black</b>	Yes
EID pastern	Conventional ear tag	No

### 3.5 Identification and numbers for slaughter lambs

These animals do not need to be electronically identified and are identified by a single tag, although you can use two identifiers as for full EID identified animals if you want to.

You have a choice of the type of single tag to use

- **A single non-electronic slaughter tag**  
This will only have the flock mark printed on the outside of the tag.

#### Number format

UK 244220

The tag can be any colour except for yellow, red or black and will only show the flock number.

Or

- **A single electronic slaughter tag**  
This has the flock mark printed on the outside of the tag and the individual number contained in the electronic chip.

This tag must be yellow to show that it is an electronic tag.

#### Electronic slaughter tag – number format

Visual

UK 374872

Can only be yellow

Electronic

826 0 374872 00123

### 3.6 Considerations when tagging animals intended for slaughter under 12 months of age

The non-electronic slaughter tag can be used to identify batches of animals when they move.

This will not be a problem when sheep are moved from the holding of birth because all animals will have the same flock mark, but when animals are moved from a subsequent holding and batches contain mixed identities, recording the move may be difficult. This will be a particular problem for markets and store lamb finishers (a keeper who buys lambs for fattening).

Using a non-electronic slaughter tag may create practical problems for holdings where large numbers of animals are managed – markets, abattoirs, store lamb finishers. This is because when animals with a slaughter tag are moved, the holding register must record the number of animals within a batch identified with the same flock mark.

To solve this problem you can **choose** to use a single electronic slaughter tag. **You are strongly recommended to consult your trade representative or purchaser because you might find there is a commercial requirement for you to use an electronic slaughter ear tag.**

Or you can choose to apply full EID. You should do this if there is the possibility that the animal may be kept for breeding or kept beyond 12 months of age.

### 3.7 Flock marks

The flock mark on the identifier must be that of the holding the sheep was born on, unless the identifier is a replacement applied on a different holding. There are the following two exceptions to this.

- When the sheep is born on common land. In this instance you should use the flock mark of the home holding.
- When the animal is born on a temporary CPH. In this instance you should use the flock mark of your home holding.

### 3.8 Reserved colours for tags



**Yellow:** used only for electronic tag



**Black:** used only for ear tags where the sheep has an EID bolus



**Red:** used only for replacement tags (including replacement electronic tags)

The numbers and letters on all identifiers must be a different colour to the background of the identifier and must be clearly readable.

You may use any colour, other than the reserved ones (yellow, red and black) for non-electronic tags and management tags.

For official identification, you must only use identifiers (ear tags, pastern tags or boluses) that we have approved. The ear tags will have PAS 66 embossed on them. Always follow the manufacturer's instructions.

## 3.9 Tags left over from before 31 December 2009

### a) Slaughter tags

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

### b) Red replacement tags with individual number

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

### c) Set of double conventional tags with same number

You can use these tags as replacements on your historic flock but only for animals still on their holding of birth. You cannot use these tags if they are yellow or black.

## 3.10 Historic flock – sheep born before 31 December 2009

Sheep in the historic flock identified before 31 December 2009 do not need to be electronically identified.

You do not need to replace the identifiers that are already on the sheep unless you specifically choose to do so. This is not a requirement, only an option.

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

## 3.11 Management information on your tags

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

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

In addition to your official tags you may also apply a management tag to your animal, but it must not contain the letters 'UK', show the flock mark, or be red, yellow or black.

## 3.12 Applying the electronic ear tag

We recommend that you apply the electronic ear tag to the sheep's left ear as viewed from behind the animal (the right ear as looked at from the front of the animal). This is to help when a lot of animals are read electronically (for example, at markets or abattoirs).

## 3.13 Where to get ear tags and identification numbers

### a) Ear tag approval system

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



## b) Ear tag allocation system

All sheep and goat ear tag numbers are allocated by the Government's Ear Tag Allocation System (ETAS). You should order ear tags from your supplier.

The Rural Payment Agency keeps a list of suppliers of official tags and approved electronic identifiers. To see this list, search under Electronic ID or 'RFID' (radio frequency identification) on the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk).

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

- a series of numbers (in order) where individual identification is needed (you cannot choose these numbers and they will be issued in sequence); or
- a number of tags showing the flock mark only. When you buy electronic slaughter tags, the number on the chip will be the next sequential number (that is, it will follow the number last supplied for full EID).

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

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

- no later than 28 days after the tag was removed or discovered to be lost or illegible; or
- before the sheep is moved from your holding;

whichever is earlier.

### 3.15 Replacements – general

Whenever you apply replacements you must make a record of this in the replacement section of the holding register.

### 3.16 Replacement tags – double identified animals

The replacement rules are the same for full EID identified animals and those in the historic flock.

## a) Where one tag is lost

When you need to replace one lost tag you have the following two options.

### Option 1

Apply a replacement tag which has the same identification number as the original tag, and then make a record of the replacement in the replacement section of the holding register.

You would need to order a tag with the same number from your supplier. The tag must not be red.

### Option 2

Remove the remaining tag and apply a new set of identifiers from your stock of tags. If the animal was identified after 31 December 2009 and kept for breeding or beyond 12 months of age, one of the identifiers must be electronic, and the following will apply.

- If the animal is not on the holding of birth, the replacement tags must be red (unless identical numbered replacements are applied).
- If the animal was first identified before 31 December 2009, replacing with an EID identifier is **optional**.
- You must cross reference the old number and the new number in the replacement section of the holding register, except for older sheep still on the holding of birth, when no cross reference is necessary.

The diagrams on pages 20 and 21 show what you need to do when replacing one lost tag.

## **b) Where both tags are lost**

You have the following two options.

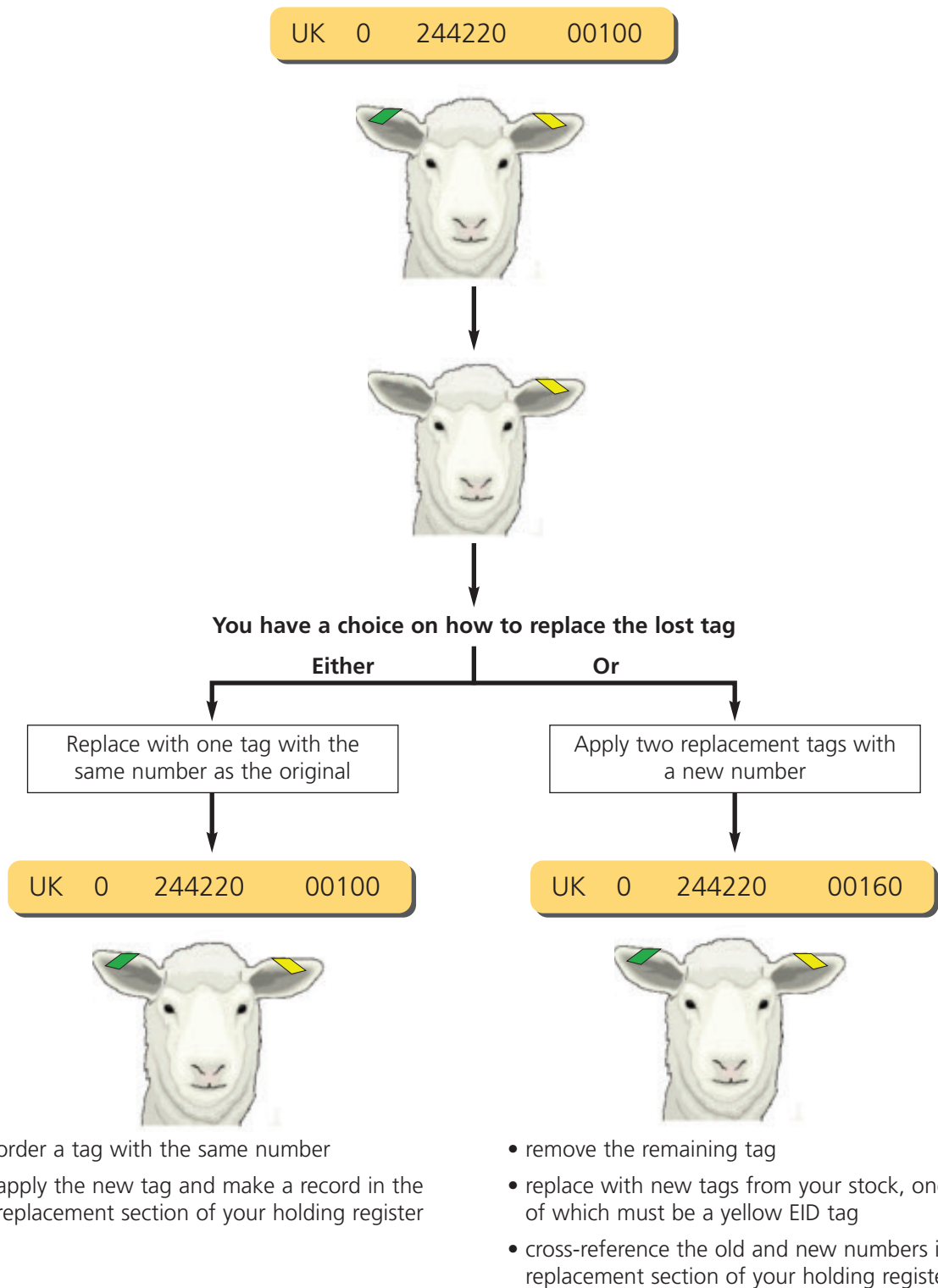
### **Option 1**

Apply two tags (ordered from your supplier) with the same number as the original, if you know the number. Make a record of the replacement in the replacement section of the holding register.

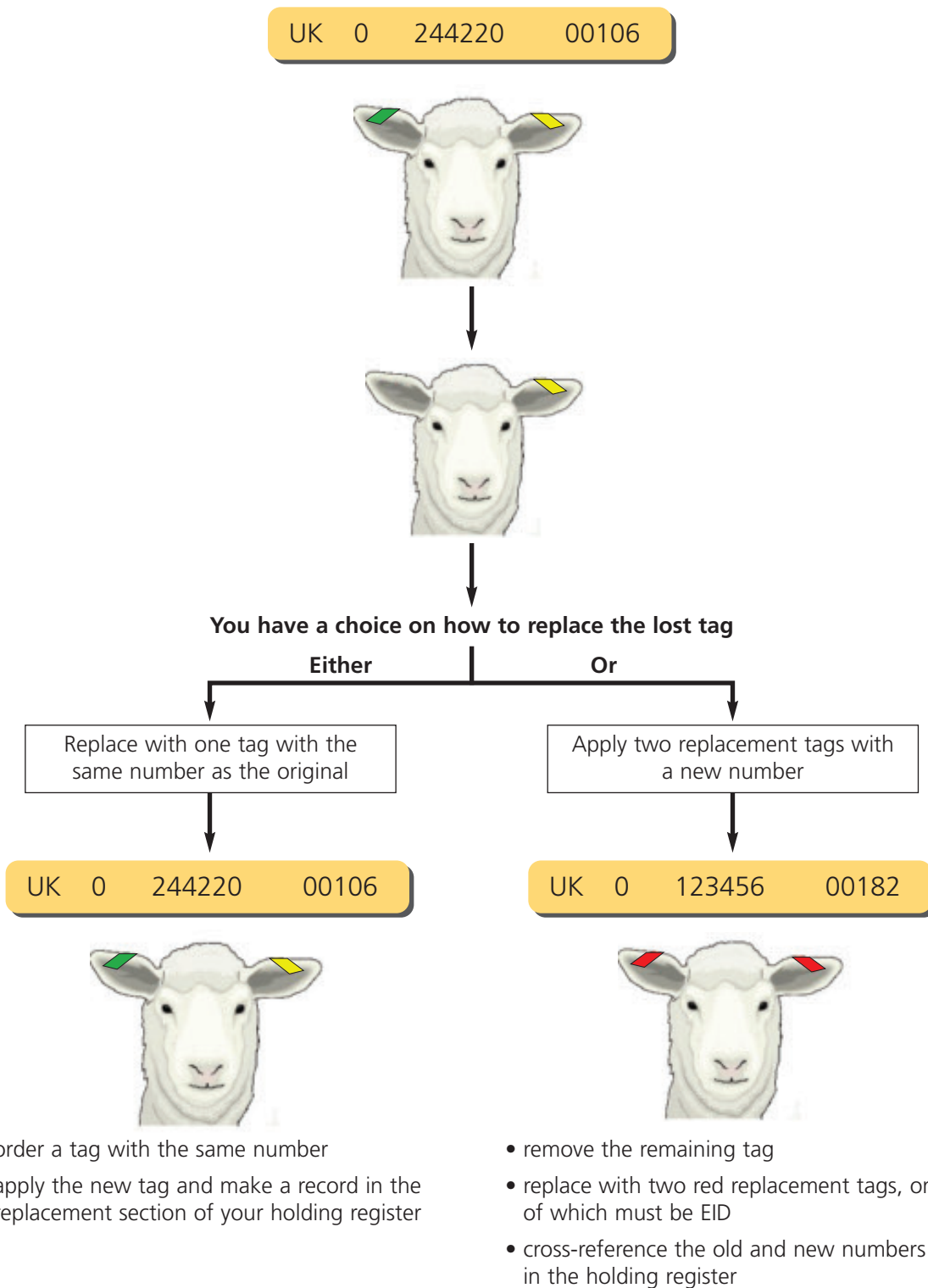
### **Option 2**

Apply two new tags from stock (must be red if the animal is not on the holding of birth). Cross reference with the original tag number (if you know it) in the replacement section of the holding register. If you do not know the animal's identification number, you must still make a record of the replacement in the replacement section of the holding register.

## Diagram 1 Home-bred animal (still on holding of birth) with full EID identification loses a tag.



## Diagram 2 Bought-in animal (not on holding of birth) with full EID identification loses a tag.



### 3.17 Identification for animals born before February 2003

Before 1 January 2001, sheep did not need to be identified with a permanent mark. Between 1 January 2001 and February 2003, sheep were identified with an ear tag showing a UK flock mark but not an individual animal number.

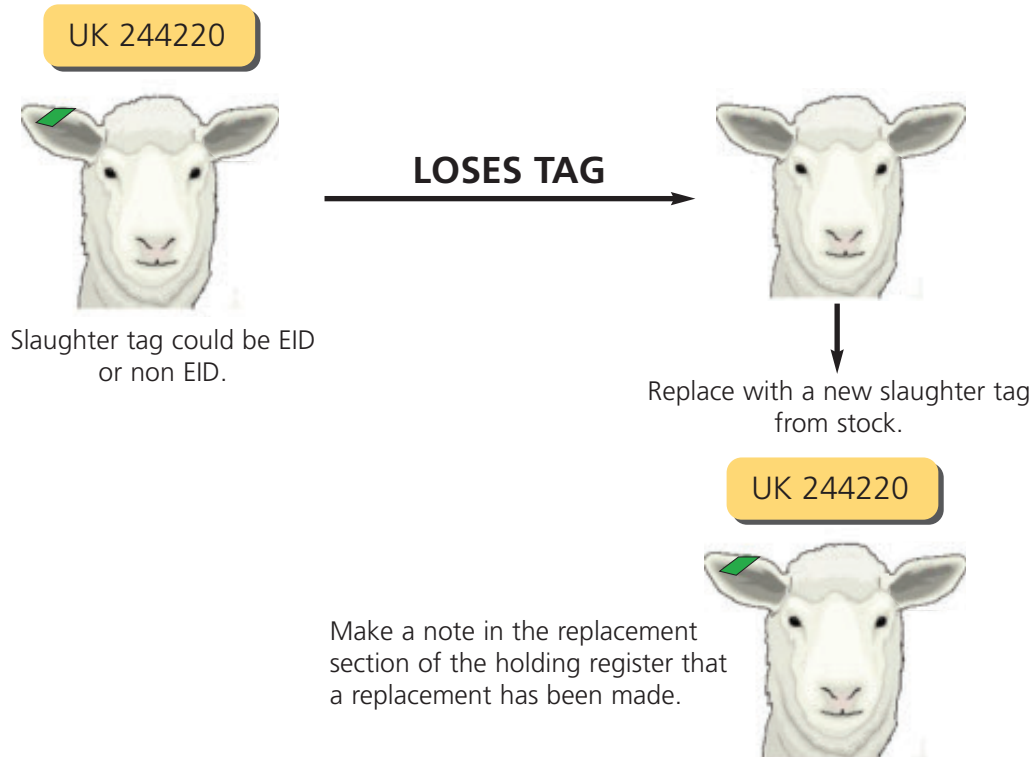
If these sheep lose their tag or need to be moved, you must double identify them with the identifiers which have the same individual animal number (one of which may be electronic).

### 3.18 Replacement tag – slaughter animals

- Apply a new slaughter tag.
- If the animal is not on the holding of birth, the replacement tag must be red. In the replacement section of the holding register, cross reference the replacement number with the original flock mark, if you know it. If you do not know the original flock mark, you should still make a record of the replacement in the replacement section of the holding register.

**Diagram 3**

**Home-bred animal with slaughter tag loses the tag.**



**Diagram 4**

**Bought in animal (not on holding of birth) with slaughter tag loses the tag.**



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

If the sheep has a bolus as an electronic identifier, any replacement ear tag or pastern must have the same animal identification number and must be black.

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

If the sheep has a tattoo and loses the ear tag, the replacement electronic identifier must have the same number as the tattoo.

### 3.21 Recording replacements in the holding register

In all cases when a tag is replaced, you must fill in the record of replacement tags in your holding register.

- If the replacement has the same identification number as the original, this should be recorded in the replacement section of the holding register.
- If different numbered replacements have been used for double identified animals, record the identification number of the replacement tag and cross reference with the old number, except in the case of sheep which are not electronically identified and are still on their holding or birth. In this circumstance no cross reference is needed but you must make a record of the replacement in the replacement section of the holding register.

### 3.22 Removing tags – other than for replacement

As a general rule, you should not replace ear tags other than under the replacement rules. However, if an identifier has caused a welfare problem (for example, the ear has become infected) you may remove the ear tag. You must apply a replacement ear tag with the same number that was originally used as soon as the welfare problem has been solved.

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

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

#### **a) Upgrading sheep with an electronic slaughter tag to full EID**

These animals can be upgraded to full EID as long as the animals are on their holding of birth or have moved to their present holding either directly from their holding of birth or from their holding of birth through a market. The full individual animal number must be recorded when the animals you intend to upgrade to full EID are moved onto your holding. If the animals have moved through a market they must be individually recorded before they leave the market.

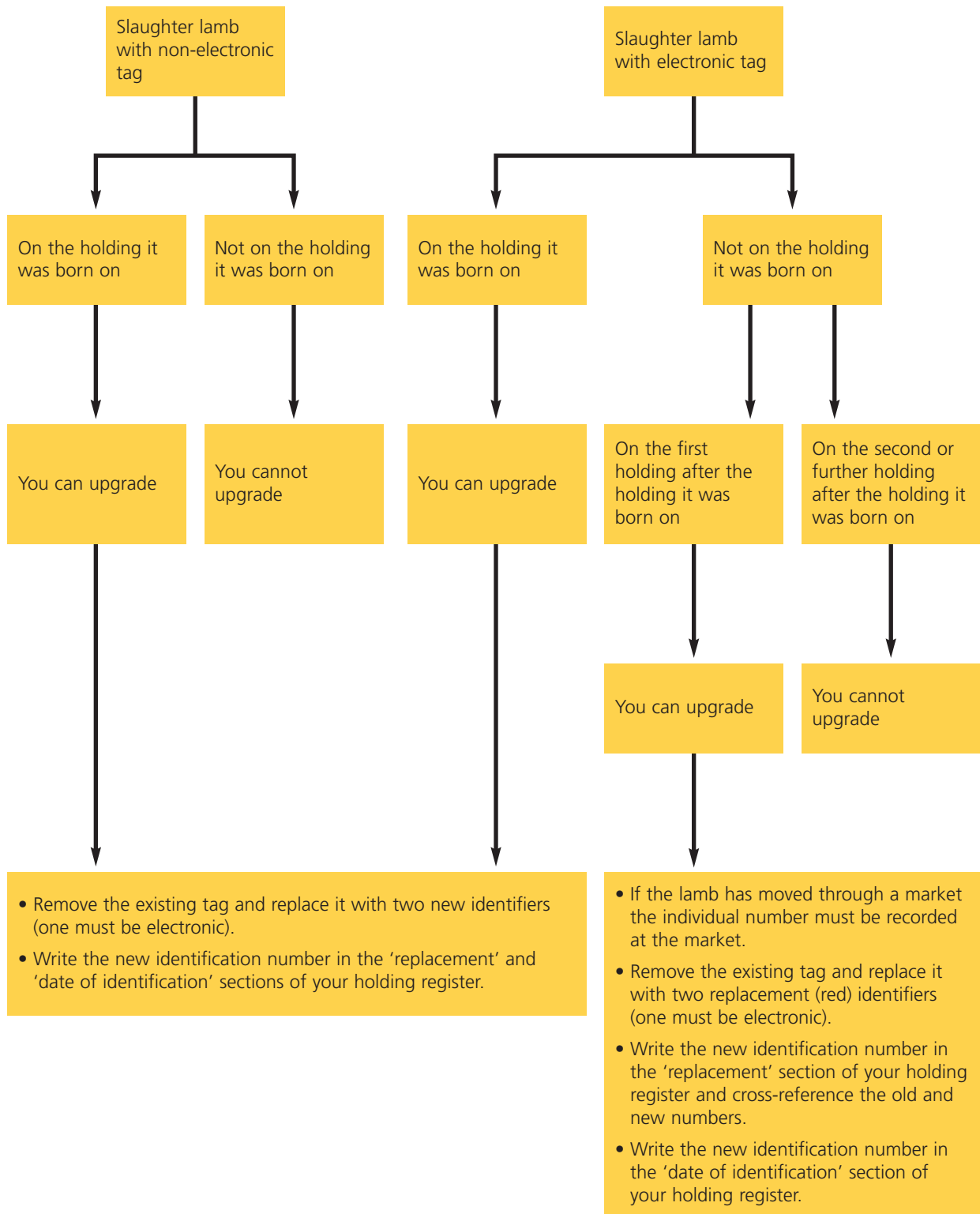
#### **b) Upgrading sheep with non-electronic slaughter tags to full EID**

These animals can only be upgraded to full EID on their holding of birth.

#### **c) Upgrading non-electronic slaughter tags to electronic slaughter tags**

Animals with a non-electronic slaughter tag can be upgraded to an electronic slaughter tag on any holding but they cannot be further upgraded to full EID as they will not be completely traceable (that is, there will be no individual records).

### Flowchart 3: Upgrading slaughter lambs to breeding stock



## Identification – goats

### 4.1 When to identify

Goats born on your holding must be identified:

- Within six months of birth if the animals are housed overnight
- Within nine months of birth if the animals are not housed overnight (kept in extensive conditions); or
- Before the animal moves from its holding of birth (including moves to slaughter, temporary grazing, common grazing, market and so on);

whichever happens first.

You do not need to identify animals that have died before these deadlines.

### 4.2 The identifiers

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

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

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

**Where we refer to tags in this guidance, it also includes tattoos, pasterns or boluses.**

### 4.3 Identifiers for animals identified after 31 December 2009

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

- Two ear tags with the same unique 12-digit animal number.
- An ear tag and a tattoo with the same unique 12-digit number (UK code + flock number on one ear, individual animal number on the other). The tattoo can go across both ears.
- An ear tag and a pastern mark with the same unique 12-digit number.

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

#### b) Slaughter tag: one single tag with herd mark only printed on the tag

### 4.4 Number format for goat identifiers

UK 244220 98 → Double identified animals

UK 244220 → Slaughter animals



## 4.5 Herd marks

The herd mark on the tag must be that of the holding where the animal was born, unless the tag is a replacement applied on a subsequent holding. There are the following two exceptions to this.

- When the animal is born on common land, you should use the herd mark of the home holding.
- When the animal is born on a temporary CPH, you should use the herd mark of your home holding.

## 4.6 Reserved colours for tags



**Yellow:** used only for electronic tags



**Black:** used only for ear tags where the goat has an EID



**Red:** used only for replacement tags (including replacement electronic tags)

The numbers and letters on all identifiers must be a different colour to the background of the identifier and must be clearly readable.

You may use any colour, other than the reserved ones (yellow, red and black) for non-electronic tags and management tags.

For official identification, you must only use identifiers (ear tags, pastern tags or boluses) that we have approved. The ear tags will have 'PAS 66' embossed on them. Always follow the manufacturer's instructions.

## 4.7 Tags left over from before 31 December 2009

### a) Slaughter tags

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

### b) Red replacement tags with individual number

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

### c) Set of double conventional tags with same number

You can use these tags to identify goats born on your holding and as replacements but only for animals still on their holding of birth. You cannot use these tags if they are yellow or black.

## 4.8 Historic herd – goats born before 31 December 2009

The identifiers already applied to older goats do not need to be replaced. However, if you want you can choose to voluntarily replace an animal's existing identification with electronic identification.

If you choose to do this, you will need to follow the rules for sheep. You may find this is the most practical approach from 2012 when some goats born before 31 December 2011 will need to be individually recorded in the movement document.

When ordering your identification or replacement devices, you may ask your manufacturer to add extra information. This is provided that:

- the extra information is distinct from the official identification code; and
- the official identification code remains clear and readable at all times.

You may also apply an extra management tag to your animal, but it must not contain the letters 'UK', show a herd mark or be red, yellow or black.

## 4.9 Where to get ear tags and identification numbers

### a) Ear tag approval system

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

### b) Ear tag allocation system

All sheep and goat ear tag numbers are allocated by the Ear Tag Allocation System (ETAS) which is a government computer system. Ear tags should be ordered from your supplier.

A list of suppliers of official tags and approved EID devices is maintained by the Rural Payment Agency (RPA). To see this list, search under "EID" or "RFID" (radio frequency identification) on the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk).

They will confirm your herd mark and give you:

- a series of numbers (in order) where individual identification is required. You cannot choose these numbers and they will be issued in sequence; or
- a number of tags with the herd number only.

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

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

- no later than 28 days after the tag was removed or discovered to be lost or illegible; and
- before the animals is moved from your holding.

whichever is earlier.

## 4.11 Replacements – double identified animals (including the historic herd)

Whenever you apply replacements you must make a record of this in the replacement section of the holding register.

You can choose to:

- Use identical numbered replacements, or
- Remove the surviving tag and apply a new set of identifiers if NOT on the holding of birth – replacement tags must be red.

- You must cross reference the old number and the new number in the replacement section of the register, except for historic animals still on the holding of birth where no cross reference is required.
- Alternatively you could apply an electronic replacement, if you do you should follow the rules for sheep.

#### 4.12 Replacements for goats born before February 2003

Before 1 January 2001, goats did not need to be identified with a permanent mark, Between 1 January 2001 and February 2003 goats were identified with a UK herd mark tag which did not have an individual number.

If these animals lose their tag or need to be moved, you must double identify them with two matching tags with the same individual numbers, one of which may be electronic.

#### 4.13 Replacement tags – slaughter animals

- Apply a new slaughter tag.
- If animal is NOT on the holding of birth, the tag must be red. In the replacement section of the holding register, cross reference the replacement number with the original herd mark, if you know it. If you do not know the original herd mark, you should still make a record of the replacement in the replacement section of the holding register.

#### 4.14 Recording Replacements in the Holding Register

In all cases when a tag is replaced, you must complete the record of replacement tags in your holding register:

- Where an identical numbered replacement is applied this should be recorded in the replacement section of the holding register.
- For double identified animals you should record the number of the replacement tag and cross reference with the old number, except in the case of animals which are born before 31 December 2009 and remain on their holding or birth. In this circumstance no cross reference is required but a record of the replacement must be made in the replacement section of the holding register.

#### 4.15 Removal of tags – other than for replacement

As a general rule, you should not replace ear tags other than under the replacement rules. However, where an identifier has caused a welfare problem (for example, where the ear has become infected) you may remove it. You must apply a replacement tag with the same number that was originally used as soon as the welfare problem has been resolved.

#### 4.16 Upgrading slaughter animals to breeding animals

Animals that are identified with a slaughter tag and are still on their holding of birth can be upgraded to double identified animals to be kept beyond 12 months of age.

If the animal has an electronic slaughter tag and the animal is completely traceable you can upgrade it to double identified or full EID identified animal. If the animal is not on its holding of birth certain conditions apply – see para 3.23a.

## Different ways of reading and recording individual identification numbers

### 5.1 When the individual identification number is recorded

An animal's individual identification number (that is, the flock or herd mark and the animal number) must be recorded when an animal is identified, is moved or dies. There are two documents this information must be recorded in.

- Your holding register
- Your movement document (form **AML1**)

### 5.2 How to read the animal's identification number

From 31 December 2009, animals that will be kept for breeding or over 12 months of age must be individually recorded.

In the case of full EID identified animals the number stored in the microchip of the electronic identifier is the same as the number printed on the outside casing of the tag. This means that you can read the number by eye or with an electronic reader.

- **By eye** You do not need to buy any reading equipment or computers and you will write the identification number in your holding register and movement document by hand.
- **Electronically** You will need an electronic reader to read the number stored in the identifier's microchip. This number can then be printed off with a printing device or downloaded from a computer into the holding register and movement document.

### 5.3 Ear tags

Only ear tags which meet the EU standards and meet the additional UK requirements (PAS 66) can be used for official purposes. This applies to both electronic and non-electronic identifiers.

### 5.4 EID readers

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

### 5.5 If electronic recording equipment fails

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

## Recording and reporting animal movements

### 6.1 Definition of recording and reporting the movements

By recording we mean that you write down the animal's individual number, or their flock or herd mark, in the on and off sections of the holding register and in the movement document.

By reporting the move, we mean that the keeper receiving the animals should send the white copy of the movement document to their local authority.

### 6.2 What is a movement

A movement takes place when live sheep or goats move onto or off your holding.

### 6.3 Recording and reporting the different types of moves

When an animal moves, its movement must be recorded in the holding register and movement document and then reported to your local authority.

The only exceptions are as follows:

- When an animal which remains under your keepership moves to a piece of land which has the same CPH number as your main holding and is within five miles, as the crow flies, from your main holding;
- When the move is to adjacent common land which you have registered as linked to your holding;
- Where an animal is moved to a veterinary practice.

### 6.4 Recording movements in the holding register

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

Table 2 – Recording animal identification number in the holding register.

Type of recording	What is this?	Which animals?								
Individually	This is where you record the individual identification number of each animal. For example, UK 244220 00006 (sheep)                      1 UK 123456 98 (goats)                              1	<ul style="list-style-type: none"><li>• Full EID identified animals</li><li>• Double identified goats</li></ul>								
Mixed batch recording	This is where animals moving in batches have different flock or herd marks. You must record the number of animals which have the same flock or herd mark For example, <table><thead><tr><th>Batch identifier</th><th>Number of animals</th></tr></thead><tbody><tr><td>UK 244220</td><td>24</td></tr><tr><td>UK 123456</td><td>26</td></tr><tr><td>Total animals moved</td><td>50</td></tr></tbody></table>	Batch identifier	Number of animals	UK 244220	24	UK 123456	26	Total animals moved	50	Slaughter animals only
Batch identifier	Number of animals									
UK 244220	24									
UK 123456	26									
Total animals moved	50									
Batch recording	This is where you only record the total number of animals moved.	This is used for slaughter animals and historic animals and for moves within a business where the animals stay under the care and control of the keeper. Also used for full EID identified animals where they move through a central point recording centre that is providing you with the individual numbers								

## 6.5 Recording movements in the movement document

Moves can be recorded and reported in the movement document in two ways – individual recording and batch recording.

When you move slaughter animals you do not have to record mixed batches in your movement document. However, some receiving keepers (for example, abattoirs) may ask you to do so.

## 6.6 Dates for recording in the holding register and movement document

Individual recording of identification numbers begins on different dates for the holding register and the movement document. These dates are as follows:

### From 31 December 2009

**Holding register** You must record the individual identification numbers for full EID identified animals and double identified goats when the animal:

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

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

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

### From 1 January 2011

**Movement document** Full EID identified animals and double identified goats, born or identified after 31 December 2009 should be recorded individually unless you are moving animals within a business or you move full EID animals through a central point recording centre (CPRC) (see section 9).

Slaughter animals and historic animals should be recorded on a batch basis.

### From 31 December 2011

**Movement document** For historic animals, except those moving to slaughter or within a business, you must record each animal's individual identification number.

Slaughter animals should be recorded on a batch basis.

## 6.7 Types of recording – yourself or central point recording (CPR)

For individual recording, it is up to you to decide whether you read and record an animal's individual identification number yourself as it moves off your holding or use a central point recording centre (CPRC) to electronically read and record the numbers on your behalf. Most keepers will probably choose to use a CPRC to avoid having to individually record animals as they move off the holding. See section 9 on central point recording for full details of how this arrangement will work.

## 6.8 Moves off your holding

### a) Moves to another keeper's holding (including markets and abattoirs)

If you are moving animals to another keeper's holding, even if the move is less than five miles from your main site, you should:-

- make sure your animals are correctly identified
- record the movements in your holding or herd register; and
- fill in a movement document.

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

### b) Moves within a business

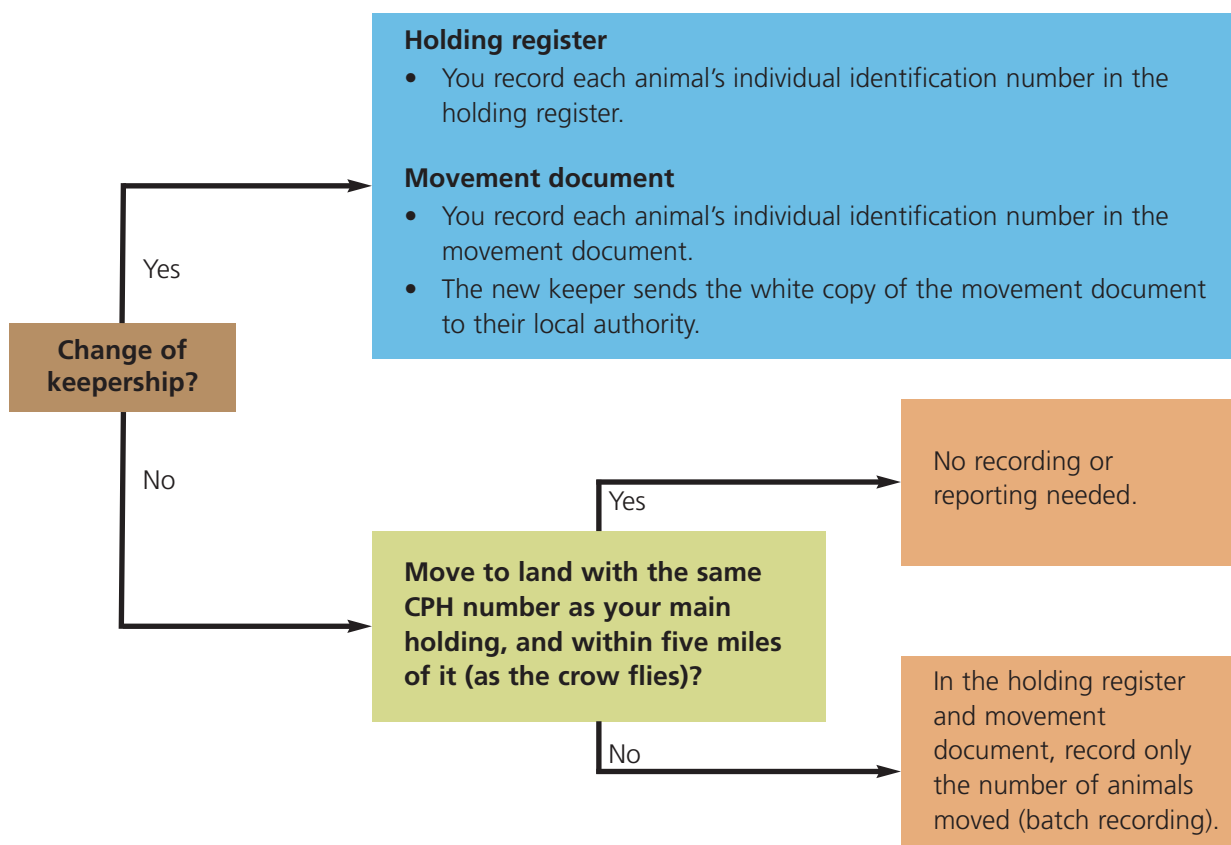
These arrangements are temporary.

When making these moves, you should make sure the animal is correctly identified. Where appropriate, you should record the move in your holding register and fill in a movement document. The way you record movements within your business depends on whether:

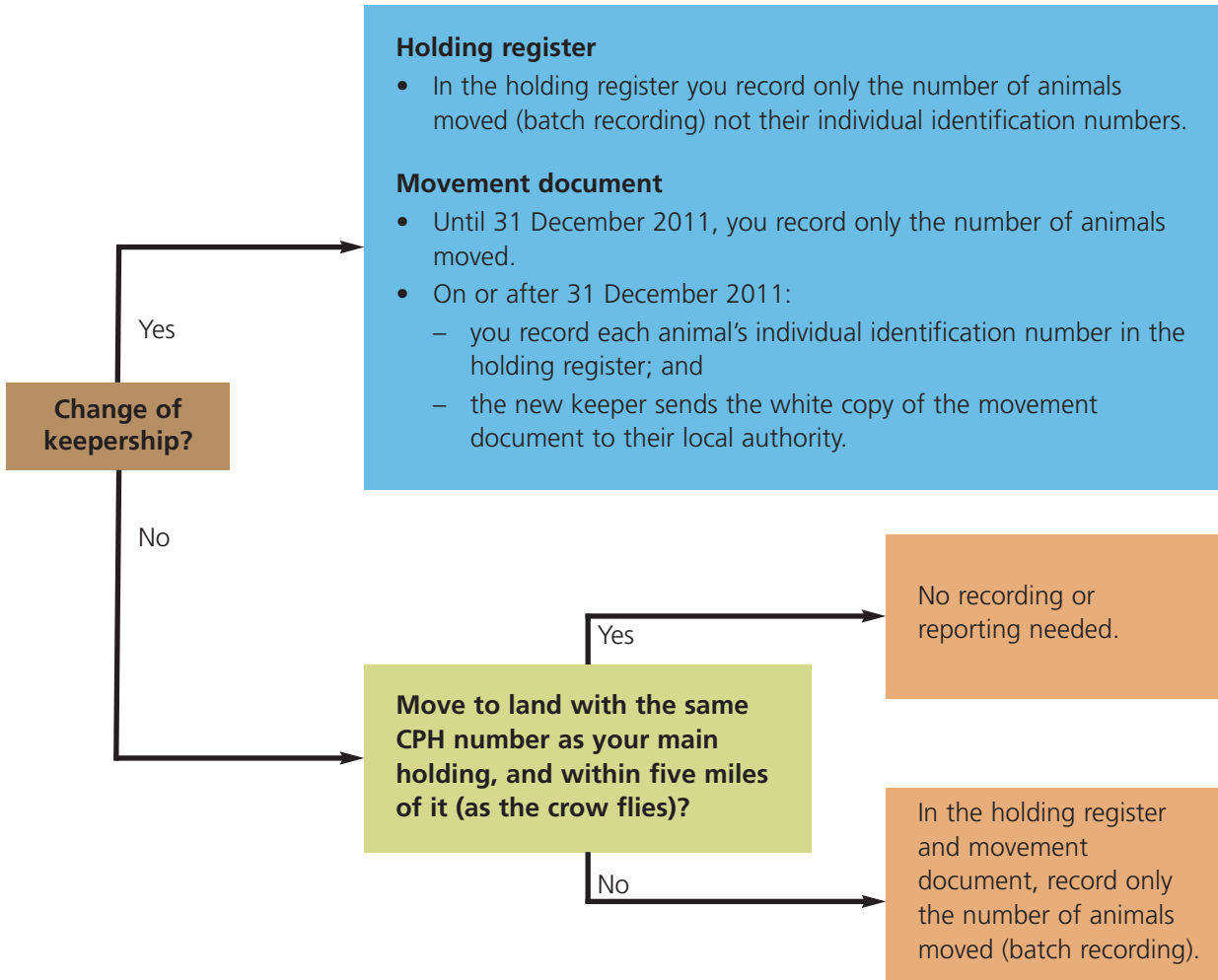
- the animal stays under your day-to-day care and control; or
- the animal comes under the care and control of a different keeper.

**The flowcharts below explain what you need to do:-**

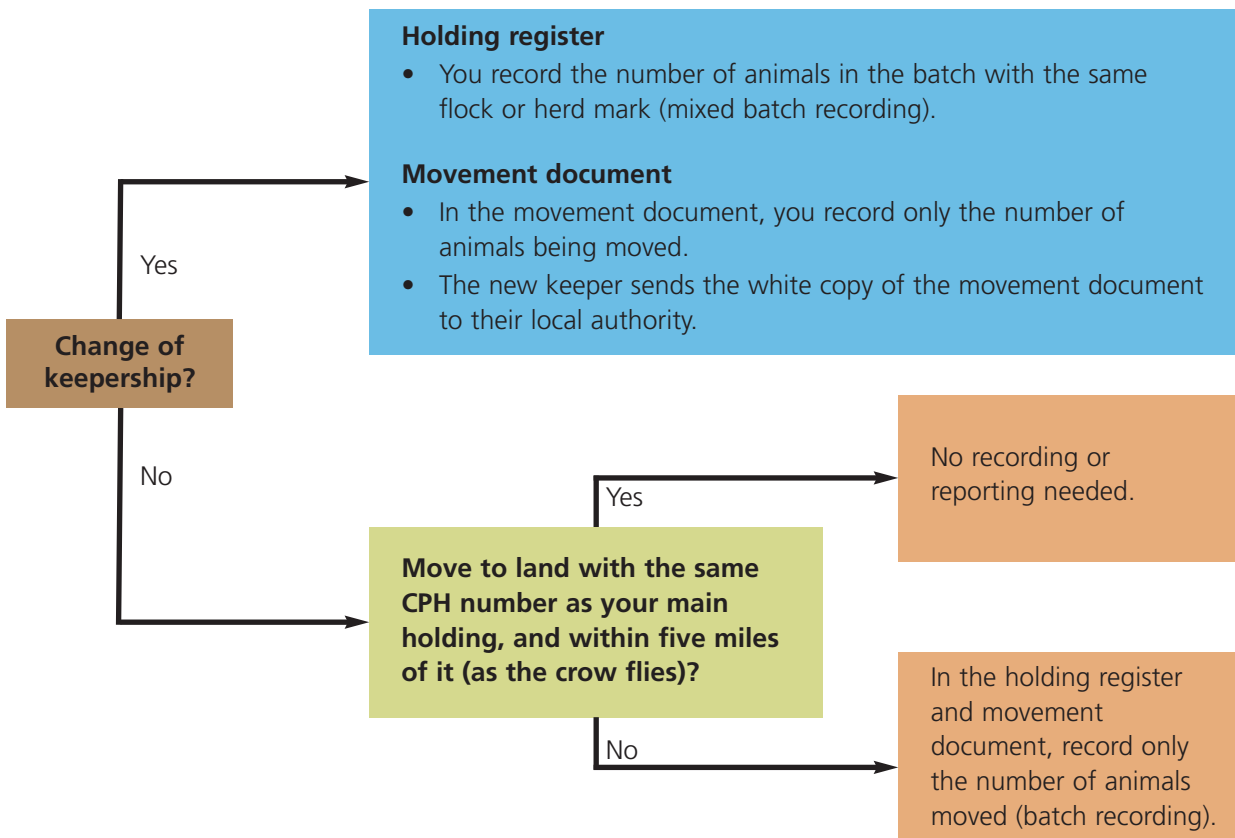
#### Flowchart 4: Moves within a business – full EID identified animals



## Flowchart 5: Moves within a business – historic animals



## Flowchart 6: Moves within a business – slaughter animals





## 6.9 Movements to show grounds

For movements to show grounds you will need to record each animal's individual identification number. This is a requirement of the Disease Control Order.

## 6.10 Moves to a vet

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

## 6.11 Moves to and from common land

Your animals must be correctly identified before they leave your home holding. You must record movements to and from common land in your holding register and fill in a movement document. You must record either the individual identification number or the number of animals moved. This will depend on when the animals were born and whether they will stay under your day-to-day care and control.

If your holding borders registered common land which you use for grazing, you can apply to have your holding 'linked' to that common land on the Animal Movement Licensing (AMLS) central computer database. This will mean that you will not have to fill in a movement document and update your holding register every time your animals move directly between your holding and the common land. To apply to have your holding linked, phone us on 08459 33 55 77.

Animals cannot be imported to or exported from common land.

## 6.12 Standstill restrictions

Since the 2001 outbreak of foot-and-mouth disease there have been restrictions on moving animals. This is to reduce the risk of spreading disease. For current details, please contact your local Animal Health Office or look on our website at [www.defra.gov.uk](http://www.defra.gov.uk)

## 6.13 Sole occupancy authorities (SOAs)

This is a group of premises under the same management and control and which are linked for the purposes of the disease control standstill restrictions (see above). Animals cannot be moved during any standstill period. However, if your premises are within a SOA, the standstill restrictions do not apply. The rules for identifying, recording and reporting movements are not affected by whether or not a holding is part of a SOA.

The rules for identifying, and for recording and reporting movements, are not affected by whether or not a holding is part of a SOA.

## The holding register

From 31 December 2009, individual recording applies for full EID identified animals and double identified animals in the case of goats, unless the recording is for moves within a business where the animals stay under the day-to-day care and control of the keeper.

Individual recording (except for replacements) is not necessary for historic animals.

Mixed batch recording applies to slaughter animals in the holding register from 31 December 2009.

To protect the health of your livestock and to make it easier to trace your animals, you must keep a register of the animals on your holding. This register will hold information about your holding, tags and replacement tags, and all movements of sheep and goats.

We have produced a new holding register for you to fill in from 31 December 2009. You may keep your records electronically if you wish as long as it contains all the necessary information as set out in the paper version.

### 7.1 Who should complete the holding register?

Every keeper, other than a transporter, must complete a holding register.

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

Table 3: Holding register – recording timescales

Activity	Timescale to record activity
Record a movement on or off the holding	Within 36 hours of the move
Updating the holding register with an animal's individual identification number if you have used a central point recording centre	Within 48 hours of the move
Updating the holding register after replacing an animal's identifier	Within 36 hours of the replacement being applied

### 7.3 Filling in the holding register

You must do the following.

- Keep a separate holding register for each different holding where you keep sheep or goats. This includes temporary holdings with different CPH numbers. You do not need to keep the holding register on each separate holding, but you must make sure it is available if an inspector asks to see it.
- Fill in the front page relating to you and your holding. Complete a new line for each year unless you use a separate holding register for each year.
- Fill in a new line for each year unless you use a separate holding register for each year.
- Record details of any replacement tags that you apply to your animals (including cross-referencing numbers where appropriate).
- Enter your annual inventory count – the total number for sheep and goats you have on your holding on 1 December 2009.
- Fill in the movement record sections within 36 hours of moving animals on or off your holding (use a separate line for each individual identification number (unless animals are tagged sequentially) and one line for each batch of animals you move).

- Keep the records for three years from the last day when animals die or leave the holding.

## 7.4 Filling in the record of movements in the holding register

The movement record must contain the following information.

- The date you move the animals.
- The number of animals you move – either by batch recording or listing the individual identification number of all the animals being moved.
- Details of the holdings the animals are moving to and from.
- For movements off your holding the name of the haulier used and the vehicle registration number.

## 7.5 The sections in the holding register

The holding register contains the following information.

### Table 4: Holding register sections

Examples of how to fill in each section can be found in the holding register.

Section	Information
Official page	Filled in by officials
Section 1	The CPH number and address of your holding, the flock or herd number, and the type of production
Section 2	A record of replacement tags
Section 3	Year of birth and the date the animal was identified
Section 4	Deaths
Section 5	Off movements
Section 6	On movements
Section 7	Annual inventory (to record total number of sheep and goats)

## 7.6 Extra information needed from 31 December 2009

Under EU law, from 31 December 2009 you must also record the following information in your holding register.

### For full EID identified animals

The individual identification number of the animals

- If on the holding of birth, the year of birth and date of identification
- The month and year of death of an animal on the holding
- If known, the breed and genotype of each animal.

You can record sequential identification numbers in one line in section 3 of the register, for example you would enter

Individual identification number: UK 0 244220 00127 to 150

## For slaughter animals

Where a batch contains animals born on different holdings, the number of animals from each holding with the same flock or herd mark should be recorded (mixed batch recording).

### 7.7 Recording individual identification numbers and central point recording

To help with recording the animal's individual number, we have introduced central point recording. This is where an approved central point recording centre (CPRC), such as a market or abattoir, will electronically read the animal's individual identification numbers for you.

Section 9 on central point recording explains how this works in practice and what you have to do if you choose to use this facility.

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

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

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

### 7.9 Recording 'off' movements in the holding register

Instead of recording individual identities of animals in your holding register, from 2011 you may keep a copy of your completed movement document. If you choose to do this, you must keep it with the holding register or file the movement documents in date order with a cross-reference to the holding register. These documents must be available to be inspected at any time.

### 7.10 Recording 'on' movements in the holding register

From 2011, instead of recording all the individual identities of animals (where necessary) moved onto your holding in your register, you can use the information provided in the incoming movement document. In this case, you should keep the movement document in a folder and number it. You should write down the document number in the identification column of your holding register and make sure you can show the document to an inspector if they ask to see it.

**If you choose to use the movement document to update your holding register, you will be responsible for the accuracy of information in your register.**

## 7.11 Annual inventory

Under European law, all keepers must carry out an annual inventory of the sheep and goats on their holding. This should be done on 1 December of each year, and you should record the total number of sheep and goats on your holding. We will write to you each year to ask how many sheep and goats you keep. You will need to record this information, on the form we send with the letter and return it to us by 31 December each year. You must also record this information in section 7 of your holding register.

## Movements and The movement document

Batch movement recording and reporting applies for all animals until 31 December 2010. Individual recording and reporting is phased in from 1 January 2011 except for grazing moves within a business where keepership or ownership of the animal does not change.

### 8.1 Where to get your movement document (form AML1)

The movement document is available from local authority offices. You can see the latest version of the movement document at [www.defra.gov.uk/corporate/docs/forms/health/aml/aml1.pdf](http://www.defra.gov.uk/corporate/docs/forms/health/aml/aml1.pdf)

### 8.2 Where to report sheep and goat movements

You use the movement document (form AML1) to report movements. The keeper receiving the animals should send the white top copy of the form to their local authority.

### 8.3 Time to return completed movement documents to your local authority

The keeper receiving the animals must send the white top copy of the form to their local authority within three days of the move taking place.

### 8.4 Length of time to keep the movement document

The keeper at the holding the animal moves onto must keep the pink copy of the movement document for three years from the date of the movement.

### 8.5 When to use the movement document

You must record movements by filling in the movement document. If you are moving sheep and goats together, you must fill in a separate movement document for each species.

You must not record more than one movement on this document. If you are moving many animals at the same time and you are planning on moving them in more than one trip, you must fill in a new movement document for each trip.

If you transport your animals in more than one vehicle, each vehicle should carry a separate movement document. Each movement document should list the animals on that vehicle.

### 8.6 Movement document – recording individual identities

For information on this, see section 5.

### 8.7 Filling in the movement document

If your animals are not correctly identified when they arrive at a market or abattoir, or the movement document is not filled in correctly, your animals may be rejected. It is your responsibility to make sure animals are correctly identified.

The movement document has three sections and all sections and movement documents must be correctly filled in.

### Section 1 – Departure location

Filled in by the keeper at the holding the animal is moving from.

### Section 2 – Transport details

Filled in by the keeper at the holding the animal is moving from.

### Section 3 – Receiving location

Filled in by the keeper at the holding the animals are going to (the receiving keeper), or the new keeper at the destination holding).

### Food chain information

You must fill in the food chain information asked for at section 1 of the movement document.

The movement document has four different coloured carbonated pages and these should be kept or sent on as follows.

White (top) copy	Pink copy	Blue copy	Yellow (bottom) copy
The receiving keeper should send this to their local authority within three days of the move taking place.	The receiving keeper should keep the pink copy for three years from the date the animal arrives on their holding.	The transporter (keeper or haulier) must keep a record of the movement for six months. This can be the transporter's own document or the blue copy of the movement document.	The yellow copy is for the keeper from the holding the animal is moving from to keep.

## Central point recording (CPR)

### 9.1 What is central point recording?

This is where animals with electronic identifiers have their individual identification numbers read and recorded on behalf of a keeper by a central point recording centre (CPRC) such as a market or abattoir.

### 9.2 The date central point recording can be used from

Keepers can use central point recording from 1 January 2010 when individual movements for full EID identified animals need to be recorded in the holding register.

A condition of using central point recording is that when batches of animals from different holdings are being transported, the batches must be physically separated in the vehicle.

### 9.3 How central point recording works

#### Flowchart 7: Central point recording

##### What you do

You do not need to record details for animals that are full EID identified (the central point recording centre will do this). You carry out batch recording for animals that are not full EID identified. You record the total number of animals in the 'off' section of your holding register and in the movement document. You also tick the 'CPR' box in the movement document.



You send all the animals to the central recording centre.



##### What the central point recording centre does

The centre electronically reads and records the identification numbers of the animals that are full EID identified.



The centre sends the individual identification numbers:

- to you; and
- to your local authority (attached to the batch movement information).



You update your records and record or cross-reference the identification numbers in your holding register. This must be done within 48 hours of the animal leaving your holding.

### 9.4 What to do if you receive incomplete information from the CPRC

It is important that full and accurate records are maintained for the purposes of your single farm payments. However, there may be times when the CPRC sends you incomplete information.



This might happen for any of the following reasons.

- **The record from the CPRC does not list all the individual numbers of the animals you moved**

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

- **Equipment failure at the CPRC**

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

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

## Exports and imports (intra-community trade)

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

#### 10.1 General rule

If you are exporting sheep and goats, either to another EU country or to a country outside the EU, animals must (depending on when they were born) be full EID identified or double identified (for historic animals) with identifiers which bear the same individual identification number (see table 1).

Animals identified after 31 December 2009:

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

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

- EID ear tag and conventional ear tag
- EID ear tag and conventional pastern tag
- EID bolus and conventional ear tag
- EID bolus and conventional pastern

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

Animals identified before 31 December 2009:

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

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

#### 10.2 Animals with just one ear tag

You cannot export single tagged animals. However, you can upgrade some single tagged animals and then export them. See paragraph 3.23 at section 3 on page 23 for the rules on upgrading.

#### 10.3 Animals with red replacement tags

Animals which have had their tags replaced with a double set of red replacement identifiers (both having the same individual numbers) can be exported as long as they are fully traceable.

#### 10.4 Exporting animals to Northern Ireland

At the time of writing this guidance we do not know if sheep moving to Northern Ireland will need to be full EID identified. You are advised to contact your local Animal health Office or exporter to check if your sheep are identified correctly for movement to Northern Ireland.

#### 10.5 Exported animals – holding timescale

All animals must be on the holding for at least 30 days before they are exported. This is known as the residency requirement.

## 10.6 Holding register – recording exported animals

- **Animals with two tags – no electronic identifier**

Animals which are double identified (historic animals) will need to be individually recorded in the holding register.

- **Full EID identified animals**

Record each animal's individual identification number as you would for trade within the UK.

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

Contact your local Animal Health Office before you export animals to discuss export health-certification requirements.

## 10.7 Movement document – animals intended for export

When the animals are exported you must record the full address of the keeper overseas in section 1 (destination address box) of your movement document. You must return the top white copy of the document to your local authority.

## 10.8 Movement document – animals intended for movement to Northern Ireland

You must fill in sections 1 (destination address box), 2 and 3 of the movement document. You must also enter the name of the port (in section 3 at the CPH box) the animals arrive at and full address where the animals will be moved to. The keeper receiving the animals must fill in all sections of the movement document and send the top white copy to their local authority.

## 10.9 Movement document – animals moving to Scotland and Wales

Animals moving to Scotland and Wales must have a movement document. The receiving keeper must send a copy of the document to the Scottish Animal Movements Unit (SAMU) at the Scottish Government Rural Directorate (SGRD) or, in Wales, to their local authority.

## Importing animals

### 10.10 Animals brought in from Scotland, Wales and Northern Ireland

#### Identification

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

#### Holding register

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

#### Movement document

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

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

## 10.11 Animals Imported from other European Union (EU) countries

### Identification

Sheep and goats imported from other EU countries must be double identified (historic animals) or full EID identified.

### Holding register

When animals arrive at your holding, fill in section 6 of the holding register to record the date the animal was moved onto your holding. You must do this within 36 hours of their arrival.

### Movement document

Animals arriving from the EU will have an export health certificate which you should keep for your records. You must also fill in all sections of the movement document, including the address where the animals have moved from (section 1, departure address) and send a copy to your local authority. You must do this within three days of the animals arriving on your holding. You must also tell the local authority at which port the animals entered the country.

## 10.12 Animals imported from countries outside the EU

### Identification

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

### Holding register

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

- In section 6 of the holding register, record the date the animal was moved onto your holding. You must do this within 36 hours of their arrival.
- In section 2 of your holding register, cross-reference the animal's full identification number on the UK tags with the animals' existing identification number from the country it came from.

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

### Movement document

You must fill in all sections of the movement document and send a copy to your local authority within three days of the animals arriving on your holding. You must also tell the local authority which port the animals entered the UK at (section 1, the CPH box) and the address the animals have moved from (section 1, departure address).

## 10.13 Animals imported into England through Scotland

Animals imported into England through Scotland will not be accompanied by a movement document. Instead, they will have an export health certificate. When you receive the animals you must either fill in all sections of the movement document and send it the local authority, or send the local authority a copy of the export health certificate. You must also tell the local authority at which port the animals entered into the UK.

# Sheep and goat identification inspections – what you should do when you are inspected

## 11.1 Why we have inspections

By law, we must carry out sheep and goat inspections. We do this through the Rural Payments Agency. We have to inspect 3% of holdings and 5% of animals each year. Inspectors examine sheep and goat ear tags and farm records to check that the rules for identifying the animals are being met.

Other sheep and goat inspections may also be carried out from time to time by other bodies, such as local authorities.

## 11.2 What the inspector does

The inspector initially checks a sample of the animals (60 or the total number of animals in the flock or herd if this is less than 60) on your holding or holdings. The sample includes animals born on your holding and those which you have bought in. They also check imported animals. You need to gather all the animals that have been chosen for inspection. The inspector will check that:

- the farm records (holding registers and movement documents) show which animals are currently on the holding or have been on the holding;
- the date of identification, and all movements and deaths, are correctly recorded;
- all animals are correctly tagged;
- replacement tags are recorded in the holding register (animals in the sample which must be individually recorded will be cross checked against the register); and
- deadlines for identifying sheep and goats and keeping records have been met;
- the annual inventory figure has been recorded in the holding register, and the annual inventory form has been sent to us.

The inspector will count all the animals on your holding and track some of the animals they have inspected through your records.

If the results for the animals in the sample are not satisfactory, then more animals will be inspected.

## 11.3 What you have to do

An inspector has the right to visit farms to make sure that the rules for identifying sheep and goats, and keeping records, are understood and being followed. You must let the inspector see all the documents and records relevant to the inspection. It is against the law not to have documents available for inspection, so they should be kept by the keeper of the animal. You should make sure that the inspector can safely inspect your animals. You must provide suitable handling facilities and, if necessary, people to help gather the sheep and goats together.

At the end of the inspection, the inspector will ask you to sign the sheep and goat identification report form, and will give you a copy.

## 11.4 If an inspector is obstructed

If an inspector is obstructed (is not allowed to do their job properly), your whole flock or herd will be restricted. This means that you will not be able to move them at all and any single farm payments (SPS) due to you may be at risk. Local authorities also have various enforcement powers under the laws on identification.

## 11.5 The farm records you need to keep.

You must keep an up-to-date and accurate holding register.

You can use the holding register book from us, a local authority record book, a computerised spreadsheet or a software package. You must also keep copies of the movement document (where appropriate).

You must give these records to inspectors when they ask for them. If you keep your records on a computer, you should keep a back-up copy.

You must keep farm records for the following lengths of time.

Holding register: **Three years** from the day an animal referred to in the document dies

or leaves the holding

Movement document: **Three years** from the date an animal moves onto your holding

## 11.6 Deadlines for updating information in the holding register

You must update the register within:

- 36 hours of any event (movement or death) occurring; or
- 48 hours when you have used central point recording.

We recommend you update your records as soon as possible after an event as this makes it easier to keep your records accurate.

## 11.7 How long an inspection takes

The time an inspection takes will depend on whether the sample size has to be increased, the size of your holding, the number of animals involved, and the quality of your records. If your records are set out clearly and accurately, the inspection won't take as long. The aim is to carry out inspections quickly and efficiently with as little disruption to you as possible.

## 11.8 How we choose farms for inspection

We can choose to inspect any holding, however, we are more likely to inspect your holding if we found problems during a previous inspection.

## 11.9 Other inspections

Inspections are also carried out as part of the single payment scheme (SPS). The results of these inspections may affect any SPS payment made to you.

You can find out about reductions and a list of the most common problems found at inspection on the 'cross compliance' section of the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk).

Where both SPS and sheep or goat inspections are needed, they will usually be carried out at the same time, if this is possible.

The results of the sheep and goat identification are collected by the Rural Payments Agency. They will take these results into account when assessing single farm payments.

Local authorities have their own inspection programme and carry out risk-based, general, on-farm inspections. The inspectors check that all animal health and welfare laws, including those on identification requirements and movement records, are being met. Local authorities also respond to any complaints or referrals received about suspected cases of relevant laws not being met, and they take appropriate enforcement action.

### 11.10 Whole flock/herd restrictions on your holding

Failure to keep up to date, accurate records and/or failure to correctly identify animals may lead to a whole flock/herd restriction on your holding. Single farm payment penalties may also be applied. The inspector will do this by giving you a movement restriction notice.

The movement restriction is not automatically lifted – you must tell the inspector when you have put right any problems.

An inspector may return at a later date to check the animal has been correctly identified.

### 11.11 Are the results of inspections made public?

There is a yearly programme of inspections. Each year the RPA publishes results about the number of farms visited that year and how well the rules are being followed. These details are made public and available on our website. They are also sent to the European Commission and shared with other member states. Individual farms are not identified in these reports.

### 11.12 Criminal penalties

RPA or other inspection bodies will refer any instances of non compliance they find during inspections to the Local Authority who are responsible for enforcing the rules.

As a final resort, local authorities may decide to take legal action against any keeper believed to be breaking the rules. If the court finds that a keeper is guilty of an offence, severe penalties may be set, including fines of up to £5,000 for each animal. In the worst cases, the court can also give the keeper a prison sentence

# Advice on how to correctly identify animals to reduce the risk of injury, distress and infection

## Best practice for tagging

### What type of ear tag should I order for my animals?

There are many types of tag (both electronic and non-electronic) designed to be suitable for sheep and goats. We officially approve all ear tag designs used for official UK Identifiers, using a set of quality standards and tests. As a result, you can choose the style and type. Remember, it is important to choose one that is suitable for the breed, size and age of the animal.

You can get a list of tag manufacturers by searching under 'EID' on the RPA website at [www.rpa.gov.uk](http://www.rpa.gov.uk).

### What about the welfare of my animals

When applying tags, it is important to do it correctly to protect the health and welfare of your animals. Following the recommended procedures will also reduce the number of lost tags as well as any associated problems.

**Please follow these guidelines carefully to make sure you correctly apply the tags and to avoid unnecessary pain to your animals.**

#### Guidelines for fitting ear tags

- The law does not set out which ear you should apply the electronic tag to, however, you are recommended to apply it to the animal's left ear.
- Make sure your operator fitting the tag is properly trained and competent.
- Think carefully about the best type of tag for your animals. Use a suitable style and size of tag for the breed, size and age of the animal.
- Make sure tags are fitted correctly by following the manufacturer's instructions and use the correct applicators for the model of tag you are fitting.
- Fit tags in cool weather (where possible) to reduce 'fly strike' and infections.
- Make sure the animal's head is secure to prevent jerking during tagging.
- Apply tags in hygienic conditions. Make sure the ear, tag and applicator are clean.
- You may want to consider using an insecticide on your animal. If you do, you must take care to follow the instructions for each product you use so that you meet health and safety regulations and avoid residues in meat or milk.
- The tag should be placed through the ear, avoiding the main blood vessels and ridges of cartilage. The different styles of tag are designed for different places in the ear and you should follow the manufacturer's instructions for the specific tag design. Remember to allow for ear growth when fitting loop tags.
- When fitting two-piece plastic tags, always make sure the male part of the tag is fitted from the back of the ear as centrally as possible. After inserting the tag, the female part of the tag should be on the inside of the ear.
- Store unused tags in a clean container.



**If you are having problems with ear tags or pasterns**

If you are having problems with ear tags falling out, make sure you are fitting them correctly in line with the manufacturer's instructions. In many cases, tags fall off because they have not been inserted correctly. If you have problems with sheep or goat tags, you should discuss these with your supplier. You should consult a vet in cases of infection. If you are still not satisfied with performance, or where there are welfare issues, please report your findings to RPA Workington (BCMS) using the ear tag comment form which is sent out with all tag orders.

**Guidelines for EID boluses**

You should follow to the manufacturer's guidelines when fitting EID boluses to your animals.

**More information**

If you need more information about tagging sheep and goats, please contact your local Animal Health office.

Published by the Department for the Environment, Food and Rural Affairs,  
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Printed on material that contains a minimum of 100% recycled fibre  
for uncoated paper and 75% recycled fibre for coated paper.

[www.defra.gov.uk](http://www.defra.gov.uk)

PB13327