



Keeper Name
Keeper Address Line 1
Keeper Address Line 2
Keeper Address Line 3
Keeper Address Line 4

[INSERT HERD NO]

25 November 2022

Equine Census – 30th November 2022

Dear Keeper,

The 2022 equine census will be held on the night of **Wednesday 30th November**. The census will count the numbers of all horses, ponies, donkeys, mules and zebras present on holdings across the country on census night. It is important that all people keeping equine animals submit a completed census to the Department by close of business on **Friday 16th December 2022**.

The census is required by the EU Animal Health Law (Regulation (EU) 2016/429), which requires that the Department records the details of the premises where all equines resident in the State are habitually kept. The census data provides valuable information for disease prevention, in addressing public health concerns and in dealing with lost, straying or stolen horses.

While paper returns will be accepted for Census 2022, the Department strongly encourages keepers to submit their 2022 census data online through the dedicated **‘Equine Census 2022’ portal on agfood.ie** using their dedicated username and password. A step-by-step guide to completing the census online is provided overleaf.

The census portal has been updated since 2021 to allow keepers to submit 2022 data more easily. Keepers who submitted a 2021 census return can choose to access this information to use it as a base for their 2022 return. This removes the need to re-enter the 15-digit passport numbers (UELNs) of equines that are already recorded on the Department’s systems and that remain on the premises. Keepers with large numbers of equines, even where these are kept across a number of different premises, can choose a bulk upload option (submission of a spreadsheet) on agfood.ie. Such keepers should refer to the FAQ section on the left hand side of the home screen on the online portal for instructions.

Keepers choosing to submit a paper return should complete the enclosed census form, attaching an additional page(s) where required to record details of all the equines permanently resident on the holding. These should be posted to the address in green below.

Where you have approved a registered agent to act on your behalf, he/she can submit your census data for you.

Thank you for your engagement with this very important census. If you have any difficulties completing your return, please contact AIM Division for assistance by emailing equinecensus2022@agriculture.gov.ie or by phoning 01- 5058881.

Yours sincerely,

Frances Mac Aodháin

Frances Mac Aodháin
Principal, Animal Identification and Movement Division

Foirgneamh Riaracháin Bhacastúin, Lána Steach Cuimne, Cill Droichid, Co. Chill Dara, W23 X3PH
Equine ID Section, AIM Division, Backweston Admin Building, Stacumny Lane, Celbridge, Co Kildare, W23 X3PH
T +353 1 5058881 | equinecensus2022@agriculture.gov.ie

Guide to submitting 2022 Equine Census return online via agfood.ie

(1) If you do not already have an agfood.ie account

- (i) Create an account by logging on to www.agfood.ie
- (ii) Choose the option to 'Register' - using your PPSN, email address, phone number and date of birth. For security reasons, your personal login details will issue to you by post and should arrive at your address a few days after you register. You will need this information to access the 2022 Equine Census portal. When you are fully registered, follow the steps below.
If you have any difficulties accessing your online account, please contact the Department by phone at **049 – 4368288** or by email at agfood@agriculture.gov.ie for assistance.

(2) If you have an agfood.ie account:

- (i) **log on to www.agfood.ie but do not use your login details at this stage.**
- (ii) **Click** on the **Equine Census** tab in the Equine Census box (on the right-hand side of the screen).
- (iii) **Enter** your agfood.ie username and password.
*Note: A **dual authentication** process has been introduced in 2022 to further protect your data. When you use the 2022 census portal for the first time, you will be asked to nominate a mobile phone number to which a new specific six-digit code will be texted each time you wish to access the site. Please nominate a number that you will have access to in the future when logging on to agfood.ie.*
- (iv) **Enter your mobile phone number.**
- (v) **Key in the code** sent to the mobile phone – and click on the 'login' tab – this will bring you to the Equine Census 2022 'Home' page.
- (vi) If you have just one Equine Premises Registration Number (EPRN), you will be brought to a screen displaying your details, from where you can **create** your 2022 census return in the left-hand box (tab). If you have more than one EPRN, each will be listed. Click on the appropriate EPRN to present a new 'Census 2022' tab from where you can create your 2022 return for that premises.
Equine Premises Number (EPRN) can be found at the top of the form overleaf.
- (vii) On 'Census 2022' tab you will have the option to create your 2022 census either using new data or using the 2021 data recorded by the Department as a base.
Click on the relevant button for your preferred option.
*Note: If you had no equines last year and you are not keeping equines now, you **must** choose the option use **new data**.*
- (viii) This will bring you to the new screen to record your 2022 information.
 - If you are not currently keeping equines, complete **Section 1 only** and 'SUBMIT'
 - If you are keeping equines, you must answer all questions at both Sections 1 & 2
If you choose to use your **2021 data**, the UELNs recorded from your 2021 return will be listed **to assist you in completing this Section**. You can
 - click on individual records to delete them if the equine is no longer present or
 - add a row (click on '+Add UELN') to type in the UELN of an equine that has moved to live on the premises in the last 12 months and then **SAVE the newly input data each time**
- (ix) You must **make sure** that the number of UELNs listed is the same as the number of equines with passports recorded as being permanently present on your holding (second question at Section 2).
- (x) When you have completed your return, click on the '**SUBMIT**' button. If the return is not complete, you will be requested to record the missing information – update the missing fields and '**SUBMIT**' your form again. You will receive confirmation when your census has been submitted successfully - this will be provided in green at the top of the screen.
- (xi) After submission of your 2022 equine census return – if you wish to **view or amend** it – please access the system as outlined above and select appropriate view or amend option.

(3) Where there are 10 equines or more present on your holding, you can use the 'Bulk Upload' option to submit the required details for all equines kept on your holding. A comprehensive 'Frequently Asked Questions' (FAQ) document is available on the left-hand side of the 'Home' screen to assist with this and common issues raised in 2021. Alternatively, you can email any queries to equinecensus2022@agriculture.gov.ie



EQUINE PREMISES REGISTRATION NUMBER (EPRN) [INSERT HERD NO]

EQUINE CENSUS 2022

SECTION 1: PRESENCE OF EQUINES ON PREMISES

This Section must be completed even if you are not currently keeping equines.

Are there equines present on the holding overnight on Wednesday 30 th November 2022.	YES / NO
If YES – please move <u>directly to</u> Sections 3 and 4 to input the relevant details.	
If NO – please answer <u>ONLY</u> the questions in Section 2 before signing, dating and returning your form to the address in green at the bottom of the page.	

SECTION 2: PREMISES CURRENTLY KEEPING NO EQUINES

Where there are currently **no equines** on the holding, please tick **ONE** of the following

I intend to keep equines in the future - my EPRN should remain active	
I <u>do not</u> intend to keep equines in the future – my EPRN should be made dormant	

SECTION 3: NUMBER OF EQUINES ON PREMISES

(a)	Number of equines permanently resident on your holding on census day	<input type="text"/>
	Of these permanently resident equines –	
	(i) number of equines with passports	<input type="text"/>
	(ii) number of equines for which passports are yet to issue*	<input type="text"/>
(b)	Number of equines that are present on a temporary basis (e.g. breeding/competition)	<input type="text"/>
(c)	Total number of equines present on the holding (TOTAL of (a) + (b))	<input type="text"/>

*Please note that equine keepers are legally required to ensure that all equines in their care are issued with a passport no later than 12 months from the date of birth of the animal.

PLEASE TURN OVER TO COMPLETE, SIGN AND DATE YOUR EQUINE CENSUS FORM BEFORE RETURNING IT TO ADDRESS BELOW

SECTION 4

INDIVIDUAL EQUINE DETAILS

In respect of each equine **permanently** present on your holding on 30th November 2022 for which you have a passport (as detailed at **Section 3(a)(i) over**), please record

- the Unique Equine Life Number (UELN), also known as the Passport Number – (**please do not confuse this with the microchip number which is also 15 digits long**); and
- the approximate date on which the equine moved to the premises

1.

Unique Equine Life Number (UELN) - as recorded on the equine's passport

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Date on which the equine moved to this premises (approximate date will suffice)

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2.

Unique Equine Life Number (UELN) - as recorded on the equine's passport

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Date on which the equine moved to this premises (approximate date will suffice)

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3.

Unique Equine Life Number (UELN) - as recorded on the equine's passport

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Date on which the equine moved to this premises (approximate date will suffice)

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Where more than 3 equines are present, please add additional pages as necessary (and include EPRN on all pages).

KEEPER SIGNATURE _____

DATE _____

Data Protection: DAFM is fully committed to keeping personal data submitted by its customers fully safe and secure. DAFM and AIM Division Data Protection information may be viewed at <https://www.agriculture.gov.ie/dataprotection/> and <https://www.gov.ie/en/collection/be6db-data-protection-privacy-notice/#animal-identification-movement-division>. Data collected may be shared within the Department for risk analysis and full Cross Compliance purposes in respect of the Basic Payment Scheme (BPS) governed by EU Regulation 1306/2013. DAFM may also share information in support of research and development and to model population demographics or with other bodies where there is a legislative basis to do so (e.g. Central Statistics Office).