

# Herd Keeper Manual

Animal Identification and Movements (AIM)

Online System for Herd Keepers

## **Contacts**

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Missing/Stolen

01-5058883

Sheep / Goats 01-5058671

Website: Online Services <u>www.agfood.ie</u>

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# **Animal Identification and Movement System (AIM)**

The Department of Agriculture, Food and the Marine maintains cattle traceability records on a central database known as the Animal Identification and Movement System (AIM). The AIM system is a generic database and maintains data on a number of animal species including cattle, sheep, pigs and horses.

The AIM system records all births, movements and exits (slaughters, live exports or on-farm deaths) in accordance with EU requirements. Accordingly the AIM system maintains comprehensive data on calf births, farm to farm movements, mart movements as well as details of cattle slaughtered in factories and abattoirs, live exports and on farm deaths.

The AIM system provides the facility to trace all bovines from birth to slaughter. The traceability system provides assurances to consumers at home and abroad about the origin and traceability of beef. It protects animal and human health and secures and maintains markets for Irish cattle and beef.

The Irish cattle identification and tracing system has four component parts;

Tagging;

Passports;

On-farm Herd Register [Blue Book]; and

Computerised database.

Under current EU and national legislation, all bovine animals must be tagged within 20 days of birth and the birth details registered on the AIM system within 7 days of tagging.

The On-farm Herd Register is a detailed record maintained by the herd keeper for his Bovine Herd.

#### **Online Facilities**

Farmers may carry out a number of activities online including register calves, apply for Certificates of Compliance (to facilitate movement of animals from farm to farm), notify movements and view the Herd Profile using the Department's website at www.agfood.ie.

## Sheep, Pigs and Equine

Farmers can now avail of the **online** facility to record the Annual Sheep, Pig and Equine Censuses.

### **Electronic Herd Register**

Farmers may use the AIM database as an on-farm herd register subject to four conditions:

- register with the Department as a customer of <a href="www.agfood.ie">www.agfood.ie</a>;
- agree to comply with the conditions of use;
- use the Department's website at <a href="www.agfood.ie">www.agfood.ie</a> to register calves;
- use the Department's website at <a href="www.agfood.ie">www.agfood.ie</a> to make movement notifications in respect of farm to farm movements called Certificate of Compliance.

#### **Benefits**

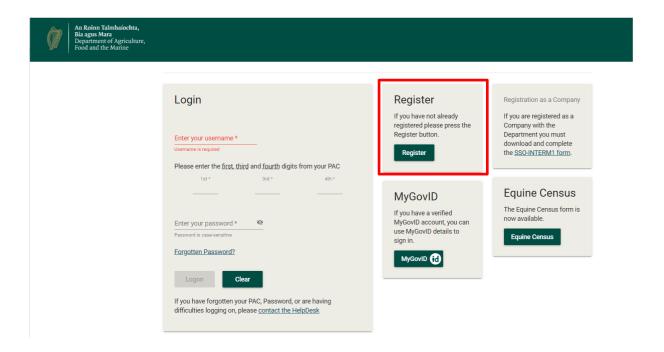
- May stop using the Herd Register section of the "On Farm Register" known as the Blue Book.
- Register a calf birth online.
- Apply for a Certificate of Compliance to move animals from farm to farm.
- Print the Certificate of Compliance.
- View the most recent TB test dates.
- Filter information in respect of tag numbers, test dates, age and sex.
- Check herd profile details and movement of cattle in and out of the herd.
- Obtain historic herd profiles.

## **Animal Remedies**

It is obligatory to retain a record of animal remedies.

# How to register with www.agfood.ie

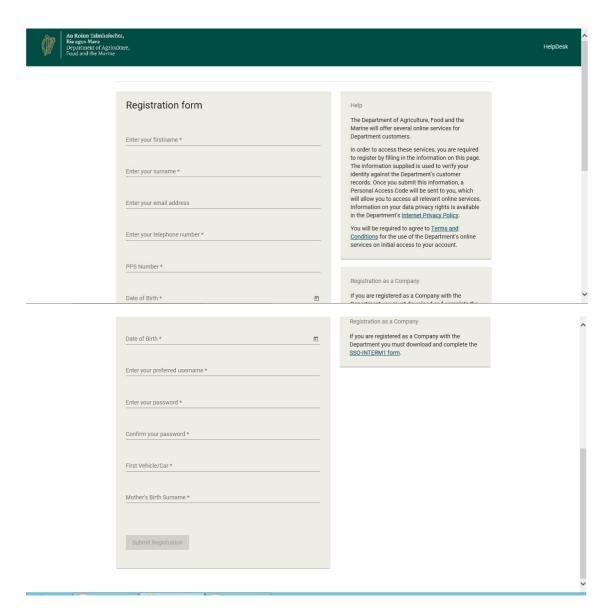
Open your browser and enter <a href="www.agfood.ie">www.agfood.ie</a> in the web address field / search bar, usually at the top of the screen. Press the Enter key to go to the website.



To register, click the Register button highlighted in red above.

Users will be asked to complete the Registration Details shown below – make sure you have your PPS Number to hand during the registration process.

You may select your individual username and password – it is important to remember these as you will need them when logging on to AIM in the future.



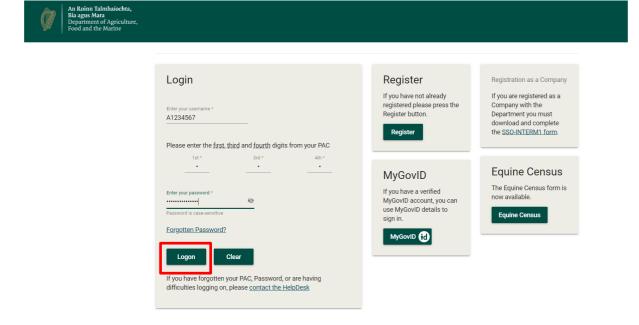
After you submit these details, you will receive a 7-digit Personal Access Code (PAC) by post. When this is received you can then log into the <a href="https://www.agfood.ie">www.agfood.ie</a> online services facility.

# Logging onto www.agfood.ie

To log onto online services you will need;

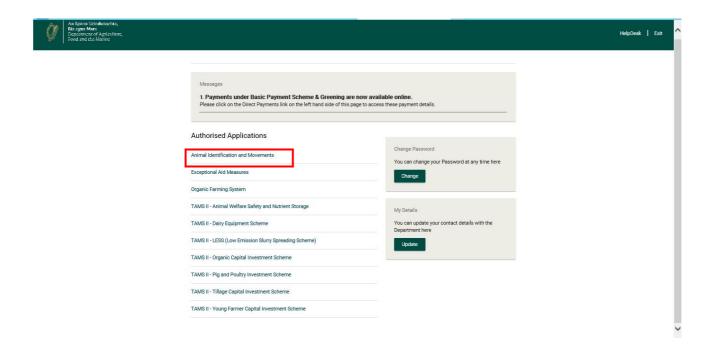
- (i) The username you selected during the registration process
- (ii) The password you selected during the registration process
- (iii) The 7-digit PAC posted to you by the Department in the days after you registered for the online facility
- Step 1: Enter your username
- Step 2: Enter the 3 digits from your PAC as requested on screen
- Step 3: Enter your password

Click Logon



The home screen of Ag Food is displayed and a list of all the applications that you have access to will be on the left hand side of the screen.

You are now ready to starting using the online Animal Identification and Movement (AIM) facilities.

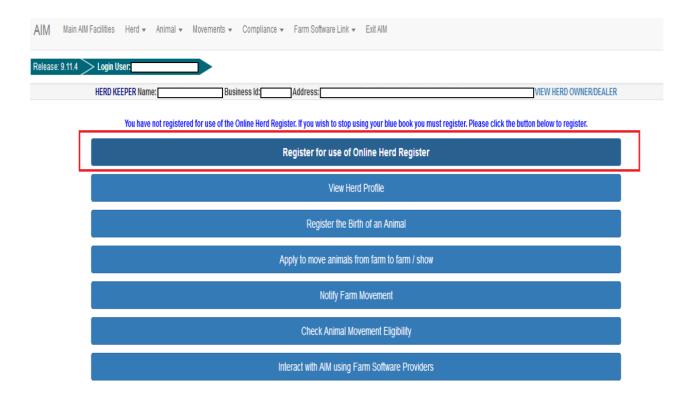


# **Online Herd Register**

## How to sign up to use AIM as your Online Herd Register

If a keeper is using the online AIM facility to register calf births to apply for Certificates of Compliance for animals he is proposing to move or notifying movements into his herd, then that keeper may use AIM as an online herd register and does not therefore have to update the Blue Book with these details.

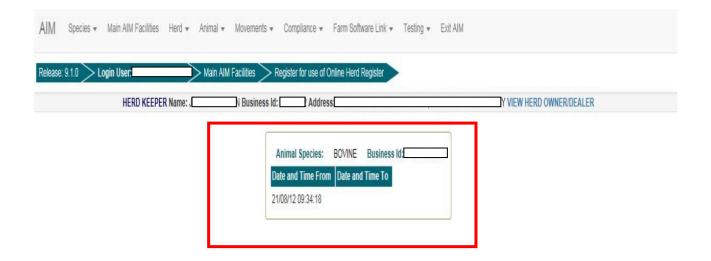
To sign up to this facility, the keeper should click "Register for the use of Online Herd Register" option. This can be found on main AIM facilities screen as illustrated below;



Enter your email address in the two fields provided and click the tick box to agree to the Terms and Conditions before clicking Confirm.

A keeper is responsible for ensuring that the data maintained on the electronic herd register (AIM system) in respect of his/her herd is accurate and complete.
A keeper shall register calf births electronically and apply for and print a Certificate of Compliance to move animals from farm-to-farm electronically. These functions can be carried out online on AIM or using an approved Farm Management Package. If the farm package does not include a Certificate of Compliance facility, this function must be carried out on AIM. In addition, the keeper will use and avail of any changes that may be made to the electronic facilities for the registration and movement of animals in the future.
A keeper shall have access to print facilities to print off a herd profile for inspection and other documents as required.
A keeper using the AIM system as an electronic herd register shall be in compliance with his/her statutory obligations under animal identification and movement legislation.
The Department reserves the right to remove with due notice the electronic herd register facility. The facility may be removed where the Conditions of Use are not complied with, e.g. the keeper, without good reason, continuously uses a paper process where a corresponding electronic facility is available.
Where the facility to use AIM as an electronic herd register has been removed or the keeper opts out of using
the facility, the keeper shall maintain an on farm herd register (blue book) in the format required by the Department from that date.
The Department may at a future date use electronic communication (Email) as a means of corresponding with customers, including the provision of official documentation. If a keeper agrees to receive correspondence from the Department by Email at a future date, please complete the Email Address box below. Please notify any change in this electronic address to AIM@agriculture.gov.ie quoting your herdnumber.
Email Address: samplefarmer@hotmail.com
Confirm Email Address: Samplefarmer@hotmail.com
Declaration  I HEREBY AGREE TO COMPLY WITH THE ABOVE CONDITIONS:
Confirm

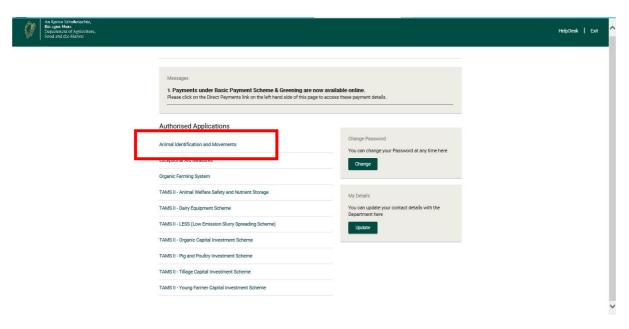
The AIM system then confirms the date and time that you have signed up to the online Herd Register.



## **Herd Profile**

# How to view your Herd Profile

Having logged onto <a href="www.agfood.ie">www.agfood.ie</a>, you should click the Animal Identification and Movement hyperlink

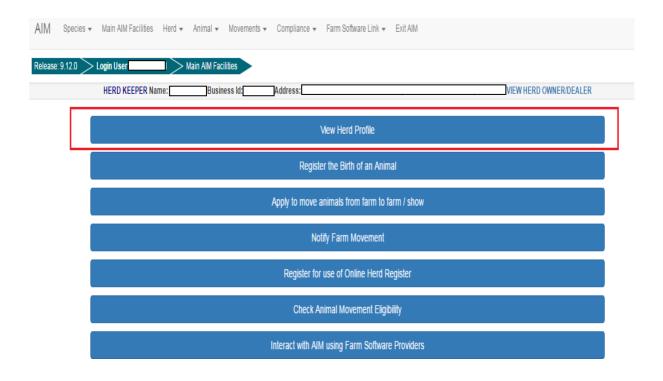


If you farm more than one species or have more than one herd number, some or all of the following options may appear. You will need to click on the correct species and herd number to enter AIM.

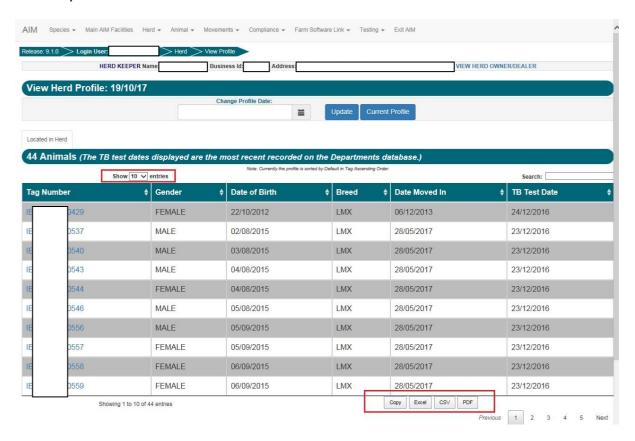


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By clicking on a button that states **Cattle - followed by a herd number** you will be brought to the following screen where a menu of options is available. Click on the button that says **View Herd Profile**.



The herd profile screen is displayed. In this example there are 44 animals showing on AIM in the keeper's herd. Each tag number is displayed along with the gender, date of birth, breed, date they moved into the herd and the date of the last recorded TB test.



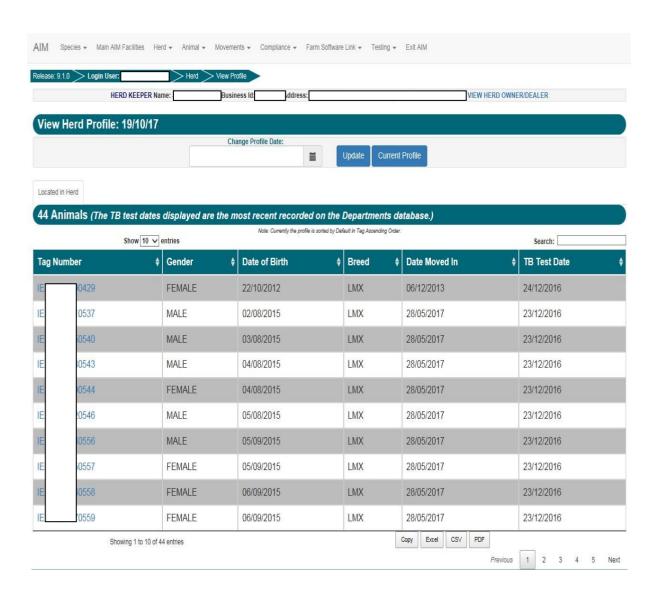
By default 10 animals are shown per page. The other animals in the herd may be viewed by clicking on the Show entries option. The default may be changed to 25, 50 or all tags.

The profile can also be downloaded using the facility highlighted in the red box. You have the following options;

- Copy choose this option if you want to copy the data to the clipboard in order to paste all of the animals into a Notepad, Word or other document
- Excel choose this option if you have Microsoft Excel on your computer and want to work on the data in Excel.
- CSV choose this option if you want a text file with all of the fields separated by commas. This is a common format that some Farm Management Packages may require.
- PDF choose this option if you wish to print the profile.

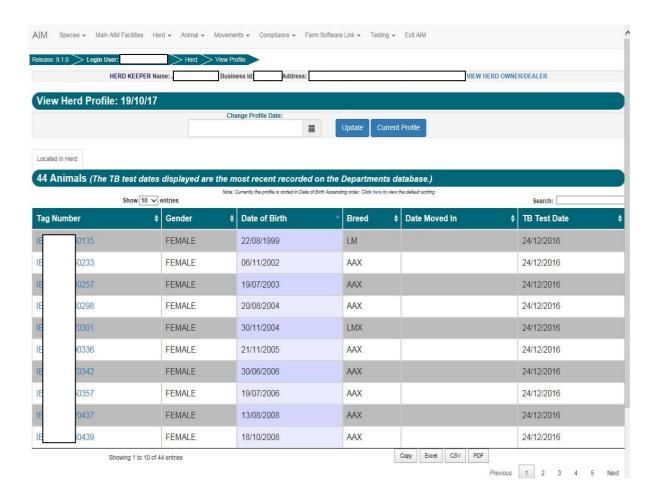
The herd profile is sorted by default in **Tag Ascending Order**.

The profile may also be sorted by **Gender**, **Date of Birth**, **Breed**, **Date Moved In**, or by **TB Test Date**. Click on the column heading to sort by that column. For example, click the **TB Test Date** heading once to sort the profile by **TB Test Date** in ascending order (untested animals are at the top). Click the same heading again to sort the profile in descending order (most recently tested animal are at the top).

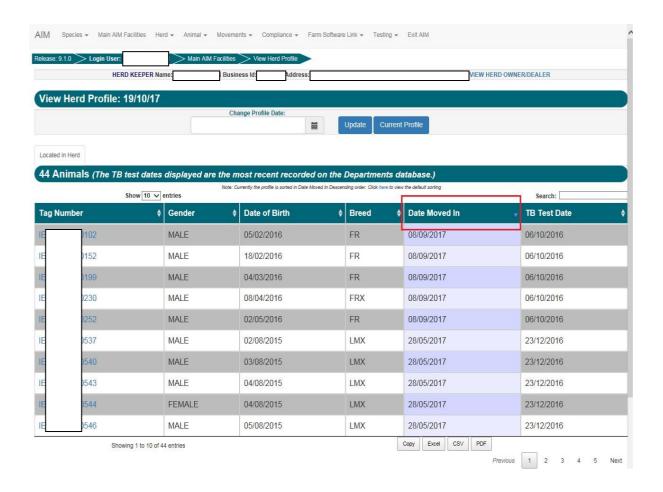


In this example, the profile is sorted by **Date of Birth**.

The profile is now sorted to display the oldest animals on the first page of the profile.



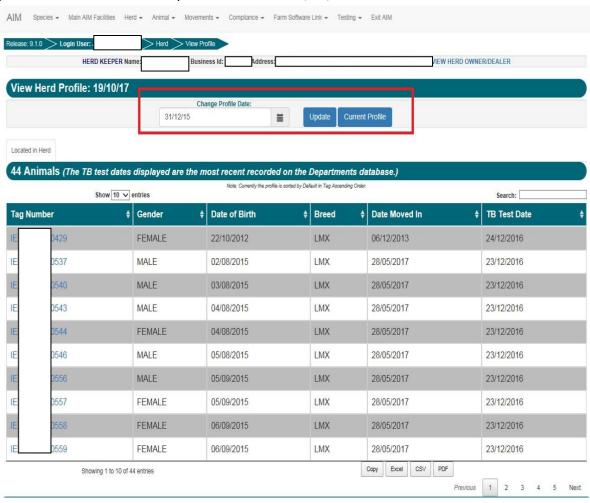
Here the user has sorted the profile by clicking the **Date Moved In** heading twice (in descending order). Animals moved in most recently will be at the top.



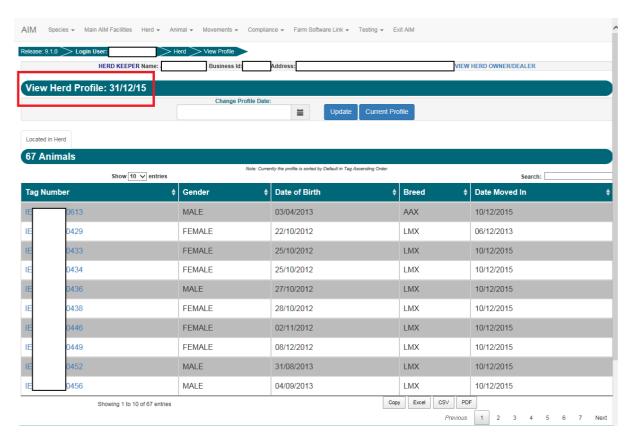
## Viewing a Retrospective Herd Profile

A retrospective profile is a herd profile on a particular date in the past. This is useful if you wish to see what (or how many) animals you had on a date in the past.

Enter the date in the **Change Profile Date** field by clicking the **Calendar** icon to the right of the field. Dates are in the format dd/mm/yy. Click the **Update** button and wait for the profile to load. In this example we will enter 31/12/15.



The keeper's herd profile for 31/12/2015 is now displayed.



To return to how the profile looks today, click on the **Current Profile** button.

# **Registering an Animal**

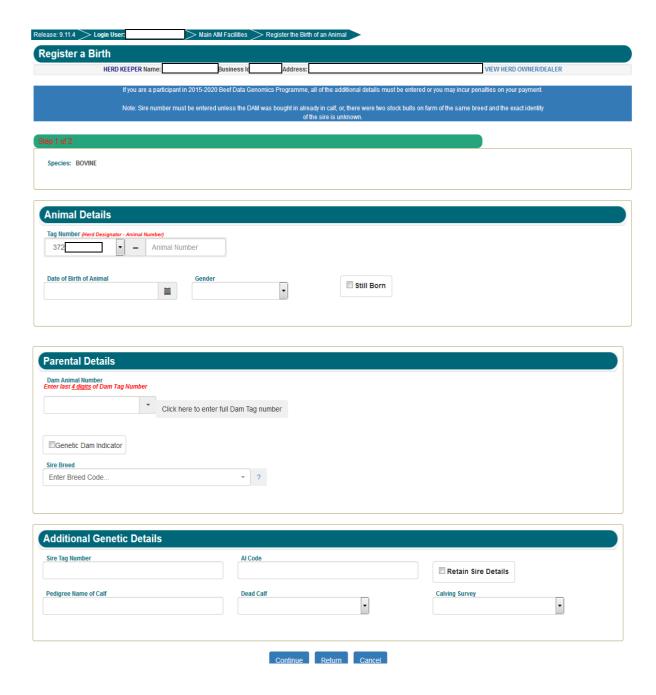
# How to register an animal using the AIM system

Log onto AIM as normal and select the **Register the Birth of an Animal** button.

AIM	Species	Main AIM Facilities	Herd ▼	Animal ▼	Movements	Compliance ▼	Farm Software	e Link ▼ I	Exit AIM					
Release:	9.12.0	> Login User:	_>	Main AIM Fac	ilities									
		HERD KEEPER N	ame:	Busin	ess ld:	Address:					VIEW HERD	OWNER/DEAL	ER	
	View Herd Profile													
		Register the Birth of an Animal												
	Apply to move animals from farm to farm / show													
						N	otify Farm Mov	ement						
						Register fo	or use of Online	Herd Reg	ister					
						Check /	Animal Moveme	ent Eligibili	y					
						Interact with A	IM using Farm	Software F	Providers					

The screen is divided into three sections – Animal Details, Parental Details and Additional Genetic Details.

Enter the calf registration details as required, taking care to ensure that all details are correct.



#### **Animal Details**

- 1) Select the correct designator from the dropdown.
- 2) Enter the last 5 digits in the field to the right of the designator.
- 3) Enter the date of birth using the calendar or by entering the date in the format dd/mm/yy.
- 4) Select the Gender from the dropdown.
- 5) If the calf was still born, tick the indicator. If the calf is still alive, make sure that this checkbox is not ticked.

#### **Parental Details**

- 1) Enter the tag number for the Dam, if it is still in your herd a dropdown menu will appear showing dams in your herd; choose the dam from the dropdown menu. If the Dam has moved out since the birth of the calf, you will need to click the text in blue and enter the full dam tag number.
- 2) Tick the Genetic Dam Indicator if applicable.
- 3) Enter the sire breed (Breed may be chosen from dropdown)

## **Additional Genetic Details**

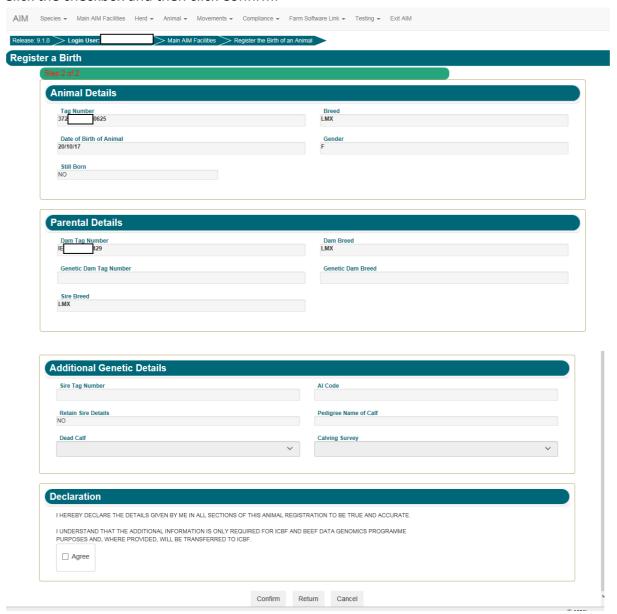
If you are a member of ICBF, you will need to complete the following Additional Genetic Details:

- Sire tag number
- Al code
- Pedigree name of calf
- Dead calf and calving survey options (if appropriate)

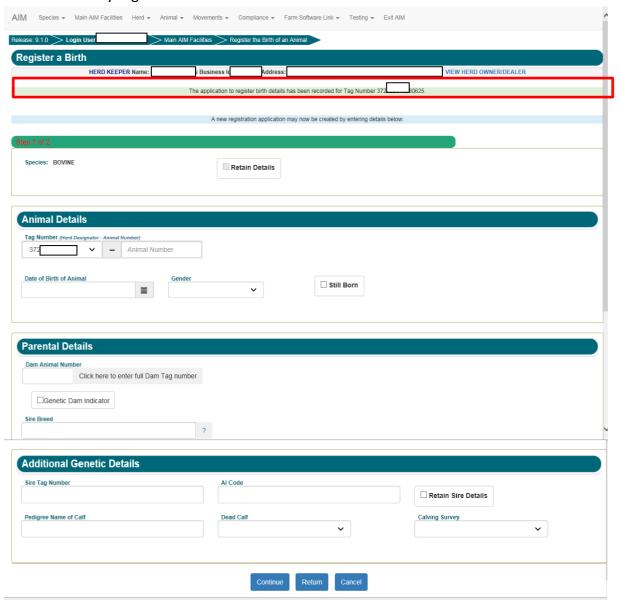
Click the **Continue** button when you have completed this step of the registration.

The keeper is now asked to confirm that the details provided are correct. Please check that you have selected the correct designator, entered the correct date of birth, gender, dam tag number and sire breed.

Once the registration has been checked, read the declaration at the bottom of the screen. Click the checkbox and then click Confirm.



If there are no issues with the registration the next screen will display a message that you have successfully registered the animal.



If the registration has not been successful an error letter will have been generated. You should open it, read it carefully and follow the instructions. In the next section we will show how to view successful registrations and how to reprocess registrations that have generated error letters.

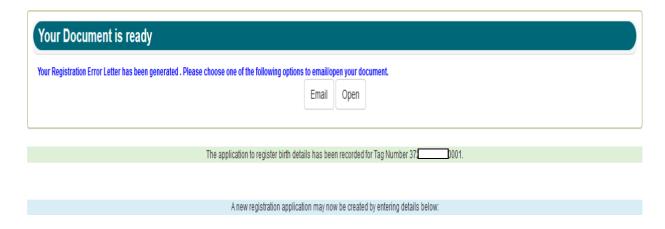
## Reprocess Awaiting Registration by the Herd Keeper

If a herd keeper realises that they have made a mistake in the registration details submitted there is a small window of time were they can change the following details:

Tag Number of the calf registered
Dam Tag number
Date of Birth

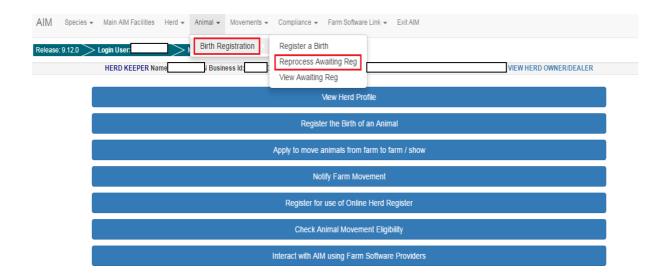
Depending on the time of day that the herd keeper is registering their animal determines how small the window of time they have to change the above details. During normal working hours this window can be as small as two minutes as the Calf Birth Registration Agency are continuously printing passports and error letters throughout the working day.

In the following example the herd Keeper has registered an animal and an error letter has been generated.



You click on open and you read the error letter and for this example the user has entered the incorrect Dam number.

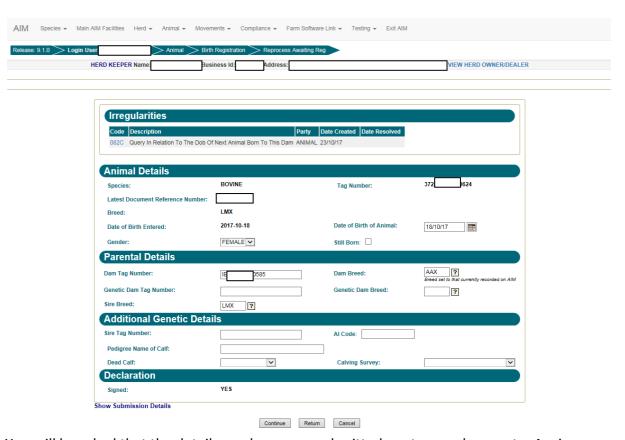
The Herd Keeper can go into the Animal tab, click on Birth Registration and choose to Reprocess the Awaiting Registration.



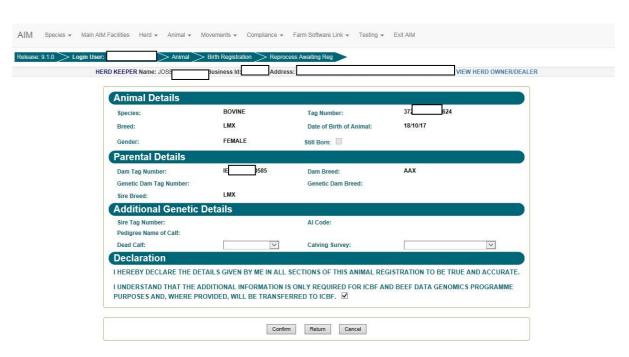
You will need to select the tag number you wish to reprocess and click Continue.



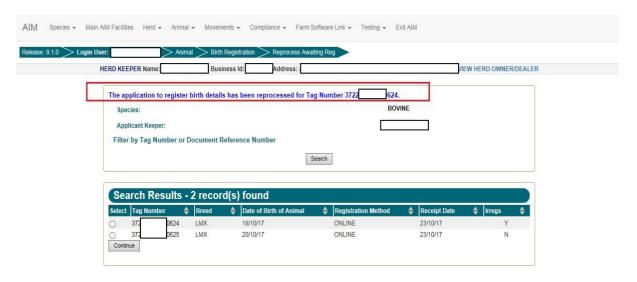
On the following screenshot you will see the details that you submitted on the left hand side of the screen. The user is this case user needs to change the DAM tag number and then click continue.



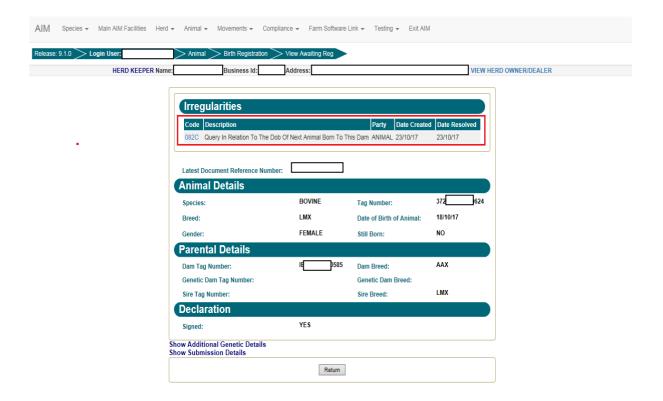
You will be asked that the details you have now submitted are true and accurate. Again you will have to tick the box with regard to the transfer of data to ICBF and the Beef Data Genomics Programmes as per a normal registration and click Confirm.



You will then be informed that the application to register birth details has been reprocessed for the Tag number in question.

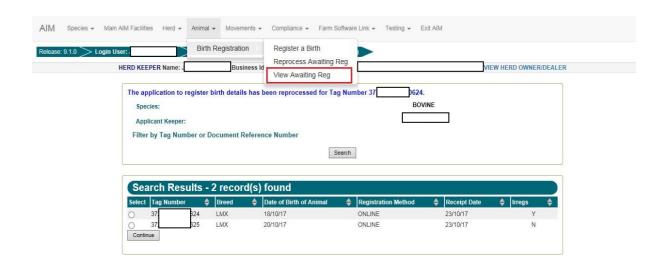


You can now go into View Animal Awaiting Registration and you will see that the original Irregularity 082c has been resolved.

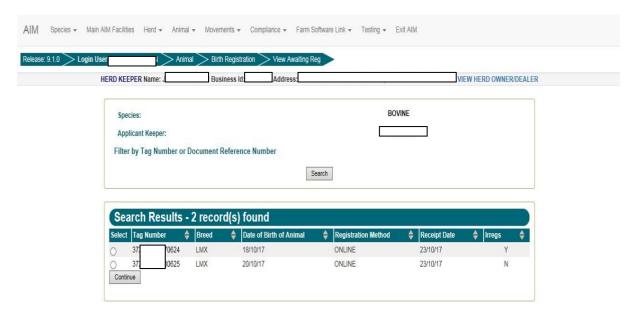


The Animal Passport will be issued now.

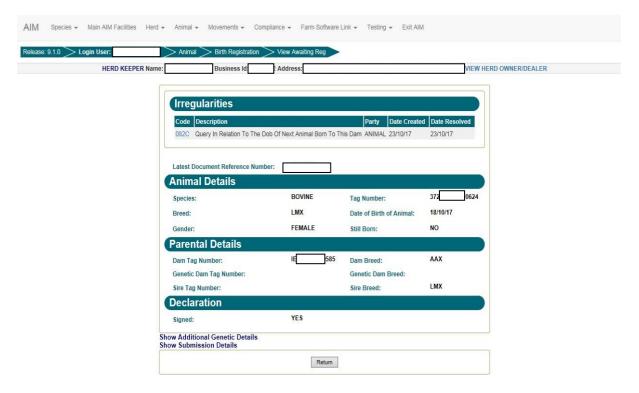
The keeper can check the status of a registration previously submitted by clicking the **Animal** tab and then **View Awaiting Reg**.



Here the calf registration that was just submitted is listed. If the registration is not listed here, the passport may already have been sent for printing. Click on the radio button to the left of the tag number and click the **Continue** button to view the registration details.



The registration details previously submitted are displayed.

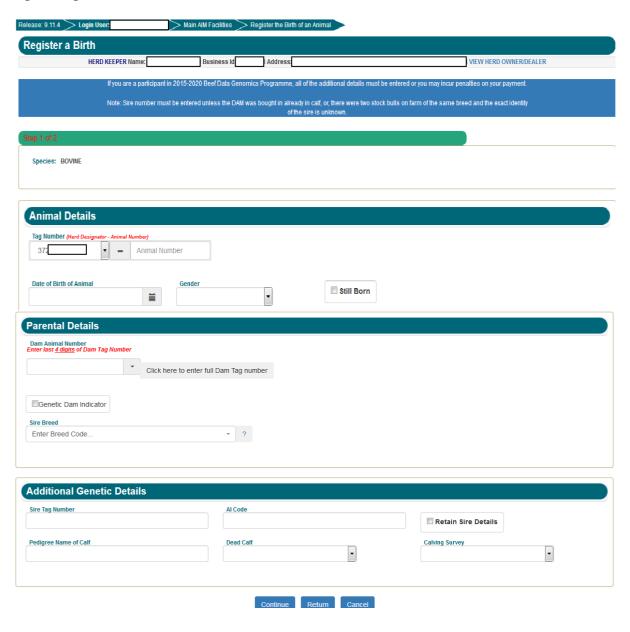


When the registration has been processed by the Calf Birth Registration Agency and a passport has been issued for the animal the details will automatically be removed from the **View Awaiting Reg** facility. The tag number will then appear in the Herd Profile.

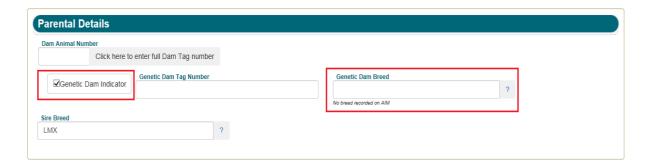
# **Embryo Transfer**

# How to register an animal with a genetic dam

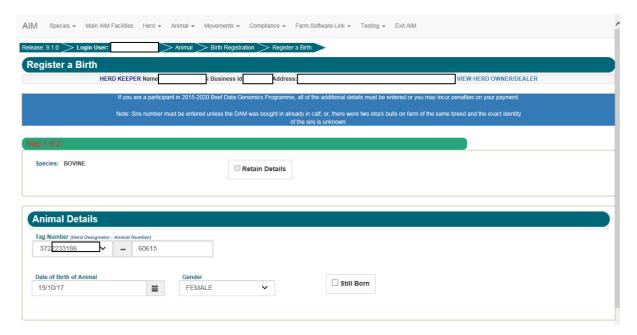
Once you have tagged the animal, logon to AIM and complete the Animal Details section for registering a birth as normal.

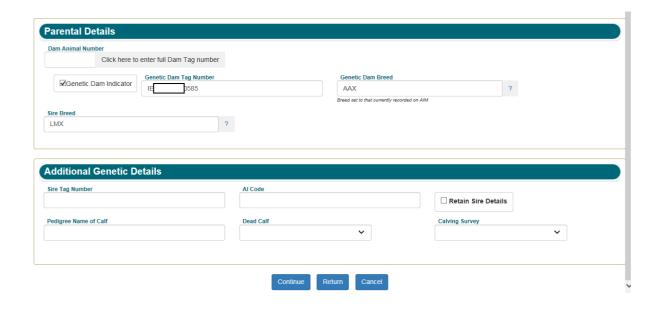


On the **Register a Birth** screen, tick the indicator for Genetic Dam. This will make the **Genetic Dam Number** and the **Genetic Dam Breed** fields available. Complete these fields as appropriate.

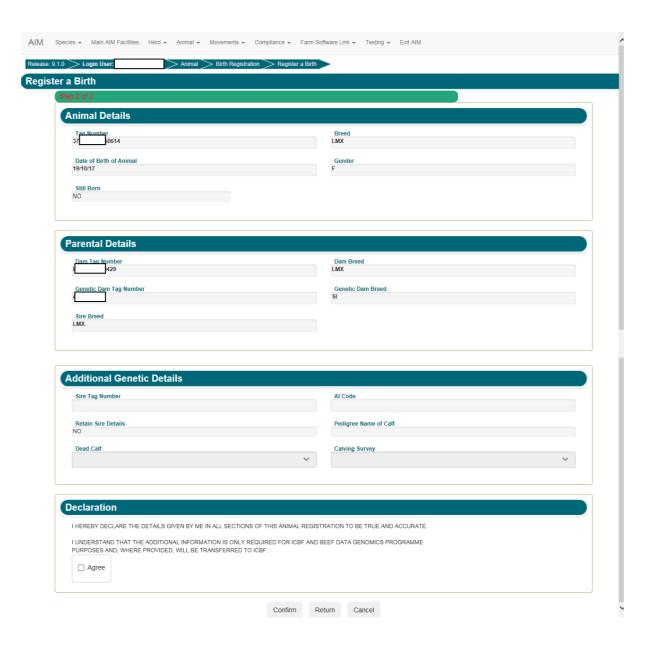


If the **Genetic Dam Tag Number** is already on the AIM system the dam breed will be populated automatically for you. Click on the **Continue** button once you are happy that the details are correct.

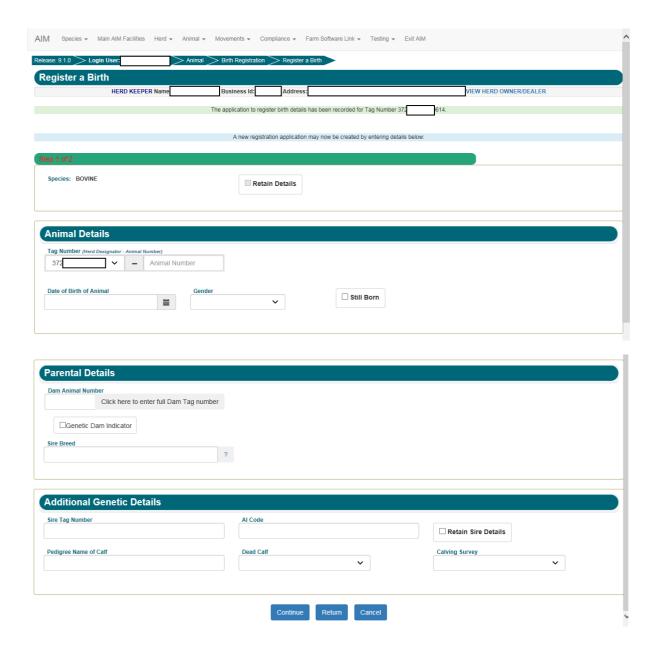




Like all calf registrations, you are required to check that the details you have submitted are correct. You must agree to the declaration by ticking the checkbox. Click the **Confirm** button to proceed.



In the screenshot below, the registration details have been accepted by the AIM system and forwarded to the calf birth registration agency for the printing of the passport.



### **Certificates of Compliance**

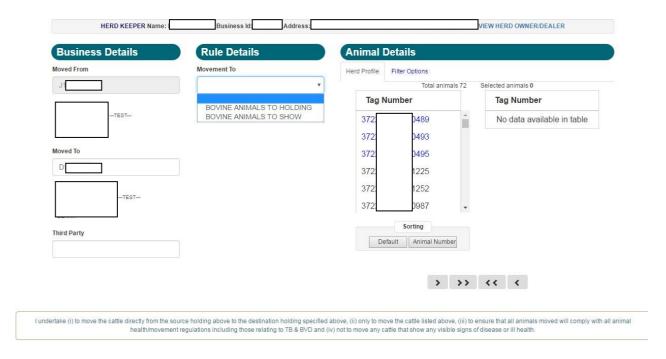
### How to obtain a Certificate of Compliance for an animal you wish to move

Logon to AIM via the <u>www.agfood.ie</u> website and click the button **Apply to move animals** from farm to farm/show.



You can now use the Herd Profile facility to select animals you wish to move. Click the **Submit** button to process the application.

**Note:** Animals that are approved may be moved within the validity period of the certificate(s). Rejected animals may not be moved from your holding.



The **Moved From:** cannot be changed and will be the herd number you selected when you first logged into AIM.

#### The Moved To:

- Movement to a holding moved to must be populated.
- Movement to a show does not require the destination show entered on-screen.

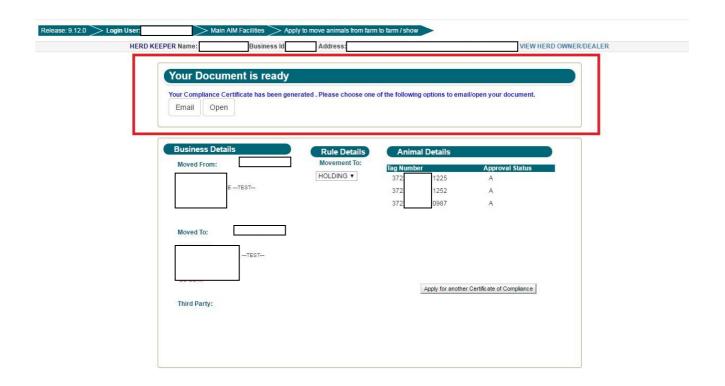
Movement To: There are two types of movement;

- 1) Bovine Animals to Holding
- 2) Bovine Animals to Show

Under the **Animal Details** section, all the animals that are currently in your herd profile are available to apply for a Compliance Certificate. Many animals may be submitted on one application but up to 10 animals will appear on each individual Certificate of Compliance.

Select the animals you wish to apply for by moving them across to the right hand column, and then click the **Submit** button.

In the case below, the application for 3 animals has been approved. You may email the Certificate of Compliance by clicking the **Email** button or view it by clicking the **Open** button. Each Compliance Certificate document will contain three copies of the certificate.



To open the document you must have a PDF viewer installed. Adobe Acrobat is a free PDF reader available from www.adobe.com

There are three copies of the Compliance Certificate in each document.

- Source Copy this copy should be retained by the source herd.
- Destination Copy this copy should be retained by the destination herd.
- Notification Copy this copy should be signed by both source and destination herd keepers and sent to the Cattle Movement Notification Agency.

**Note** - If both herd keepers are registered with Agfood, the compliance certificate may be created by the source herd and the movement notified online by the destination herd provided that the destination herd was nominated on the compliance certificate. The compliance certificate must accompany the animal(s) to the destination herd. The number on the certificate may be used by the destination herd to notify the movement online.

### **Source Copy**



#### Animal Identification And Movement System Certificate of Compliance - HOLDING

ANIMAL	S CAN ONLY BE MO	VED DURING THE VAL	IDITY PERIOD OF TH	E CERTIFICA	TE OF CO	OMPLIAN	CE	
Certificat	e Number	Valid from	Valid up to and	including	Numb	er of Ani	imals	
		27/02/19	08/03/19			3		
	Herd No. J Party No. Ilcable)		Destination Herd No.	D			₽	
	TEST			TEST				
Tag Number	3	Test Details		Movement [	Date (DD-MN	I-YY)		
372	1225	TB: 22/11/18			* T			
372	1252	TB: 22/11/18						
372	0987	TB: 22/11/18	3		•			
		CONTROL	5					

If the destination herd number is registered on www.agfood.ie, they can notify the movement electronically.

#### OR

- \* The movement notification copy must be completed and signed by you and the source herd and notified to the Cattle Movement Notification Agency, Unit A, West Cork Technology Park, Clonakilty, Co Cork, P85 FV48 within 7 days of the movement.
- Insert/indicate date in the 'Movement Date' column to confirm movement for each of the animal(s) which moved or leave 'Movement Date' column blank if the animal(s) did not move.
- Do not add tag number(s) or amend any of the tag numbers printed on this Certificate.
- Do not amend Destination Herd printed on this Certificate. If the destination herd no. is different to that stated on this certificate, you must apply for a new certificate of compliance prior to movement.
- Your herd register must be updated to record this movement if you do not use the AIM Bovine Electronic Herd Register or an approved Farm Management Package.
- \* The destination herd keeper is responsible for returning the notification of the movement details to the Cattle Movement Notification Agency.
- \* Failure to notify the movement within 7 days may impact on payments due under the Basic Payment Scheme and other direct payments.
- \* It is advised to obtain a certificate of postage when posting this document.

### **Destination copy**



# Animal Identification And Movement System Certificate of Compliance - HOLDING

Certificate Number		Valid from	Valid up to and i	Valid up to and including 08/03/19		Number of Animals		
		27/02/19	08/03/19					
Source Herd I Third Party N (if applicable	lo.		Destination Herd No.	DTEST				
				_		vv1		
Tag Number		Test Details		Movement D	ate (DD-MM-)			
Tag Number 372	1225	Test Details TB: 22/11/18		Movement D	ate (DD-MM-)	1		
	1225		2	Movement D				

If the destination herd number is registered on www.agfood.ie, they can notify the movement electronically.

#### OR

- The movement notification copy must be completed and signed by you and the source herd and notified to the Cattle Movement Notification Agency, Unit A, West Cork Technology Park, Clonakilty, Co Cork, P85 FV48 within 7 days of the movement.
- Insert/indicate date in the 'Movement Date' column to confirm movement for each of the animal(s) which moved or leave 'Movement Date' column blank if the animal(s) did not move.
- Do not add tag number(s) or amend any of the tag numbers printed on this Certificate.
- Do not amend Destination Herd printed on this Certificate. If the destination herd no. is different to that stated on this certificate, you must apply for a new certificate of compliance prior to movement.
- Your herd register must be updated to record this movement if you do not use the AIM Bovine Electronic Herd Register or an approved Farm Management Package.
- The destination herd keeper is responsible for returning the notification of the movement details to the Cattle Movement Notification Agency.
- Failure to notify the movement within 7 days may impact on payments due under the Basic Payment Scheme and other direct payments.
- It is advised to obtain a certificate of postage when posting this document.

# **Notification Copy**

The **Notification Copy** must be signed by both parties (if the destination herd keeper) is not on-line and sent to the **Cattle Movement Notification Agency** for processing within 7 days of the movement date.

Departme Food and	ent of Agriculture, the Marine	OVED DURING THE VA		HE CERTIFICA	TE OF COM	PLIANCE of Animals
Certificate Number		te Number Valid from 27/02/19		Valid up to and including 08/03/19		
Source He Third Par (if applic	rty No.		Destination Herd No.	D		. 11
	TEST			TEST		
Tag Number			M	ovement Date (DD	-MM-YY)	
372	1225		, [			
372	1252		6		45	
372	0987		69		17	

If the destination herd number is registered on www.agfood.ie, they can notify the movement electronically.

- The notification copy must be completed and signed by both the source and the destination herd and notified to the Cattle Movement Notification Agency, Unit A, West Cork Technology Park, Clonakilty, Co Cork, P85 FV48 within 7 days of the movement.
- Insert/indicate date in the 'Movement Date' column to confirm movement for each of the animal(s) which moved or leave 'Movement Date' column blank if the animal(s) did not move.
- Do not add tag number(s) or amend any of the tag numbers printed on this Certificate.
- \* Do not amend Destination Herd printed on this Certificate. If the destination herd no. is different to that stated on this certificate, you must apply for a new certificate of compliance prior to movement.
- \* The destination herd keeper is responsible for returning the notification of the movement details to the Cattle Movement Notification Agency.
- \* Failure to notify the movement within 7 days may impact on payments due under the Basic Payment Scheme and other direct payments.

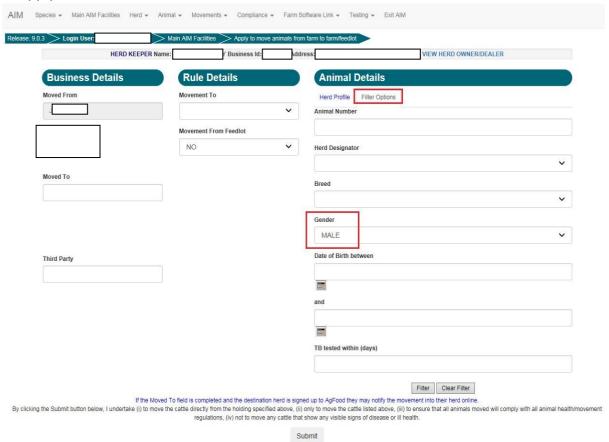
*	It is advised to obtain a certificate of postage when posting this doc	cument.
	Source Declaration	Destination Declaration
decla	re that the above listed animats departed my holding on the given date(s) and that they all compiled with current TB testing requirements.	I declare that the above listed animals arrived on my holding on the given date(s) and that they all compiled with current TB testing requirements.
	Signature :	Signature :

### Selecting Animals by using a Filter

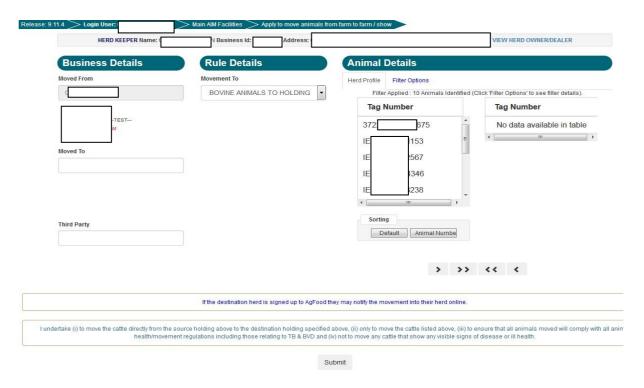
#### Selecting Animals by using a Filter

In the example below, a filter has been selected so that only the male animals in the herd will be shown in the Herd Profile tab. Animals may be selected by using any of the filter options available – animal number, herd designator, breed, gender, date of birth or TB test dates.

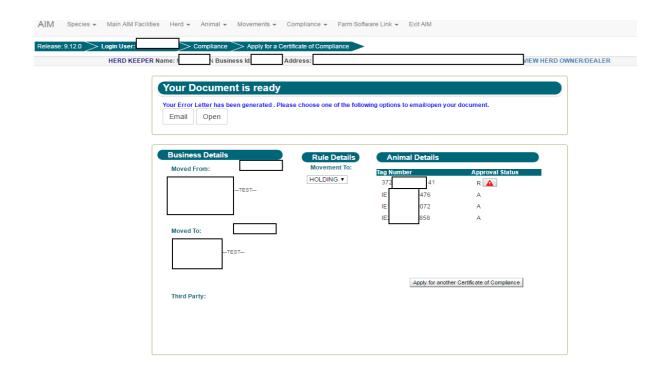
To apply the filter, click the **Filter** button.



The keeper now sees the male animals that have been found in herd. Move these tag numbers to the right hand side column by selecting them and using the arrow buttons.



Click the **Submit** button to process the application.



Click the **Open** button (top right of the screenshot above) to open the Compliance Certificate document. Three animals have been approved and the Source, Destination and Notification copies of the certificate may be printed off. The fourth animal has been rejected and an Error Letter has been generated. This Error Letter will be included at the end of the document.

An Roinn Talmhaíochta, Bia agus Mara Department of Agriculture, Food and the Marine	Animal I Certi	dentification And Movemen ificate of Compliance - HOL	t System DING
ANIMALS CAN ONLY BE	MOVED DURING THE VAL Valid from 27/02/19	Valid up to and including 08/03/19	Number of Animals
Source Herd No. J Third Party No. (if applicable)		Destination Herd No.	
EST		ETEST	
Tag Number	Test Details TB : 22/11/18	Movement	Date (DD-MM-YY)
372 2 1225	15.22/1/16		
372 5 1252	TB: 22/11/18		
372 1 0987	TB : 22/11/18	2	
	SOJICE	3	

If the destination herd number is registered on www.agfood.ie, they can notify the movement electronically.

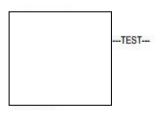
- \* The movement notification copy must be completed and signed by you and the destination herd and notified to the Cattle Movement Notification Agency, Unit A, West Cork Technology Park, Clonakilty, Co Cork, P85 FV48 within 7 days of the movement.
- Insert/Indicate date in the 'Movement Date' column to confirm movement for each of the animal(s) which moved or leave 'Movement Date' column blank if the animal(s) did not move.
- Do not add tag number(s) or amend any of the tag numbers printed on this Certificate.
- \* Do not amend Destination Herd printed on this Certificate. If the destination herd no. is different to that stated on this certificate, you must apply for a new certificate of compliance prior to movement.
- \* Your herd register must be updated to record this movement if you do not use the AIM Bovine Electronic Herd Register or an approved Farm Management Package.
- \* The destination herd keeper is responsible for returning the notification of the movement details to the Cattle Movement Notification Agency.
- \* Failure to notify the movement within 7 days may impact on payments due under the Basic Payment Scheme and other direct payments.
- It is advised to obtain a certificate of postage when posting this document.

The Error Letter gives the rejection reason below.



#### Animal Identification And Movement System Certificate of Compliance - Errors

A Certificate of Compliance could not be issued for the tagnumber(s) below. In order to obtain a Certificate of Compliance, please address the error(s) indicated. When the error(s) has been addressed, you can resubmit the application by entering the Error Reference Number below into the Process Errors option in AIM and have the application details checked again. If no other errors are found, a Certificate of Compliance will be provided. Contact your local RVO if you need more information on the matter.



Error Reference Number



Tag Number Gr 372 1141

Group Code G171 Description

No animal test / test out of date for TBS test type

#### **Compliance Certificate - General things to note:**

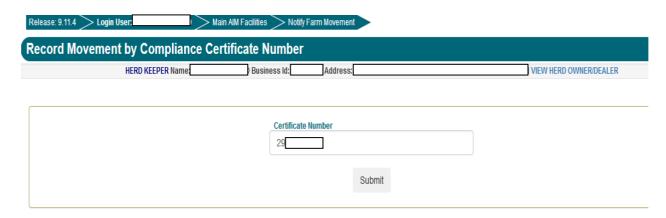
- Only a herd keeper registered on Ag Food can create a Certificate of Compliance online.
- The Compliance Certificate must accompany the animal(s) when moving to the destination herd or show.
- An application for a certificate of compliance is only an intention to move animals. If the animals don't move there is no need to cancel a certificate.
- A compliance certificate for a farm to farm move will last for a maximum of <u>10 days</u> or for as long as the animals are in test, whichever is the shorter.
- A show compliance certificate will last for a maximum of <u>30 days</u> or for as long as the animals are in test, whichever is the shorter.
- If you have any issues creating or printing a compliance certificate you should contact AIM Division on 01-5058882 or by email on <a href="mailto:aim@agriculture.gov.ie">aim@agriculture.gov.ie</a>

### Notifying a Movement into your Herd Online

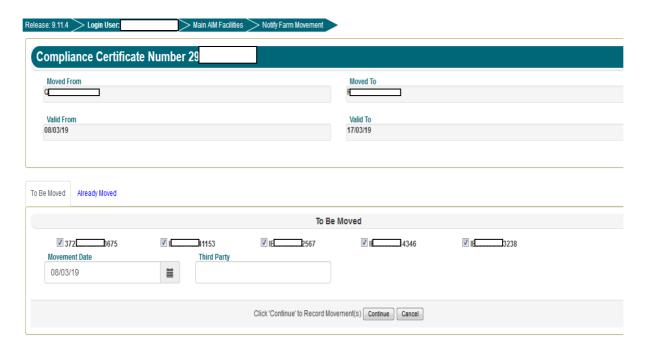
Logon via the <u>www.agfood.ie</u> website as normal and continue to AIM. Click the **Notify Farm Movement** button.



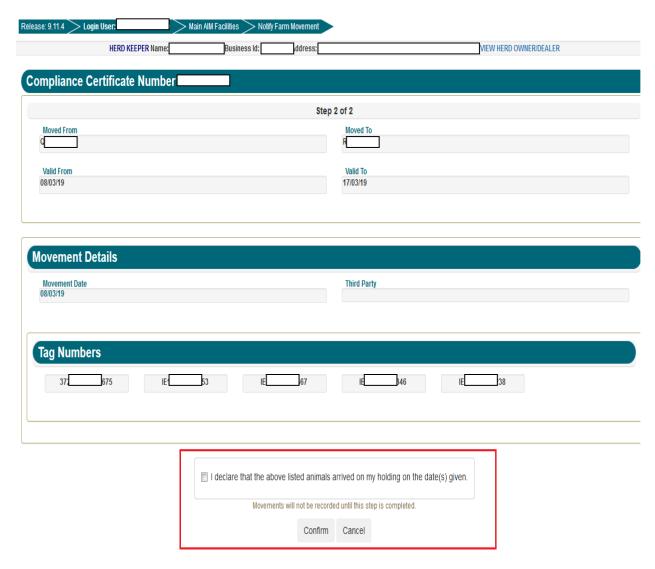
Enter the **Compliance Certificate Number** and click the **Submit** button.



Tick the box to the left of the tag number and enter the date the animal(s) moved onto your holding and click the **Continue** button. If an animal did not move on to your holding do not enter a date in the Movement Date field for it.



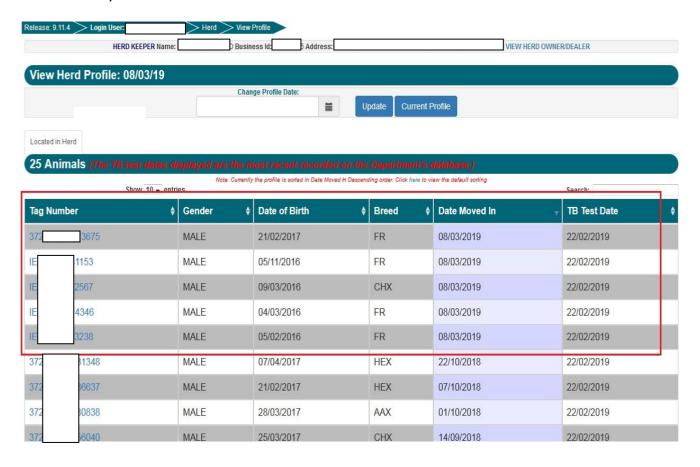
You are then asked to confirm that the details are correct. Please ensure that only the animals that moved on to your holding are listed and that the dates of movement are correct. Tick the box (highlighted below) to declare that the animals listed moved on to your holding on the date(s) given.



AIM confirms that the movement details have been successfully recorded.

Releas	se: 9.11.4 > Login User:	> Main AIM Facilities > Notify Fa	arm Movement			
Reco	ord Movement by Complianc	e Certificate Number				
	HERD KEEPER Name:	Business Id	Address: I		/IEW HERD OWNER/DEALER	
0			Movement details successfully	recorded		
		Certificate N	lumber			
			Submit			

The animals appear immediately in your herd profile, which you can check by sorting the Herd Profile by Date Moved in.



# **Compliance Certificate - Movement to a Show**

Herd Keeper may choose to create a certificate of compliance to move an animal to a show; it's created in the exact same fashion as above but from the Movement To dropdown, select **Bovine animals to a Show** 

When creating a Show Compliance certificate the user must be aware of the following -

- Show Certificate is valid for a maximum of 30 days or as long as animals are in test
- Moved to is not entered onscreen
- Show Certificate may be reprinted and used more than once within the validity period
- Must be signed and presented to the Show Secretary for each show, the show secretary will then forward the cert to the shows Regional Veterinary Office (RVO)
- Show compliance certificate may be used to move animal onwards from show to a
  new holding, in this case the notification copy must signed by source keeper, show
  secretary and destination herd keeper .It must now be returned to the shows RVO by
  the show secretary.

# Check Eligibility of an animal in advance of a move

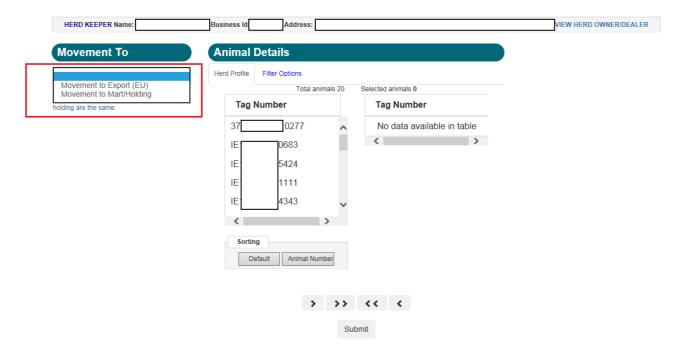
A Herd keeper has the facility to check the movement eligibility of an animal in advance of a move to either:

- Mart/Holding
- Export (EU rule criteria)

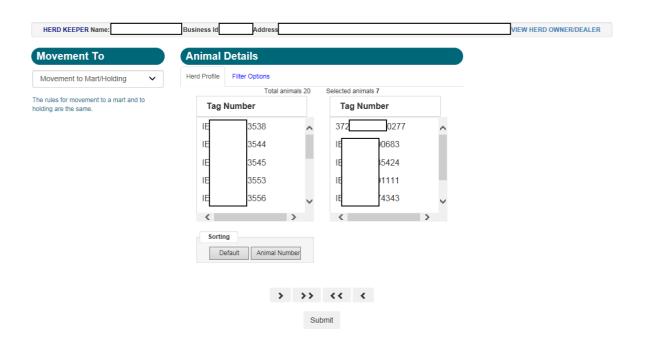
### On Main AIM facilities screen select Check Animal Movement Eligibility



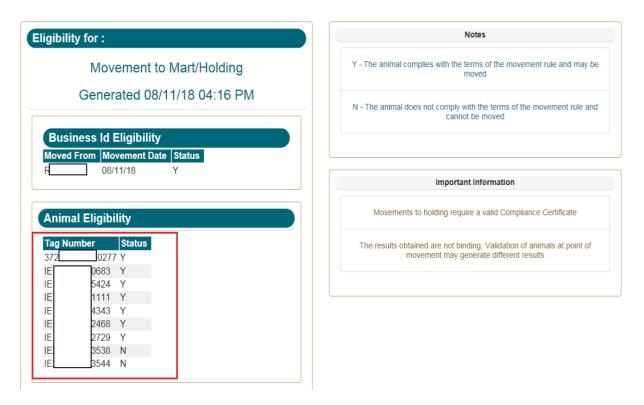
From the **Movement To** dropdown menu, the herd keeper may choose the type of move they would like to check the eligibility of the animal against. It can be either **Movement to Export (EU)** or **Movement to Mart /Holding**.



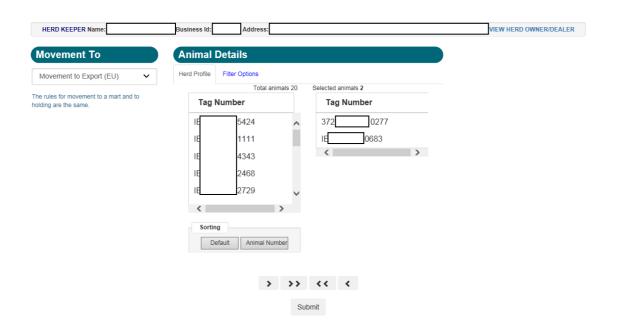
The user now chooses the tag (or tags) they wish to check the eligibility of and move them to the right hand column. They now click on the **Submit** button.



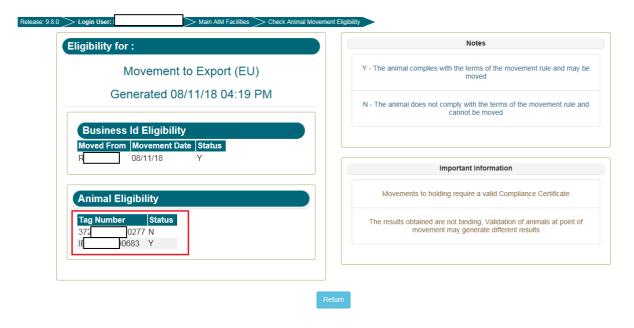
In this example each animal has been validated against the Mart/Holding rule and either a Y or N will be shown against each animal. Y indicates that at this date in time the animal may move, N indicates that the animal is not eligible to move.



The user may also check the animal against the Export rule.



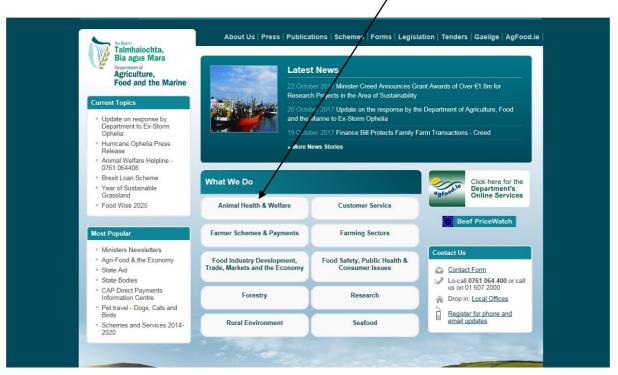
In this case both animals are validated against the Export rule and one is valid to move and one is not.



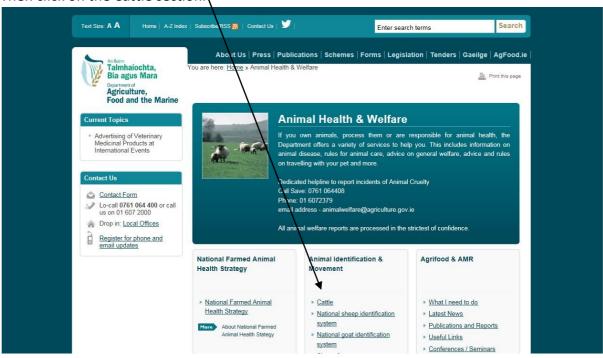
### **Animal Remedies Record**

A template for recording the administration of Veterinary Medicines can be found alongside information relating to the Bovine Electronic Herd Register facility on the Department's website <a href="https://www.agriculture.gov.ie">www.agriculture.gov.ie</a>. and in the section of Animal Health & Welfare.

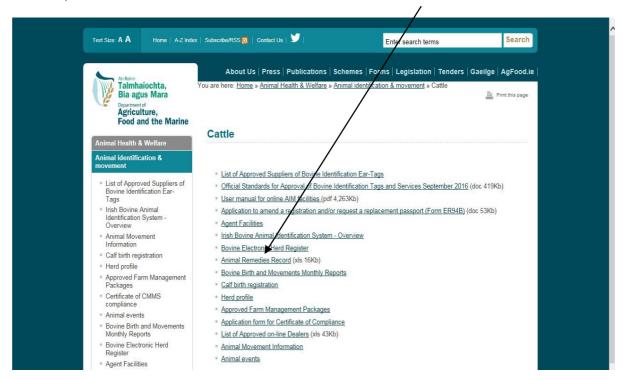
To access this template, first click on Animal Health and Welfare.



Then click on the Cattle section.



The template is now available here under Animal Remedies Record.

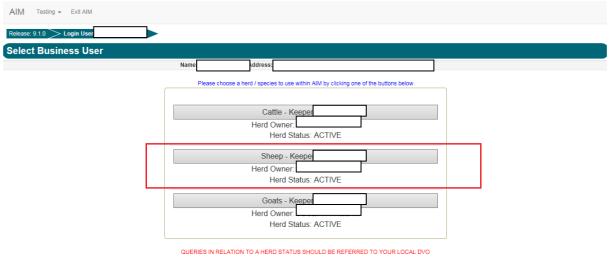


### **Sheep Census**

How to record your Sheep Census On-Line.

After you logged into Ag Food and you have chosen Animal Identification and Movements.

You will need to select the correct Species if you are on-line for more than one species.



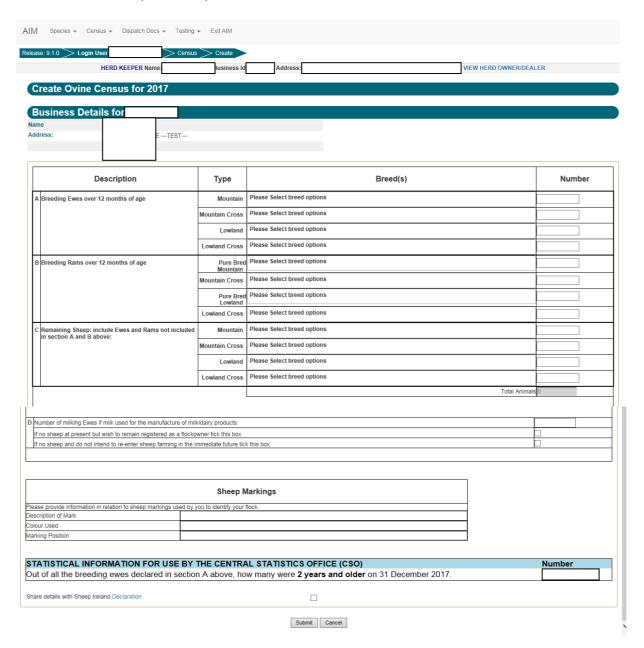
Click on the Census tab from the next screen and then Create.



The Create Ovine Census screen for the current year will appear and click Search.



You can now enter your Sheep Census Details.



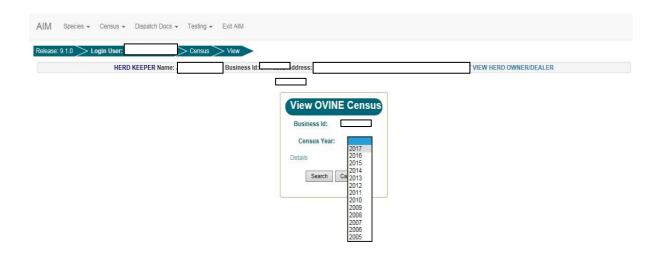
Read the Declaration, tick the box and click Submit.

# Once you have clicked Confirm, the following screen appears.

elease: 9.1.0 >					WEW HERD OWNE	TO/DEAL ED
	HERD KEEPER Name:	Business Id	Address:		VIEW HERD OWNE	:R/DEALER
•	Your 2017 OVINE Census s	Submission has be	en successful and recorde	d with the details below. If it requires correct	ction use the Amend menu option	n.
Create O	VINE Census for 2017					
Business	Details for					
Name						
Address:	ETEST					
	PECENSUS FOR ZOUTO					
	Description		Туре	Breed		Number
A Breeding Ev	ves over 12 months of age		Mountain	Shetland	10	
B Breeding Ra	ams over 12 months of age					
				Hillex (Mountain)	10	
			Lowland Cross			
		ection A				
and B above	9:			Greyface (mountain)	20	
		·			Total Animals	65
If no sheep a	at present but wish to remain registered as a floc	kowner tick this b	OOX		NO	
If no sheep a	and do not intend to re-enter sheep farming in the	e immediate futur	e tick this box		NO	
	<u> </u>					
	STATISTICAL INFOR	MATION FOR	USE BY THE CEN	TRAL STATISTICS OFFICE (C	SO)	Number
E 0.4 -6 -114						
E Out of all t	the breeding ewes declared in section A above, n	now many were 2	years and older on 31 De	cember		10
	HERD KEEPER Name: Business to decrease successful and recorded with the details below. If it requires correction use the Amend menu option.  To de OVINE Census Submission has been successful and recorded with the details below. If it requires correction use the Amend menu option.  Type  Breed  Number  Houstian Shettand  Lowland Cross  Description  Lowland Cross  Pure Breed Mountain  Lowland Cross  Pure Breed Mountain  Lowland Cross  Description  A Mountain Shettand  Description  Lowland Cross  Description  A Mountain Shettand  Description  Lowland Cross  Description  Lowland Cross  Description  Lowland Cross  Description  Lowland Cross  Description  Total Animals Shetter  Total Animals Shetter  Sheep and do not intend to re-enter sheep farming in the immediate future lick this box  NO  STATISTICAL INFORMATION FOR USE BY THE CENTRAL STATISTICS OFFICE (CSO)  Number  Sheep Markings  Mork					
			Sheep Mark	inas		
cription of Mark		-		·	-	
our Used king Position						
re details with Sh	eep Ireland		YES			
Received			24/10/2017			
C . LOCOIVOU			24/10/201/			

Return

You can view the census details that you have submitted at anytime by clicking on the View option under the Census tab. Click on the dropdown and select the year required. Once you have submitted Census details for that year, they will be displayed on screen.



While the input window for the current year is still open the census return may be amended.



# **Template - Animal Remedies Records**

# Form of record to be kept in accordance with Regulation 42(1) of S.I. 786 of 2007

Purchase/Incoming record				Administration	Outgoing deta	ails				
Quantity	Authorised name of animal remedy	Date of receipt	Name & Address of Supplier	Date of Administration	Authorised name & quantity of animal remedy administered	Identity of Animal*	Date of expiry of withdrawal period	Name of person who administered the animal remedy	Name of prescribing Veterinary Practitioner (if applicable)	Quantities of unused or expired animal remedies which were returned