

The Animal By-Products Regulations (NI) 2003 Regulation (EC) 1774/2002 laying down health rules concerning animal by-products not intended for human consumption

Application and inspection form for approval of an intermediate plant to handle animal by-products

Department of Agriculture and Rural Development Dundonald House Room 927 Upper Newtownards Road Belfast, BT4 3SB
Date Received:
Ref. No.:
Date of Inspection:

Name of applicant

Name of operator or company if different

Full postal address of premises

Postcode

Telephone no. (incl. National dialling code)

Fax no. (incl. National dialling code)

Email address

CPH No.(if applicable)

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Important – Instructions for applicant. The sections of this applicant form follow the general layout explained below.

- **Legal requirements.** This section provides a summary of the basic requirements which must be met before an approval can be issued. Applicants should ensure their premises comply fully with these requirements before sending in their application for approval. This application is only concerned with animal by-products.
- **Guidance.** These notes provide a summary only and should not be taken as exhaustive.
- **Details.** Information to be provided by the applicant. If insufficient space is provided on this form please continue on a separate sheet referring back to the relevant section number.
- **HACCP Plan.** Operators must put in place a permanent procedure following the principles of HACCP to identify and control critical control points; monitor, check and record CCPs.

Once you have completed this form, please send the signed copy to Dundonald House (address at the top of the page).

1. Premises (1)

Requirement. The NI Regulations 2003, regulation 14 (1) (a) requires that no person shall operate a category 1, 2 or 3 intermediate plant unless the premises, the operator of the premises and any equipment are approved.

To be approved, an intermediate plant must comply with EU Regulation 1774/2002 Annex III, chapter I (facilities) & chapter II (general hygiene) and article 25 – plants own checks.

Guidance. Intermediate plant:- A plant that may collect, sort, handle, temporary store & dispatch animal by-products.

Category 1 & Category 2 intermediate plants may carry out the above.

Category 3 intermediate plants may import, cut, chill & freeze into blocks, as well as the above.

Knackereries which only remove hides/skins and dispose of the rest of the carcase of fallen stock will be considered intermediate plants – category 1 if handling ruminant carcasses and category 2 for other livestock.

Other examples of intermediate plants include hide stores (where hides may be salted, but are not tanned), and premises which receive and distribute animal by-products such as hatchery waste for feeding to reptiles and birds of prey.

1. Premises (1) *(continued)*

Where there is a mixture of animal by-products from other premises and storage prior to transportation then intermediate plant approval for this process will be required. Intermediate plants must not be located on the same premises as a slaughterhouse.

Details. Give details of all handling activities for each type of material, their categories, species and amounts.

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2 Premises (2)

Requirement. EU Regulation 1774/2002, Annex III, Chapter I requires the premises to be adequately separated from livestock, the public highway, or other premises such as slaughterhouses. The layout of the plants must ensure the total separation of Category 1 & Category 2 material from Category 3 material from reception to disposal.

Guidance. Category 3 material may be used in pet food, and must be protected from Category 1 & 2 material.

Category 1 & 2 material must be handled in separate approved plants but these may be on the same site or in separate parts of one building. Specified Risk Material (SRM) is Category 1 material which must not contaminate any other categories of animal by-products unless there is the intention to mix categories and remove all the material as the higher risk category – see section 7.

Category 3 material should be handled on a separate site, but if on the same site in a completely separate building as Category 1 or 2 material.

Details. Provide a plan of the plant showing its location, in relation to livestock, highways and other premises. If intermediate plants for different categories of animal by-product are on the same site show the relationship between them.

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2. Premises (2) (continued)

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3. Structure

Requirement. EU Regulation 1774/2002, Annex III, Chapter I requires that a plant:

- (a) has a covered space to receive animal by-products;
- (b) is constructed in such a way that is easy to clean and disinfect with floors laid in such a way as to facilitate the draining of liquids;
- (c) has adequate lavatories, changing rooms and washbasins for staff;
- (d) has appropriate arrangements for the protection against pests such as birds, insects, rodents; and
- (e) has a waste water disposal system meeting hygiene requirements.

Guidance. The covered space must be securely enclosed ie in a permanent, weather-proof, vermin-proof structure.

Drainage should be such that where different categories of animal by-products are handled, there are arrangements to prevent cross contamination.

Where a plant handles category 1 or 2 material, waste water must pass through a screen of 6mm size before it leaves the premises. Disposal of the waste water from there must be confirmed with the relevant authority.

Details. Describe how the requirements will be met.

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4. Storage

Requirement. EU Regulation 1774/2002, Annex III, Chapter I (general), Chapter II and Annex II Chapter VI (Category 3 material) Where necessary the plant must have suitable temperature controlled facilities of sufficient capacity for maintaining animal by-products at appropriate temperatures and designed to allow monitoring and recording of those temperatures. Category 3 material must be chilled or frozen unless utilised within 24 hrs when consigned for petfood or feed material production.

Guidance. Temperature probes should be distributed in the storage area to indicate possible temperature variations. If not continuously recorded, temperature measurements should be carried out at least twice a day. Category 3 material may need to be kept chilled, processed quickly and re-chilled or frozen after handling to stop deterioration.

Details. Describe the facilities if required for temperature controlled storage. Detail the temperature monitoring devices – including distribution and method of recording.

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5. Cleaning

Requirements. EU Regulation 1774/2002, Annex III, Chapter I – The plant must have adequate facilities for cleaning and disinfecting containers in which animal by-products are received and vehicles used for transportation.

Adequate facilities must be provided for disinfecting vehicle wheel.

Guidance. Vehicles and containers must be cleansed and disinfected after use. Where possible they should be restricted to handle only one category of material.

Detail. Describe the facilities provided, indicating their position on the plan.

5. **Cleaning** (*continued*)

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6. **General hygiene – Category 3 plants**

Requirements. EU Regulation 1774/2002, Annex III, Chapter II A – The sorting of category 3 material must be carried out in such a way as to avoid any risk of propagation of animal disease.

All the time during sorting or storage, Category 3 material must be handled separately from other materials and in such a way as to prevent any propagation of pathogens.

Category 3 material must be stored properly and where appropriate chilled or frozen until re-dispatch.

Category 3 material may be processed later as a feed ingredient. Its species of origin must be kept identifiable during handling so intra-species re-cycling can be avoided.

Guidance. Category 3 material may need to be kept chilled, processed quickly and re-chilled or frozen after handling to stop deterioration. Handling should ensure that material does not deteriorate and that there is containment of any disease risk.

Details. Describe how the species identity of category 3 material is monitored.

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7. General Hygiene – Category 1 and 2 plants

Requirements. EU Regulation 1774/2002, Annex III, Chapter II B – The sorting of category 1 or Category 2 material must be carried out in such a way as to avoid any risk of propagation of animal diseases.

All the time during storage, the Category 1 and Category 2 material must be handled and stored separately from other goods and in such a way as to prevent any propagation of pathogens. Category 1 and 2 material must be stored properly, including under appropriate temperature conditions, until re-dispatched.

Waste water must be treated to ensure, as is reasonably practicable that no pathogens remain.

Article 4(1)(f) of the EU Regulation – Mixtures of Category 1 material with either Category 2 or 3 or both are to be considered Category 1 material. Similarly mixtures of Category 2 and 3 material are Category 2 material – Article 5(1)(f).

Details. Describe how the requirements will be met.

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8. Plants own checks

Requirements. EU Regulation 1774/2002, Article 25 of the Community Regulation requires operators and owners of plants to put in place, implement and monitor, a permanent procedure developed in accordance with the principles of hazard analysis and critical control points (HACCP) or equivalent.

Guidance. Within the HACCP procedure, operators must identify and control the critical control points in the plant. They must also establish and implement methods of monitoring and checking the control points. Corrective action must be taken when a critical control point has failed. Documentation must be kept of all procedures, corrective action and verification results. A nominated person within the plant should be made responsible for the plan and action points.

You may consider seeking guidance from specific advisers on a HACCP plan for your plant.

Details. Have you attached a copy of your HACCP plan (tick the box to confirm)..... Yes No

8. Plants own checks (continued)

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Does the HACCP plan:	Tick as appropriate)
• identify any hazards that must be prevented eliminated or reduced;	<input type="checkbox"/>
• identify the critical control points (CCPs) at the steps at which control is essential;.....	<input type="checkbox"/>
• establish critical limits at CCPs;	<input type="checkbox"/>
• establish procedures to monitor the CCPs;.....	<input type="checkbox"/>
• establish corrective actions to be taken if a CCP is not under control;.....	<input type="checkbox"/>
• establish procedures to verify whether the above procedures are working effectively; and	<input type="checkbox"/>
• establish documents and records to demonstrate the effective application of the above measures	<input type="checkbox"/>

9. Waste disposal

Requirement. EU Regulation 1774/2002, Articles 4(2), 5(2) and 6(2) of the EU Regulation require collection and transportation without undue delay and disposal to appropriate destinations according to the category of animal by-product.

Guidance. Animal by-product waste may be generated at an intermediate plant. This is still animal by-product which must be disposed of promptly. Knackeries which only remove hides and skins from fallen stock, the “skin and bin” yards will generate SRM in the form of the rest of the carcass. SRM must be stained immediately, stored in closed, labelled containers on concrete or hard standing. Whole carcasses do not need to be stained as SRM.

Detail. Where waste animal by-product is generated, give details of the facilities for storage and arrangements for disposal including destinations and detailed contingency arrangements in the event of failure of temperature control.

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10. Collection and transportation

Requirement. EU Regulation 1774/2002, Article 7 and ABP Regulations (NI) 2003, regulation 8, require that different categories of by-product are transported separately.

Transport must be in covered leakproof containers or vehicles which are cleaned, washed and disinfected after each use, maintained in clean condition and dry before use. During transport the vehicle and containers must be labelled with the category of by-product and appropriate wording.

The transportation of animal by-products must take place at an appropriate temperature to avoid any risks to animals or public health.

EU Regulation 1774/2002, Article 7 and Annex II, Chapter III, require a commercial document to accompany the consignment which records:

- (a) date of consignment;
- (b) description of the animal by-product and species of category 3 material;
- (c) quantity;
- (d) place of origin;
- (e) name and address of the carrier;
- (f) name and address of the receiver.

The original of the commercial document (made in triplicate) accompanies the consignment and is retained by the receiver, and a copy retained by the consignor and waste carrier.

Details. Describe the arrangements for collection and transportation to and from the intermediate plant and how the requirements will be met.

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11. Record keeping

Requirement. EU Regulation 1774/2002, Article 9 and Annex II, Chapter IV and ABP Regulation (NI) 2003, regulations 32 & 33 require records to be kept.

Guidance. Information in the commercial document should be used to compile the record, or may be the record itself as follows (See Section 10):

- when consigning animal by-products (a), (b), (c), (e) and (f)
- when transporting animal by-products (a), (b), (c), (d) and (f)
- when receiving animal by-products (b), (c), (d), (e) and the date of receipt.

The approval number of the plant of origin and the nature and method of treatment of the animal by-product must also be recorded if appropriate. Records are to be kept for 2 years.

Details. Please give details of how the records are to be kept, including where necessary, arrangements for back up/retrieval on information if electronic records are kept.

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Signature of applicant Date

This application only relates to the Animal By-Products Regulations (NI) 2003. It does not relate to such matters as planning permission or environmental controls. It is likely that other authorisations will be required.

Data Protection Act

Details of the name, address and type of the business and its registration number will be made publicly available. This is to enable those in possession of animal by-products to identify legitimate outlets and to enable us to meet EU obligations to provide details of registered premises to the European Commission and other Member States. The above details may also be used by DARD, DOE, DEFRA, SEERAD, NAWAD respectively and shared with each other and with public bodies for the purposes of the Animal By-Products Regulations (NI) 2003 and related issues, and for consultation on issues of relevance to your business. All of the details on the application form may be made available to the local authorities and other public bodies for enforcement and policy purposes.

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">VO Comments</td> </tr> <tr> <td style="height: 200px;"></td> </tr> </table>	VO Comments		<p>VO recommendation:</p> <ul style="list-style-type: none"> • Reject..... <input type="checkbox"/> • Further work needed..... <input type="checkbox"/> • Approve..... <input type="checkbox"/>
VO Comments			
VO Signature <input style="width: 400px;" type="text"/>	Date <input style="width: 150px;" type="text"/>		
Name (BLOCK LETTERS) <input style="width: 650px;" type="text"/>			
Notes for inspecting officer on issuing approval.			
(1) Send form and draft approval to DVO for counter signature.....	<input type="checkbox"/>		
(2) If agreed by DVO, issued approval	<input type="checkbox"/>		
(3) Copy to: (a) Dundonald House.....	<input type="checkbox"/>		
(b) DVO.....	<input type="checkbox"/>		
(c) District Council	<input type="checkbox"/>		
(d) DOE/EHS	<input type="checkbox"/>		

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DVO comments

DVO Counter
Signature

Date

Name
(BLOCK LETTERS)

Question
Number.