An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Guide to submitting your 2023 Pig Census return online via agfood.ie

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

a. Create an account by logging on the **www.agfood.ie**

b. Choose the option to 'Register' - you will need 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 Animal Identification and Movement (AIM) System.

If you have any difficulties accessing your online account, please contact the Department by phone at 057-8674461 or by email at **agfood@agriculture.gov.ie** for assistance.

(2) If you have an account:

a. log on to **www.agfood.ie** using your personal log-on details and accept the terms and conditions**;**

b. select **Animal Identification and Movements;** (From the headings across the top of the page)

c. (if prompted to select a species) select Pigs – Keeper**;**

d. select Census;

e. select Create Porcine Census for 2023;

(3) SECTON 1 – Presence of Pigs on Holding - If you have **no** pigs at present on your holding, complete Section 1 by selecting options in the three drop down boxes. Your census is then complete.

(a) You will then be required to **'SUBMIT'** your census and confirm the details. If the information you submitted is not complete, the required changes will be listed in red text at the top of the screen – update these and '**SUBMIT'** your form again.

(b) You will then receive confirmation that the census submission has been successful, this will be provided in blue text at the top of the screen.

(4) SECTION 1 – Presence of Pigs on Holding **-** If there **are** pigs present on your holding, you must complete the questions at Sections 1-4

- Complete Section 1 – Presence of Pigs on Holding.
- Complete Section 2 – Herd Size - please list all pig breeds (by pig type) - including crosses in column 2 and then insert the **total** number of pigs in each category of pig **type** in the box to the right – e.g. total number of breeding pigs/ total number of fattening pigs etc**.**
- Complete Section 3 – Herd Type, please tick one box only.
- Complete Section 4 – Husbandry – Are all pigs permanently housed?
    - If your answer is yes, to the question are all pigs permanently housed - your census will be completed.
    - If the answer is no, you will be required to complete a further question regarding outdoor access.

(a) You will then be required to **'SUBMIT'** your census and confirm the details. If the information you submitted is not complete, the required changes will be listed in red text at the top of the screen – update these and **SUBMIT** your form again.

(b) You will then receive confirmation that the census submission has been successful, this will be provided in blue text at the top of the screen.

(5) If your census requires correction - access the system as outlined above and use the Amend menu option as follows – select census, select amend, click search, update and insert reason for amendment and then'**SUBMIT**'.

For queries regarding completion of the Pig Census, either online or on the paper form, please contact the **Pig ID Section by email to pigid@agriculture.gov.ie**

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Treoir maidir le Móráireamh na Muc 2023 a sheoladh isteach ar an idirlín trí agfood.ie

(1) Mura bhfuil cuntas agfood.ie agat cheana

a. Cruthaigh cuntas trí logáil isteach ar **www.agfood.ie**

b. Roghnaigh 'Cláraigh' - beidh d'uimhir UPSP, seoladh ríomhphoist, uimhir theileafóin agus dáta breithe ag teastáil.

Ar chúiseanna slándála, eiseofar do shonraí pearsanta um logáil isteach tríd an bpost chuig do sheoladh i gceann cúpla lá. Beidh an fhaisnéis seo ag teastáil chun rochtain a fháil ar an gCóras Aitheanta agus Gluaiseachta Ainmhithe (AIM).

Má bhíonn deacracht agat maidir le do chuntas a rochtain, déan teagmháil leis an Roinn ar 057-8674461 nó tríd ríomhphost ar **agfood@agriculture.gov.ie** chun cúnamh a fháil.

(2) Má tá cuntas agat:

a. logáil isteach ar **www.agfood.ie** le do shonraí pearsanta agus glac leis na téarmaí agus coinníollacha**;**

b. roghnaigh **Aithint agus Gluaiseacht Ainmhithe;** (Ó na ceannteidil ag barr an leathanaigh)

c. (má lorgaítear speiceas) roghnaigh Muca – Coimeádaí**;**

d. roghnaigh Móráireamh;

e. roghnaigh Cruthaigh Móráireamh na Muc i gcoir 2023;

(3) ROINN 1 - Láithreacht Muca ar Áitreabh - Mura bhfuil **muc ar bith** agat ar do ghabháltas faoi láthair, comhlánaigh Cuid 1 – Muca á gcoimeád ar an nGabháltas tríd an rogha iomchuí a roghnú sna trí bhosca anuas. Tá do mhóráireamh curtha i gcrích ansin.

(a) Iarrfar ort ansin do mhóráireamh **'A CHUR ISTEACH'** agus na sonraí a dheimhniú. Más neamhiomlán an fhaisnéis a chuir tú ar fáil, beidh na hathruithe atá le déanamh i dtéacs dearg ag barr an scáileáin - cuir na hathruithe áirithe sin i gcrích agus déan d'fhoirm a **CHUR ISTEACH** an athuair.

(b) Gheobhaidh tú dearbhú ansin go bhfuil an móráireamh curtha isteach i gceart agat. Beidh sé sin le feiceáil i dtéacs gorm ag barr an scáileáin.

(4) ROINN 1 - Láithreacht Muca ar Áitreabh - Má **tá** muca ar do ghabháltas faoi láthair, ní mór duit na ceisteanna i gCuid 1-4 a chomhlánú.

- Comhlánaigh Cuid 1 – Muca á gcoimeád ar an nGabháltas.
- Comhlánaigh Cuid 2 - Méid an Tréada, trí líon na muc i ngach catagóir a iontráil - Déan liosta de na pórtha muc uile (de réir cineáil muc) le do thoil – crosa san áireamh i gcolún 2 agus ansin cuir isteach líon iomlán na muc i ngach catagóir cinéal muc sa bhosca ar dheis – m.sh. líon iomlán na muc pórúcháin/líon iomlán na muc ramhrú etc.
- Comhlánaigh Cuid 3 - Cineál an Tréada, cuir tic le bosca amháin ar a mhéad.
- Comhlánaigh Cuid 4 - Saothraíocht - An bhfuil do mhuca go léir i gcró ar bhonn buan?
  - Más 'Tá' an freagra ar an gceist 'An bhfuil do mhuca go léir i gcró ar bhonn buan?' - tá do mhóráireamh comhlánaithe agat ansin.
  - Más 'Níl' an freagra, beidh ort ceist eile a chur i gcrích maidir le rochtain ar an taobh amuigh.

(a) Iarrfar ort ansin do mhóráireamh **A CHUR ISTEACH** agus na sonraí a dheimhniú. Más neamhiomlán an fhaisnéis a chuir tú ar fáil, beidh na hathruithe atá le déanamh i dtéacs dearg ag barr an scáileáin - cuir na hathruithe áirithe sin i gcrích agus déan d'fhoirm a **CHUR ISTEACH** an athuair.

(b) Gheobhaidh tú dearbhú ansin go bhfuil an móráireamh curtha isteach i gceart agat. Beidh sé sin le feiceáil i dtéacs gorm ag barr an scáileáin.

(5) Más gá do mhóráireamh a cheartú - déan an córas a rochtain mar a leagtar amach thuas agus bain leas as an rogha 'Leasaigh' mar seo a leanas – roghnaigh móráireamh, roghnaigh leasaigh, cliceáil ar 'cuardaigh', nuashonrú agus cuir isteach an chúis leis an leasú agus '**CUIR ISTEACH**'.

Má tá ceist ar bith agat maidir le Móráireamh na Muc a chomhlánú, bíodh é sin ar líne nó ar pháipéar, déan teagmháil le **Rannóg Aitheanta na Muc ar an ríomhphost chuig** **pigid@agriculture.gov.ie**