

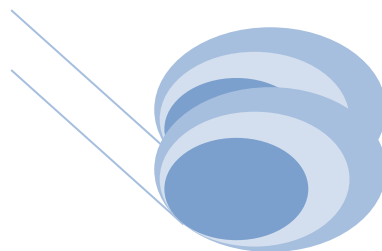
AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides



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

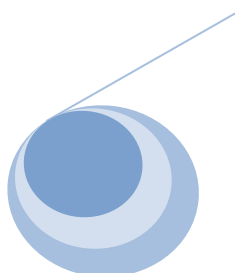
Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

Information Note



Please note the following:

- In order to operate a Category 3 hide/skin tanning plant, an operator must comply with the European Communities (Animal By-Products) Regulation 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069/2009 and Regulation (EU) No. 142/2011.
- ‘CN16 – `Conditions for a plant involved in the handling, sorting, salting and tanning of Skins/Hides` can be found [here](#) and must be read before completing this application form.
- All personal data processed by the Department of Agriculture, Food and the Marine will take place in accordance with the law on Data Protection and will only be for the purposes connected to the functions of this Department. More information can be found [here](#).
- **Please note:** The application must be completed by the ‘operator’. The operator is defined as ‘the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users’.
- The completed application form and supporting documentation should be sent to Department of Agriculture Food and the Marine (DAFM), Milk and Meat Hygiene/ABP/TSE Division, (Animal By-Products Section), Grattan House, Grattan Business Centre, Dublin Road, Portlaoise, Co Laois, R32 RY6V.
- ***Applications that are incomplete, that contain insufficient or unsatisfactory information or that do not comply with conditions or legislative requirements will be returned to the applicant and a revised, fully completed application must be re-submitted.***



Issued 17th January 2017
Milk & Meat Hygiene/ABP/TSE Division

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Application Form to operate a plant tanning Category 3 hides/skins

Approval to operate a plant tanning Category 3 hides/skins under the European Union (Animal By-Products) Regulations 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069 of 2009 and Regulation (EU) No. 142 of 2011

1. Applicant/Operator* Details	
Full Name:	
Address:	
Eircode:	
Company Registration Number <u>or</u> PPS Number:	
VAT Number:	
Name and Address of Company for which registration is sought (if different from above):	
Name:	
Address:	
Eircode:	
Signature of Applicant (operator): _____	
<i>The applicant must be the operator. *'Operator' means the natural or legal person having an animal by-product or derived product under their actual control, including carriers, traders and users. Where the Operator is a corporate entity the person signing the application must be in a position of authority that he/she can bind the company.</i>	
Print Name:	_____
Position within the plant:	_____
Phone Number (Landline):	_____
Phone Number (Mobile):	_____
Email Address:	_____
Date:	_____

DAFM SHOULD BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

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2. Plant Details	
Plant Name:	
Plant Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

3. Consultant Details (if applicable)	
Name:	
Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

4. Name, address and details of person for correspondence: (if different from 1)	
Name:	
Address:	
Eircode:	
Phone Number (Landline):	
Phone Number (Mobile):	
Email Address:	

AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

5. Plant Location

(a) National grid co-ordinates (XY) of the plant:

(b) Provide the following maps, plans and drawings:

- An ordinance survey map (1:30,000-50,000) (A3) of the area in which the plant is located, indicating the plant location on the map.
- a rural place map (1:10,000-12,000) (A3) indicating on the map:
 - the plant site
 - the perimeter fence location
 - the access route to the plant from the public road
 - the current use of the neighbouring land, e.g. farming, forestry, industrial etc
 - the distance from the plant to other premises/farms where farmed animals are kept
- a site plan (1: 500-750) (A3) indicating the following on the plan
 - the general plant layout
 - the intake/reception area
 - the tanning area
 - the storage area
 - the dispatch area
 - the office area
 - other structures on site and identification of same
 - staff hygiene facilities
 - foot bath locations
 - the designated area for cleaning and disinfection of delivery vehicles (internally and wheels)
 - a flow plan showing hide movement through the plant from intake through to dispatch
 - a waste-water flow plan

(c) Provide a description of the wheel-wash area and wheel wash facilities

AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

5. Plant Location contd.

(d) Provide information on how and where waste water will be collected, stored, and reused/disposed of, and information regarding any relevant environmental permits/licences etc. relating to same

(e) Provide information on how and where waste animal by-product material will be stored and disposed of.

6. Plant Operation

Intake:

(a) What type and Category of animal by-product material will be handled in the plant?

(b) What quantity of animal by-products will be handled in the plant per annum (approx)?

(c) Provide a detailed description of all plant operations, from hide/skin acceptance through to end-product dispatch, including detail of the tanning process.

AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

7. PLANT DOCUMENTATION AND RECORDS		
	Yes	No
<p>An intake log must be maintained in date order for all consignments of hides/skins delivered to the Plant consisting of;</p> <ul style="list-style-type: none"> • Name, address and approval number of place the hides/skins came from • Date of receipt of hides/skins • Quantity of hides/skins • Types of hides/skins. • Name and address of transporter and their ABP registration number <p>Please provide a copy of the intake log template.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where applicable, a ‘hide traceability procedure’ as per conditions document must be in place.</p> <p>Where applicable, please provide a copy of this procedure.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The plant must have a system in place which must be documented to verify that the complete process of tanning has taken place.</p> <p>Please provide information of this system.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A dispatch log must be maintained for each consignment that leaves the Plant, consisting of;</p> <ul style="list-style-type: none"> • The name and address of the consignee • The date of dispatch • The number of hides/ skins dispatched <p>Please provide a copy of the dispatch log template.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A reconciliation record for all hides/skins accepted and dispatched during each month must be maintained.</p> <p>Please provide a copy of the plant reconciliation record template.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A documented pest control program must be place.</p> <p>Please provide a copy of this program.</p>	<input type="checkbox"/>	<input type="checkbox"/>

8. PRODUCT END-USE

Where will end-product be dispatched to and for what end-use?

AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

9. OTHER RELEVANT INFORMATION

Please provide any other information considered relevant to your application

AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

DECLARATION

I, the undersigned, declare that the information provided here, is correct to the best of my knowledge and belief. I understand that I must comply with the conditions set out in 'CN16 – Conditions for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides'. If I cease to use this authorisation, I will notify the Department of Agriculture, Food and the Marine and return my Certificate of Approval.

Signature:

Date:

Print Name:

Title:

CONTACT DETAILS

For further information contact:

**Department of Agriculture, Food and the Marine,
Milk and Meat Hygiene/ABP/TSE Division,
(Animal By-Products Section),
Grattan House,
Grattan Business Centre,
Dublin Road, Portlaoise, Co. Laois.
R32 RY6V.**

Phone Number: 0761-064440

Fax Number: 057-8694386

Email Address: AnimalByProducts@agriculture.gov.ie