

AP16A: Application Form for a Plant to Handle Hides and Skins Destined for the Production of Gelatine for Human Consumption



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

Application Form for a Plant to Handle Hides and Skins Destined For the Production of Gelatine for Human Consumption

Information Note

Please note the following:

- The use of hides and skins for production of gelatine for human consumption is regulated by Section XIV, Chapter I of Regulation (EC) No. 853/2004 & S.I. 432 of 2009.
- ‘*CN16A – Conditions for a plant to handle hides and skins destined for the production of gelatine*’ 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 form 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), 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 18th July 2018
Milk & Meat Hygiene/ABP/TSE Division

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**Application Form for a Plant to Handle Hides and Skins Destined
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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 (*food business operator): _____

*The applicant must be the food business operator. *'Food Business Operator' means the natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.*

Print Name: _____

Position within the plant: _____

Phone Number (Landline): _____ **Phone Number (Mobile):** _____

Email Address: _____

Date: _____

Insert Impressed Seal of Common Seal of the Company¹

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

¹ Impressed Seal of Company must match the named Company. Rubber stamp version is not acceptable.

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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:	

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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

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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 material will be stored and disposed of.

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5(a) Plant Requirements

Please note the following;

- (a) The plant must have storage rooms with hard floors and smooth walls that are easy to clean and disinfect and, where appropriate, provided with refrigeration facilities.

- (b) The storage rooms must be kept in a satisfactory state of cleanliness and repair, so that they do not constitute a source of contamination for the raw materials.

6. Plant Operation

Intake:

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

- (b) What quantity of animal material 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.

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7. PLANT DOCUMENTATION AND RECORDS		
	Yes	No
<p>An up-to-date intake log must be maintained for all consignments of hides/skins delivered to the plant consisting of;</p> <ul style="list-style-type: none"> • Name, address and EU approval number of slaughter plant of origin • Date of receipt of hides/skins • Quantity of hides/skins • Types of hides/skins • Name and address of transporter. <p>Please provide a copy of the intake log template.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The operator must put in place a procedure to ensure only hides from animals that comply with the cleanliness requirements of Regulation (EC) No. 853/2004 and SI 432/2009 and that have passed ante-mortem examination and post-mortem examination are eligible for harvesting for edible gelatine production.</p> <p>Copy of cleanliness verification SOP attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The operator must put in place a procedure to record and verify the segregation of eligible and ineligible hides and skins for human consumption.</p> <p>Copy of segregation SOP attached.</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>Copy of the dispatch log template attached.</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>Copy of plant reconciliation record template attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A documented pest control programme must be place.</p> <p>Copy of pest control programme attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A plant sanitation programme must be in place.</p> <p>Copy of plant sanitation programme attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A personnel sanitation and workflow standard operating procedures must be in place.</p> <p>Copy of personnel sanitation SOP attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>An appropriate training programme for staff must be in place.</p> <p>Copy of personnel training programme attached.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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8. PRODUCT END-USE

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

9. OTHER RELEVANT INFORMATION

Please provide any other information considered relevant to your application

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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 ‘*CN16A – Conditions for a plant to handle hides and skins destined for the production of gelatine*’. 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:	<input type="text"/>	Date:	<input type="text"/>
Print Name:	<input type="text"/>	Title:	<input type="text"/>

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

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ANNEX I

Information regarding the collection, sharing and publication of Food Business Operator Information.

Publication of Food Business Operator Information

As a competent authority, the Department of Agriculture, Food and the Marine (DAFM) has a requirement under Regulation (EC) 882/2004 to maintain and publish details of all approved food establishments in the Republic of Ireland. The minimum detail to be included is the approval number, name of establishment, town/region along with details of the activities which have been approved. This information is published on the DAFM website – agriculture.gov.ie. If approval is granted to your establishment, these details will also be supplied to the FSAI for publication on their website.

Why DAFM need it

This information is required for the purpose of the approval of meat, dairy and egg establishments and to fulfil statutory obligations under Regulation (EC) No 882/2004 and Regulation (EC) 854/2004 in relation to feed and for official controls.

DAFM will not collect any personal data from you which is not needed. The information that is requested is a statutory requirement and failure to provide the information could result in non-compliance with the Food & Feed Hygiene Regulations S.I. No. 432 of 2009.

What DAFM do with it

The Department of Agriculture, Food and Marine is fully committed to keeping all personal data submitted by its customers fully safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data.

No third parties have access to your personal data unless the laws allows them to do so. In line with this commitment DAFM will sometimes share your data with other government departments, public bodies, organisations and other EU member states which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

The name and address of any DAFM approved meat establishments are published on the Department website at the following address:

<https://www.agriculture.gov.ie/foodsafetyconsumerissues/dafmapprovedestablishments/>

What are your rights?

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information the Department retains on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how the Department have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

The Data Protection Officer can be contacted as follows:

Data Protection Officer
Data Protection Unit, Corporate Affairs,
Department of Agriculture, Food and the Marine,
Grattan Business Park, Dublin Road,
Portlaoise, Co Laois.
Email: dataprotectionofficer@agriculture.gov.ie