Sustainable Poultry Products Assurance Scheme

Breeder-Rearer, Breeder-Layer,
Producer & Hatchery Standard

BORD BIA
IRISH FOOD BOARD

Origin Green
IRELAND

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Revision 01, November 2019

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Contents

1. Introduction

1 Introduction

1.1 Background

Sustainable Agriculture is defined by the Sustainable Agriculture Initiative Platform (SAI)[1] as "the efficient production of safe, high quality agricultural products, in a way that protects and improves the natural environment, the social and economic conditions of farmers, their employees and local communities, and safeguards the health and welfare of all farmed species."

This definition clearly highlights four main elements to sustainable production, namely:

- The production of safe, high quality food products.
- The protection and improvement of the natural environment.
- Caring for the social and economic conditions of those in the supply chain.
- The protection of the health and welfare of all farmed animals.

The Sustainable Poultry Products Assurance Standard (SPPAS) is designed to include criteria that address all these elements of sustainable production.

The criteria support the voluntary initiatives of the poultry industry for disease control, as well as the existing Salmonella monitoring programme for the control of Salmonella Enteritidis, Salmonella Typhimurium, Salmonella Hadar, Salmonella Infantis and Salmonella Virchow.

1.2 Development

The Sustainable Poultry Products Assurance Standard (SPPAS) was developed by a Technical Advisory Committee (TAC) representing Bord Bia (the Irish Food Board); the Food Safety Authority of Ireland (FSAI); the Department of Agriculture, Food and the Marine (DAFM); industry (representing the breeding, hatching and production sectors) and other technical experts. The criteria were established taking into account Food Safety Management/HACCP principles as they apply to the production of poultry.

The Scheme is accredited to the European Standard for Product Certification ISO 17065:2012[2]. This means that the Standard (and the Scheme which is based on the Standard) has been independently assessed against other international standards in other countries.

This Standard replaces the previous Poultry Products Quality Assurance Standard (PPQAS), Revision 01 of 2008.

1.3 Scheme Overview

The SPPAS has been developed in response to the demands of the marketplace. Increasingly purchasers of Irish poultry meat are requiring proof that the poultry meat is produced on farms that are certified members of an accredited assurance scheme that embraces all aspects of sustainability as defined (See section 1.8). Based on the EU average as reported in the Joint Research Centre report “Evaluation of the livestock sector's contribution to the EU greenhouse gas emissions” (see Appendix 1: Reference Information), the emissions relating to

poultry production in Ireland are the lowest in the EU at 3.3kg CO_2-eq per kg. However, opportunities for further improvement exist and this Scheme will provide the means to achieve that.

[1] *The SAI Platform was formed by Nestlé, Unilever and Danone in 2002 as a non-profit organisation to facilitate sharing, at precompetitive level, of knowledge and best practices to support the development and implementation of sustainable agriculture practices involving stakeholders throughout the food value chain. SAI Platform today has over 80 members including Bord Bia. SAI Platform develops tools and guidance to support global and local sustainable sourcing and agriculture practices.*

[2] International Standards Organisation http://www.iso.org/iso/home.html

In designing SPPAS, the key issues identified in the FSAI Recommendations for a Practical Control Programme for Campylobacter in the Poultry Production and Slaughter Chain (2011) and in the Poultry Industry National Biosecurity Plan (2017) documents (see Appendix 1: Reference Information) were considered and included as appropriate.

The SPPAS has been designed to demonstrate the sustainability of poultry production in a systematic way at an individual Participant (breeder, production farm or hatchery) level. An audit is conducted by an independent auditor on every Participant at maximum 18-month intervals, during which the Compliance Criteria are assessed together with the key Performance Criteria (Section 8). A comprehensive report is produced for the Participant on their performance against all criteria.

Participation in the Scheme is voluntary.

1.4 Objectives

The primary objectives of the Sustainable Poultry Products Assurance Scheme are:

- To demonstrate to customers that poultry meat is produced under an accredited sustainability scheme;
- To set out the criteria for best practice in sustainable poultry production;
- To provide a uniform mechanism for recording and monitoring:
    - Compliance of Participants with quality assurance, food hygiene and food safety criteria;
    - The level of continual improvement over time;
- To provide an on-going means of demonstrating best practice at all levels in the poultry production process.

1.5 Benefits from Participation in the SPPAS

1.5.1 On farm Benefits

Sustainable production and efficient production go hand in hand. Sustainability involves minimising the amount of resources (e.g. energy, feed, water etc.) used by the enterprises involved, and implementing measures that enhance the environmental performance of the enterprises. These sustainability measures also typically deliver socio-economic and environmental benefits through lower costs of production.

Compliance with the Scheme enables Members to meet both regulatory and market demands and will ensure that the products placed on the market meet the highest quality and safety standards. In addition, committing to the programme will help Producers improve the enterprise's sustainability, competitive performance and contribute to a fair and safe environment for workers.

1.5.2 Industry Benefits

The Scheme will assist in the marketing of poultry in several ways by providing access to markets that demand certification to sustainable farms by demonstrating the commitment of participating poultry farms to "green" farming practices and social and economic sustainability.

1.6 Information Collection

In preparation for the Bord Bia farm visit, and to reduce as much as possible the need to collect data on the farm, Bord Bia intends to request that the Rearing Organisation and Meat Processor provide performance information about participating farms, with the consent of the participating farm owners. The information will include available data on the key inputs and outputs relevant to the farm enterprise at each stage of the process to address as far as practicable the Performance Criteria relevant to the Participant from Section 8: Performance Criteria.

Additional information will be collected during the Bord Bia audit (feeds, other inputs, etc.). The data will be collated by Bord Bia to build a detailed picture of the performance of the enterprise, in order that possible improvements can be identified. All the data will be maintained on a confidential basis.

1.7 Normative References of the Standard

This standard incorporates the key legislative requirements relevant to hatcheries and poultry farming. It is also recommended, however, that Participants consult other best practice guidelines and legislation referenced in Appendix 1: Reference Information.

The Scheme is based on the requirements of existing legislation and standards, including:

- European hygiene legislation (including (EC) 178: 2002; (EC) 852 and 853 of 2004);
- ISO 17065 (2012) Conformity assessment — Requirements for certification bodies certifying products, processes and services;
- Codex Alimentarius: Recommended International Code Of Practice General Principles Of Food Hygiene (CAC/RCP 1-1969, Rev. 4-2003);
- Hazard Analysis and Critical Control Point (HACCP) as outlined by Codex Alimentarius (1997 3rd edition);
- Relevant National and EU legislative requirements;
- Recognised international quality management standards such as ISO 9001:2015 (Quality Management System – Requirements) and ISO 22000: 2005 (Food safety management systems — Requirements for any organization in the food chain);
- PAS 2050: 2011 - Specification for the assessment of the life cycle greenhouse gas emissions of goods and services. Published by British Standards Institute.

See also Appendix 1: Reference Information for a list of other applicable legislation, standards and codes of practice which have been considered in the creation of this Standard.

Note: Compliance with this standard does not guarantee compliance with all relevant legislation. It is recommended that farmer Participants consult with their Agricultural and Veterinary advisors and the relevant competent authority.

1.8 Definitions

Applicant: A farmer or hatchery involved in the sector, as described in Participants (see below) (Breeder Rearer, Breeder Layer, Hatchery, Poultry Producer), applying for membership of the SPPAS.

Audit: Where used means that, during a Bord Bia farm or hatchery visit, a qualified auditor will assess:

- The level of compliance with the Scheme Regulations (as set out in the Standard: Section 2, Scheme Regulations) and the Scheme Criteria (as set out in the Standard: Sections 3 - 7, criteria for farms (Breeder-Rearer, Breeder-Layer, Poultry Producer and Hatchery);
- The level of performance against the Performance Criteria (Section 8).

Bord Bia: The Irish Food Board.

Certification Committee: A Committee appointed by Bord Bia, to which the Bord Bia Quality Assurance Board has devolved responsibility and authority for all certification decisions with regard to membership of the Scheme.

Certification Period: The period of validity of the certification. (See Scheme Regulations 2.3.2 for further details.)

Competent Authority: Where used in this Standard, 'competent authority' refers to the state authority with responsibility for the relevant official controls and is defined as follows: *"competent authorities" means: (a) the central authorities of a Member State responsible for the organisation of official controls and of other official activities, in accordance with this Regulation and the rules referred to in Article 1(2); (b) any other authority to which that responsibility has been conferred; (c) where appropriate, the corresponding authorities of a third country* (EC 2017: 625.3.3).

Bord Bia Register/Database: the register/database of the current certified Members, which indicates their certification status.

Breeder Layer/Rearer Organisation: organisation that is responsible for the management of a number of breeder rearer/layer farms.

DAFM: The Department of Agriculture, Food and the Marine.

DAERA: The Department of Agriculture, Environment and Rural Affairs (NI)

EMA: European Medicines Agency (formerly known as European Medicines Evaluation Agency (EMEA)).

Farm: the land under the control of the Participant (Breeder Rearer, Breeder Layer, or Poultry Producer) that is relevant to the farm enterprise operated by an SPPAS Participant.

FAWAC: The Farm Animal Welfare Advisory Council.

Field Officer: The personnel appointed by the sector Participants (e.g. Breeder Layer/Rearer Organisation, Meat Processor) whose role is to evaluate and report the on-going compliance of the farm Participants, as well as to liaise with farmers in closing out non-compliances. All such Field Officers receive special training in the relevant SPPAS criteria from Bord Bia and are formally registered on the Bord Bia database.

Flock Number: A unique number assigned by the competent authority to the site or operation. This is also known as the Herd Number.

Formal Training: Certified training received from a national or public body or from a Bord Bia approved organisation / individual.

FQAS: The Bord Bia Feed Quality Assurance Scheme.

FSAI: The Food Safety Authority of Ireland.

Group Veterinarian: The veterinarian appointed by a Processor/Rearing Organisation who takes overall responsibility for the flock health and welfare of its producers.

HACCP: 'Hazard Analysis and Critical Control Points', which is an internationally recognised system for the identification and control of hazards relating to food safety.

House: When used in the Standard in relation to production (i.e. production house), 'house' means the building in which the birds (breeder, poultry production) are maintained.

HPRA: Health Products Regulatory Authority, which is the body in Ireland that regulates medicines, including animal remedies (see also www.hpra.ie).

Meat Processor: Processor that is certified under the relevant Bord Bia scheme and is shown on the Quality Assurance Scheme register/database.

Member: A Participant who is certified under the SPPAS.

Origin Green: Bord Bia's unique national sustainability programme that provides proof of commitment to sustainable food and drink production.

Participants: Farmer Participants or Hatcheries with valid flock number or registration applying for or certified under the SPPAS that are from the following sub-sectors:

1. **Breeder-Rearer**: a farmer with a valid flock number rearing day-old birds (meat breed) (or young ducks) for supply to a Breeder Layer.
2. **Breeder-Layer**: a farmer with a valid flock number rearing point-of-lay birds (meat breed) for production of eggs for supply to a Hatchery.
3. **Hatchery**: an organisation registered with the competent authority for the hatching of eggs for supply as day-olds to Poultry Producers.
4. **Poultry Producer**: a participating farmer/Producer with a valid flock number rearing day-olds to slaughter age (or brooding) for supply to a poultry Meat Processor.

PRCD: 'Pesticide Registration and Controls Division', which is a subsection of DAFM responsible for implementing the regulatory system for all pesticides (plant protection products and biocides). Products approved bear a PCS (for pesticides) or BPA (for biocides) number.

Quality Assurance Board: An independent subsidiary Board within Bord Bia, which has overall responsibility for policy in relation to the operation of the Bord Bia Assurance Schemes.

Range: When used in the Standard in relation to free-range production, 'range' means the area of land that is accessible to the free-range birds surrounding the house.

Register/Database: the Bord Bia register/database (the terms may be used interchangeably) including details of the current participants, audit reports and membership status.

Residues: A 'residue' refers to a trace of substances that have a pharmacological action, of their metabolites or of other substances transmitted to animal products, which is likely to be harmful to human health.

Scheme: The Sustainable Poultry Products Assurance Scheme consists of the following elements:

- The SPPAS standard (this Standard);
- The process for ensuring that the Criteria as set out in the Standard are met (through auditing);
- The process for collecting and analysing the data under the Sustainable Assessment Criteria (through auditing or other data collection);
- The certification process whereby all the compliance data is evaluated and a certification decision is made.

SPPAS: The Bord Bia Sustainable Poultry Products Assurance Scheme.

SPPAS Standard: This consists of the criteria as set out in Sections 1 (Introduction), 2 (Scheme Regulations), 3 (Common Farm Criteria), 4 (Breeder-Rearer Criteria), 5 (Breeder-Layer Criteria), 6 (Poultry Producer Criteria), 7 (Hatchery Criteria), 8 (Performance Criteria), and the associated Appendices of the Bord Bia SPPAS.

Site: All the buildings and associated facilities (entrance, yards, ranges, houses, other buildings) on a SPPAS farm or hatchery that are involved in the process under the SPPAS.

Sustainability: The productive, competitive and efficient production of safe agricultural products, while protecting and improving the natural environment and the socio-economic conditions of farmers and local communities, and while safeguarding the health and welfare of all farmed species. (as stated in www.SAIplatform.org of which, Bord Bia is an affiliate member)

Teagasc: The Agriculture and Food Development Authority in Ireland.

Technical Advisory Committee: A committee representing the stakeholders in the sector, which is assigned the role of advising Bord Bia on the technical content of the Standard.

Veterinary Prescription: A written prescription issued by a registered veterinary practitioner, in respect of an animal/or animals under his or her care, that provides for the administration of an animal remedy to the animal/animals.

Veterinary Written Directive (VWD): A veterinary authorisation for the manufacture and subsequent use of a medicated feedstuff.

1.9 Cautionary Notes

Although every effort has been made to ensure the accuracy of this Standard, Bord Bia cannot accept any responsibility for errors or omissions.

Bord Bia is not liable for any costs or potential or estimated loss of earnings resulting from having to comply with any criterion of this scheme, or arising from being found to be in breach of any legal requirement.

All references to legislation in this Standard are given on an 'as amended' basis. The legislative documents listed in the standard are not guaranteed to be exhaustive or fully updated – and so the producer remains responsible for attaining knowledge of legal requirements.

Compliance with this standard does not guarantee compliance with all relevant legislation. It is recommended that farmer Participants consult with their agricultural and veterinary advisors and the relevant competent authority.

2. Scheme Regulations

2 Scheme Regulations

This section contains important general information for all Participants in the Sustainable Poultry Products Assurance Scheme (SPPAS). Participants are urged to take sufficient time to obtain a full understanding of the various regulations of the Scheme.

2.1 Scope and Membership

This Standard applies to farms and hatcheries involved in poultry production[3] for meat at the following stages (as relevant):

1. Breeder-Rearing: day-olds are raised to point of lay (except for ducks, where birds are selected from the meat production flock at an early age for rearing as point-of-lay birds);
2. Breeder-Laying: eggs are laid for supply to hatcheries;
3. Hatchery: eggs are hatched to produce day-olds for supply to poultry production farms;
4. Production: day-olds are raised (including brooding and moving) to slaughter age.

The figure below illustrates the different sections of this standard that apply to each enterprise type.

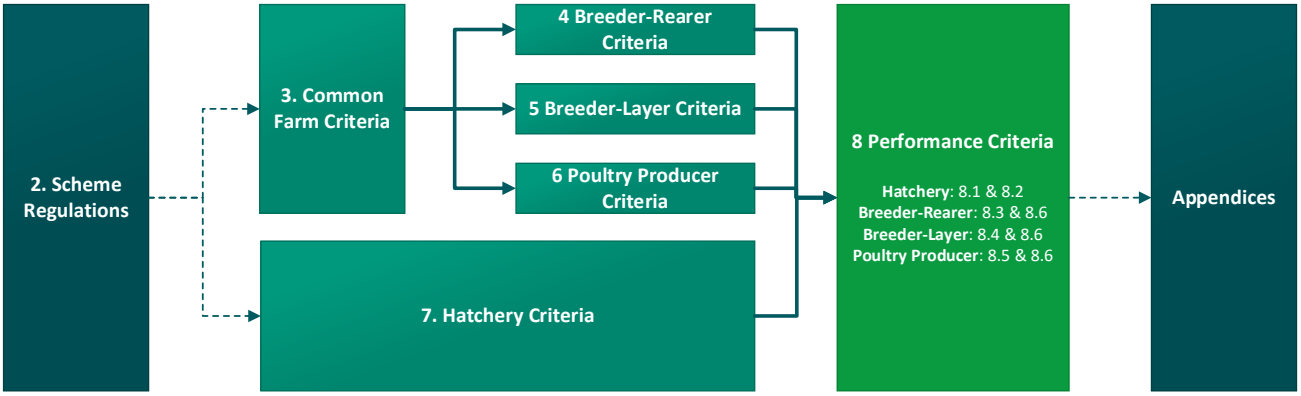

Figure 1: Criteria Summary

During the Bord Bia farm visit, the performance of the enterprise under all the relevant compliance and performance criteria will be assessed.

Poultry Meat Processors have an important role to play in the operation of the SPPAS, as they control most operations at production level, either directly through ownership of the farm or indirectly through contract. Breeder Layer/Rearer Organisations play a similar role at breeder farm levels.

Consequently, the following rules apply:

- A poultry producer must be registered as a supplier with a participating Bord Bia certified poultry Meat Processor / Independent Production Organisation
- A Breeder-Rearer/Layer must be registered as a supplier of a Breeder Layer/Rearer Organisation.

The Meat Processor/ Independent Production Organisation or Breeder Layer/Rearer Organisation must appoint a Field Officers whose role is to manage Bord Bia audits in cooperation with the poultry producer, or breeder layer or rearer, to evaluate and report the on-going compliance of the Participants, and be a liaison between the farmers and Bord Bia in implementing corrective action and closing out non-compliances.

[3] Chickens, ducks and turkeys. Other species will be considered by Bord Bia on request.

Please see the Bord Bia Privacy Policy located at https://www.bordbia.ie/pages/privacy.aspx which gives details on the sharing of audit data with the Participant their appointed field officer.

All such Field Officers must be formally registered on the Bord Bia database and have received special training in the relevant SPPAS criteria.

2.1.1 Participant Eligibility

Membership of the Scheme is voluntary and open to all Participants that have valid registration with the competent authority (as defined in Introduction 1.8).

A Participant who has been convicted of an offence under legislation against any of the criteria in this Standard, at any time in the 3-year period prior to application, will not be eligible for certification to this Standard. Furthermore, if the Participant is convicted of an offence under legislation relevant to the Standard during the period of validity of the certificate, the certificate will be revoked. In this case, the Participant will also be withdrawn from the Scheme and removed from the register of certified Participants. Failure to inform Bord Bia of a conviction will be deemed a violation of the conditions of membership and suspension from the scheme will apply for a period of 3 years from the date the conviction was notified to, or discovered by, Bord Bia.

2.1.2 Application Process

An application form, setting out the conditions of participation, must be completed. The application form can be downloaded from the Bord Bia website or hardcopy directly requested from Bord Bia. Alternatively, the application form can be obtained through a participating poultry Meat Processor/Independent Production Organisation/Breeder Layer/Rearer Organisation or Field Officer.

The application will be evaluated and, if accepted, a full independent audit of the Participant will be carried out in order to evaluate the capability to meet all the requirements of the standard. In the event that Bord Bia is unable to process the application, this fact is communicated in writing to the applicant.

The application form also contains a consent form permitting the release of participant's data, relevant to the scheme, from the poultry Meat Processor to Bord Bia.

A new application is not required in the case of existing certified members, as the details are already available on the database from previous audits. An exception applies, however, in cases where a change has occurred or is planned, as set out in Scheme Regulations sub-section 2.9.

A separate declaration form will be completed at the audit (see Appendix 2: Farm Declaration Form).

2.2 Database Information

The status of all certified Participants in the Scheme will be maintained in a Bord Bia database or register.

Bord Bia records all relevant and applicable data gathered during the official visit by the Bord Bia appointed auditor and this is maintained on the Bord Bia database. Data collected by the Field Officers (see definition in Introduction 1.8) is also maintained on the Bord Bia database. All data is maintained on a confidential basis on the database, in accordance with data protection legislation (see Appendix 1: Reference Information). Access to the information is provided to Field Officers and to the organisations that they represent, for the purposes of enabling closeout of non- compliances. Access to the data is also provided to Bord Bia personnel for the purposes of making certification decisions.

The Bord Bia database performs a number of functions:

- Recording production house details of the farm (e.g. house(s), bird numbers, production system, etc.) and farmer contact details (name, address, phone numbers, directions to the farm) for communication purposes;

- Recording the enterprises that are present on the farm (main poultry production types and systems, size of the enterprise, etc.) as relevant to the criteria in the Standard;
- Recording and collating data collected as part of the Bord Bia audit for the purpose of certification, and for establishing the performance of the Participant against the performance criteria including for calculating the carbon footprint of the enterprise;
- Recording data about the Hatchery enterprise that is relevant for certification purposes;
- Recording the results of the audits carried out by the Bord Bia appointed auditors and subsequently communicating those results to the Participant, to Bord Bia, to the responsible organisation and to the Processor as relevant;
- Providing information about the certification status of Members as relevant (e.g. the status of Participants will be visible to Processors and other Participants as needed) so that the status of any Participant is visible to the Participants of the production cycle.

The Bord Bia database is linked to the Bord Bia public website (www.bordbia.ie) which provides various features e.g. checking flock certification status and downloading documentation relating to the Schemes (Standard, templates, other information relevant to the scheme, etc.) (see web-link in Appendix 1: Reference Information).

Access to the Bord Bia database is provided by Bord Bia only on an 'as-required' basis. In each case, the Bord Bia database administrator will, on Bord Bia's instruction, issue a user with a username and password, which will grant that user access to the information relevant to his or her function in the Scheme.

Poultry Meat Processors (abattoirs), Independent Production Organisation, Hatcheries and Rearing Organisations are registered on the database for the purposes of determining the certification status of the supplying farms.

Field Officers, as well as the organisations that they represent, are registered on the database. Field Officers are trained by Bord Bia to be able to conduct the required inspections, to provide assistance to their participants with regard to participation, and to provide assistance with closeout of non-compliances with the participants consent.

2.3 Control, Monitoring and Certification

2.3.1 Control

Overall control of the Scheme will be exercised by the Bord Bia Quality Assurance Board. This Board is representative of the relevant sectors of the food industry and collaborates with the Technical Advisory Committee, which is responsible for drafting the Standard and formulating required amendments.

The decision of the Quality Assurance Board on any matter relating to the control or operation of the Scheme is final.

2.3.2 Audit Interval, Certification Period and Monitoring

Compliance of all Participants with the criteria of the standard will be conducted through independent audit. Participants must submit to audit or assessment under all the criteria of the Standard. Certification will be granted based on compliance with the criteria as determined through these audits. In addition, Field Officers will also conduct inspections as set out below (see section 2.3.3) to verify on-going compliance.

The Certification period will determine the interval between audits as follows:

- Bord Bia audits: Certification will be normally granted for an 18 month period and therefore audits will normally be at 18 month intervals. This period may be shortened to take audit findings and seasonal production factors into account at the discretion of the Certification Committee.
- Field Officer Audits – all farms: Audits by the Field Officers responsible will be conducted according the schedule stated in the Standard (see section 2.3.3).

All Members are required to comply with the relevant criteria at all times, as a condition of participation in the Scheme. This includes legal compliance (see also Appendix 2: Farmer Declaration).

Bord Bia reserves the right to carry out audits or spot checks on an unannounced basis, for the purpose of verifying compliance with the criteria of the standard, or in order to determine that the corrective and/or preventative actions arising from audit findings remain in place and are effective. Bord Bia appointed auditors are entitled to seek access to all relevant areas of the enterprise (buildings, fields, etc.), as well as all relevant regulatory reports that the Participant is required to maintain under the legislation. Participants must supply any information requested by the auditor that is relevant to establishing compliance with the Standard. Failure to grant the requested access, or to supply the relevant information to the Bord Bia auditor, may result in the suspension of the Participant from the Scheme.

Bord Bia (or its appointed agents) reserves the right to remove samples for independent analysis (feed, water, dust, faeces, litter, birds, eggs, etc.) in order to establish compliance with the Standard.

The full onus of responsibility for compliance with the criteria of this Standard is on the Scheme Participants and not on Bord Bia, its agents or any other third party.

As required in ISO 17065, Bord Bia will occasionally require the audit to be observed. This will be notified in advance to the auditee.

Where it is established during the audit cycle (through an auditor's findings or through notification by a Competent Authority or any other official agency responsible for implementing the relavent laws) that there are serious breaches of legal requirements relevant to this Standard (e.g. traceability, animal welfare, remedy use, use of banned inputs, environmental protection or health and safety), Bord Bia reserves the right to immediately suspend the Participant's certification. Bord Bia also reserves the right to notify other relevant Competent Authorities of such breaches.

2.3.3 Field Officer Monitoring of Farm Participants

The Field Officers are required under the Scheme to conduct inspections of all farm Participants. The frequency of these visits is as set out in the relevant sections of the Standard (Breeder Rearer; Breeder Layer; Poultry Producer).

This frequency (above the minimum) can vary based on a documented risk assessment, which takes into account the number and severity of non-compliances identified in the various audits conducted by Bord Bia or by the Field Officer and the need for inspections at other times during the flock cycle.

The Field Officer audit report findings will be used as follows by Bord Bia:

1. Where the Field Officer identifies a Critical non-compliance, the Field Officer will be required to notify Bord Bia immediately, and to prevent any birds being supplied to the next stage of the process as set out in section 2.1 Scope and Membership. Following an assessment of the situation by Bord Bia, the farm or house may be excluded from the certified members list and the certificate withdrawn. Where certification is withdrawn, the farm Participant may implement measures to correct the issues and subsequently re- apply for certification.
2. Where the Field Officer identifies a General non-compliance during an audit, the issue must be closed out within the allowed time as agreed with the Field Officer (maximum 2 months).
3. The reports of all internal audits will be made available to the Bord Bia auditor on request during announced or unannounced Bord Bia audits.
4. Where a General non-compliance remains unresolved after the 2-month closeout period, the Field Officer must notify Bord Bia.

   Note: The Field Officers may also recommend to Bord Bia that a spot audit be conducted, and an unannounced audit may be initiated.

Where Field Officer audits are not conducted according as set out in the Standard for the type of farm, Bord Bia may suspend the farm pending a resolution of the situation.

In addition, compliance with certain criteria within this Standard is dependent on the Field Officer. These are indicated at the start of the relevant individual criteria.

2.4 Requirement Categories and Application of Non-Compliances

2.4.1 Categories

The Quality Assurance criteria, compliance with which is required under the Standard, are classified as Critical and General.

- **Critical**: These criteria are printed in **bold** black text (in Sections 3–7) with the wording "(Critical)". These relate to areas of high significance (e.g. food safety and traceability) and to Scheme regulations. The Participants must comply fully with each of these criteria.
- **General**: These criteria are printed in black text (in Sections 3–7) and relate to core best practice. The Participants must comply with each of these criteria as set out below (see 2.4.2).
- **Recommendations for Best Practice**: Sections 3–7 of this Standard contain a number of recommendations for best practice. These are printed in Green Text and are numbered R1, R2, etc. within each section. Compliance with these requirements is not mandatory for certification. This may be revised at a future date in consultation with the Technical Advisory Committee.
- **Performance Criteria:** These criteria, under which information will be collected during the Bord Bia audits or by the Field Officers, are outlined in Section 8 (Performance Criteria). These criteria are used in calculating the sustainability performance of the farm but are not used in the calculation of the audit score. However, it is a condition of participation to comply with this section.

2.4.2 General Application of Non-Compliances

During audit, the auditor will evaluate the performance of the enterprise against the applicable quality criteria. For Critical criteria, 100% compliance is required at all times. For General criteria, compliance is scored as follows: 2 = compliance, 1 = minor non-compliance, 0 = major non- compliance, NA = not applicable.

- **Compliance**: There is full compliance with the criterion (e.g. the record is available, correctly completed and up to date) and the score allocated is 2;
- **Minor non-compliance**: The criterion is being met in some respects, but not in other respects (e.g. there is a record, but several entries are incorrect or missing) and the score allocated is 1;
- **Major non-compliance:** There is a complete failure to meet the criterion (e.g. there is no record of the activity) and the score allocated is 0;
- **Not applicable**: the criterion does not apply on this farm (e.g. there is no assisted ventilation present) is scored NA.

Farmer Participants: Breeder Rearer; Breeder Layer; Poultry Producer

Based on this scoring system, the performance of the farm against the quality criteria is calculated and expressed as an overall percentage (%). The score calculation can be illustrated with the following example taken from the Poultry Producer criteria (Standard, Section 6) for a Free Range Participant:

There are 247 criteria in total (i.e. those in the black text) relevant to poultry production, including free range. Of these, 20 are critical criteria and 225 are general criteria.

- Total general criteria = 225
- Total not applicable criteria for this flock (for example): 73
- Total applicable general criteria = 152. Thus, maximum score achievable = 304
- The actual score achieved = 284 (this could arise where there were 6 major non- compliances (score 0) and 8 minor non-compliances (score 1), for example)

- The actual overall score = 93.4%.

The overall percentage performance of the farm is calculated in this way only when the audit is completed. The manner in which this information is applied is set out in clause 2.4.3 Application of Non-Compliances.

Hatchery Participants

The performance of Hatchery Participants against the quality criteria is evaluated using the scoring system outlined. For a Hatchery Participant to be eligible for certification, the Hatchery must have full compliance with all Critical criteria, and achieve full compliance on all General criteria either at audit or after closeout.

2.4.3 Application of Non-Compliances (Bord Bia audits)

In cases where a re-audit is required following a 'Not Eligible' decision, a fee may be charged to the Participant at the discretion of Bord Bia.

For first-time applicants, all non-compliances must be closed out prior to being granted certification. For existing members, the following sets out how non-compliances (major or minor) identified during the audit must be managed, in order for the Participant to be eligible for certification.

2.4.3.1 Critical Criteria

Farmer Participants: Breeder Rearer; Breeder Layer; Poultry Producer

- Where a Critical non-compliance is identified during audit, the Farm Participant is advised at the audit and the Field Officer is advised immediately electronically by the database. A response must be recorded on the Bord Bia database within 48 hours describing clearly the actions taken to address the non-compliance.
- Where the critical non-compliance is then closed out, an immediate full Bord Bia audit will be conducted. A failure to respond in 48 hours results in automatic exclusion from the register of certified Farm Participants.

Hatchery Participants

- Where a Critical non-compliance is identified during audit, the hatchery is subject to immediate suspension. The Bord Bia auditor will immediately notify Bord Bia quality management personnel. Bord Bia will then advise the outcome.
- If the Hatchery is suspended, the Participant will be notified in writing and the conditions for re-applying for participation in the scheme will be advised. Alternatively, Bord Bia may, in conjunction with the auditor on Site, impose special restrictions on the operation of the Hatchery and may conduct unannounced audits to verify compliance with the conditions imposed.

2.4.3.2 General Criteria

Farmer Participants: Breeder Rearer; Breeder Layer; Poultry Producer

- Where the overall score is 80% or less, all the major non-compliances must be closed out in the period agreed between the Farm Participant and the auditor (maximum 1 month), with sufficient minor non-compliances also being closed out in order to achieve a minimum overall score of 80% (However, all minor non-compliances must be closed out within a 2-month period). The Field Officer will advise Bord Bia when this situation has been achieved. A mandatory re-audit of the Farm Participant will be scheduled. Where the farm fails to obtain a score of 80% during re-audit, the farm is excluded from the register of certified Participants.
- Where the overall score is greater than 80% and the non-compliances identified include major non-compliances, the major non-compliances must be closed out in the period agreed between the Farm Participant and the auditor (maximum 1 month). Evidence of the closeout of each major non-compliance must be uploaded to the Bord Bia database. This evidence will be reviewed by

Bord Bia. If it is acceptable, and closeout is deemed to have been completed, the audit can be considered for certification. Otherwise, the audit will be referred back to the auditor and to the Field Officer as required. Participants must also give an undertaking to ensure that all minor non-compliances are closed within a 2-month period. Bord Bia reserve the right to verify, through unscheduled audit, that the corrective actions are being implemented. Where the farm fails to adequately address the non-compliances within the agreed time period, the farm is excluded from the register of certified Participants.

- Where the overall score is greater than 80% and only minor non-compliances have been identified, the Farm Participant must give an undertaking to Bord Bia to address these issues within 2-months. Bord Bia reserve the right to verify, through unscheduled audit, that the corrective actions are being implemented.
- The undertakings referred to above will be secured at the audit exit meeting and recorded on the audit documentation system before the recommendation is completed. Failure to provide the commitment will result in a 'not eligible' recommendation by the auditor. This will be explained to the farm Participant at the time.
- As required in ISO 17065, Bord Bia will occasionally require the performance of the auditor during audit to be observed. This will be notified in advance to the auditee.

Hatchery Participants

- Hatcheries must close out all major non-compliances raised during a Bord Bia audit in the period agreed with the auditor(s) (maximum 1 month). Evidence of the closeout of each major non-compliance must be uploaded to the Bord Bia database. The Hatchery must also give an undertaking to close out all minor non-compliances with in the period agreed with the auditor (maximum 2 months) and these will be checked at the next audit. Bord Bia reserve the right to verify, through unscheduled audit, that the corrective actions are being implemented.

Verification

- Bord Bia reserves the right to verify, through unscheduled audit, that the corrective actions are being implemented.

2.4.4 Closeout Process Bord Bia Audits

Farmer Participants: Breeder Rearer; Breeder Layer; Poultry Producer

- Where non-compliances are identified during Bord Bia audit, the relevant Field Officer will be informed so as to ensure that the farm Participant is assisted in addressing the non-compliances. However, it is the responsibility of the farm Participant to ensure that the non-compliances identified are addressed. In all cases, the farm Participant will receive a written report from Bord Bia outlining all the non-compliances and identifying the closeout process.
- Non-compliances identified by the Bord Bia auditor must be addressed through the database. If this is not possible, the Farm Participant or his/her representative may obtain permission from Bord Bia to supply the information through another route.
- Where non-compliances are identified, the Bord Bia auditor will advise the Farm Participant of each non-compliance. The auditor will also brief the Farm Participant on the type of evidence that could be submitted in closeout, and advise as to how this evidence can be supplied. The auditor is, however, precluded from providing advice on what action to take in order to close out the non-compliance.

Hatchery Participants

- Hatcheries must close out all non-compliances raised during a Bord Bia audit through the database in the time allowed under the Scheme Regulations or as agreed with the Bord Bia auditor(s) at the time of audit.

Failure to respond within the required time, or failure to close out the noncompliance in the required period, will result in the Participant being suspended from the Scheme.

2.5 Certification Decisions, Suspension and Re-application

When the Participant is deemed to have complied with the requirements of the Standard, as determined by independent audit, the Participant will be considered for certification under the Scheme.

The decision to grant, extend, withdraw or suspend certification to or from a Participant is made by the Bord Bia Certification Committee. This decision is made primarily on the basis of the audit findings. However, other factors recorded by the auditor, or factors that come to light after the audit (such as failure to meet regulatory compliance), may be taken into consideration in arriving at the certification decision.

The certification decision is published on the Bord Bia database. The current certification status of the Participant can be verified by entering the required details in the following link: https://qas.bordbia.ie/Poultry/verify

All certification decisions are notified in writing to the Participants. If certified, the Participant will also be issued with a membership certificate. This certificate can be used as evidence of certification under the SPPAS, but may not be used for any other purpose without the permission of Bord Bia. In the event that certification is withdrawn, the certificate must be returned and the Participant will be removed from the register of certified Participants.

Certificates are issued under the following conditions:

- The Member may only make claims regarding certification in respect of the scope for which the flock has been certified;
- Certification must not be used in such a manner as to bring Bord Bia into disrepute and the Member must not make any statement regarding the certification which Bord Bia may consider misleading or unauthorised;
- No certificate, report, or any part thereof may be used in a misleading manner;
- Members must comply with the criteria of the Bord Bia scheme were reference is made to Bord Bia certification in any communication media such as documents, brochures or advertising.

Where a Participant is excluded from the register of certified Participants and membership is withdrawn, the Participant is advised of the exclusion period (up to 6 months at the discretion of the Certification Committee) and of the re-application process.

2.6 Appeals

The Participant may appeal certification decisions in relation to a certification status by writing to Bord Bia within two weeks of the date of issue of the certification decision communication.

Bord Bia's Appeals Procedure will be followed and, where necessary, the matter will be referred to Bord Bia's Appeals Committee. The decision of Bord Bia's Appeals Committee is final. However, this does not affect the right of the Participant to refer the issue to the Ombudsman for consideration. Contact can be made at:

Address: Office of Ombudsman, 18 Lower Leeson Street, Dublin 2, D02 HE97

Tel: 01 639 5600

Email: info@ombudsman.ie

Website: www.ombudsman.ie

2.7 Complaints

The Participant may lodge a complaint at any time, with regard to the audits or to any other aspect of the operation of the Scheme. All complaints must be in writing and must be addressed to Bord Bia. All such complaints will be acknowledged and fully investigated by Bord Bia.

Members of the public may complain with regard to the Scheme or with regard to a member of the scheme. Where such complaints are made to Bord Bia they will be acknowledged and fully investigated. Where complaints are made to a scheme member a record must be maintained.

2.8 Revision Updates

Users should note that this revision of the Standard (Revision 01 Nov 2019) is now in effect, and that this revision supersedes all previous revisions. When future changes occur, updates will be issued in whole or in part to all Participants. Participants are responsible for ensuring that the obsolete sections are replaced in their own documentation.

2.9 Notification of Change

In the event that the status of a certified Participant changes (e.g. change of ownership or change of Flock Number), Bord Bia must be immediately informed. Bord Bia will then decide on the appropriate actions (e.g. re-audit).

Bord Bia, the Field Officers and their organisations (e.g. Processor) must be immediately informed in the event that situations of the following nature arise:

- Where there is a change of ownership of the production unit(s), the Field Officers must be informed. The Field Officers must record the change on the database and a new audit must be conducted by Bord Bia;
- Where the Poultry Producer wants to supply a different Processor from that on the original Appendix 2: Farmer Declaration, the database must be updated so that the Processor is informed and so that Field Officer audit schedule can be maintained.
- Where any Participating farmer wants to add a new production house or amend an existing production house, the Field Officers and their organisations must be informed so that their audit schedule can be amended. The database must also be updated with the details and an audit by Bord Bia must be conducted prior to commencement of supply (Breeder Rearer: prior to supplying pullets to an Breeder Layer; Poultry Producer: prior to supplying poultry for slaughter);

Where there is a change of ownership of the Participant's facility, or where significant alterations are made to the Participant's facility, Bord Bia must be notified.

3. Common Farm Criteria

3 Common Farm Criteria

Introduction

This section of the Sustainable Poultry Products Assurance Standard (SPPAS) contains the production related requirements with which all Farm Participants must comply that are common to the Poultry farms.

The figure below illustrates the sections of this Standard that are applicable to each enterprise. The Participant must be fully aware of the criteria relevant to his or her enterprise, including Introduction (Section 1), Scheme Regulations (Section 2), Common Criteria (Section 3 – this section), Farm Criteria (Section 4 Breeder Rearer, Section 5 Breeder Layer and Section 6 Poultry Producer), Performance Criteria (Section 8) and the Appendices, which offer further information and clarification on various aspects of the criteria.

The responsibilities outlined in this section (Section 3) relate primarily to the person who manages the House(s). However, the Field Officers (as defined in Introduction 1.8) also have responsibilities with regard to certain requirements. These are identified in the text by the placement of (Field Officer) at beginning of the criterion. For these requirements, the Field Officer (and the organisation to which he or she reports) must collaborate with the farmer to ensure compliance. The word 'Participant' is used throughout this document, in accordance with the definition in Introduction 1.8.

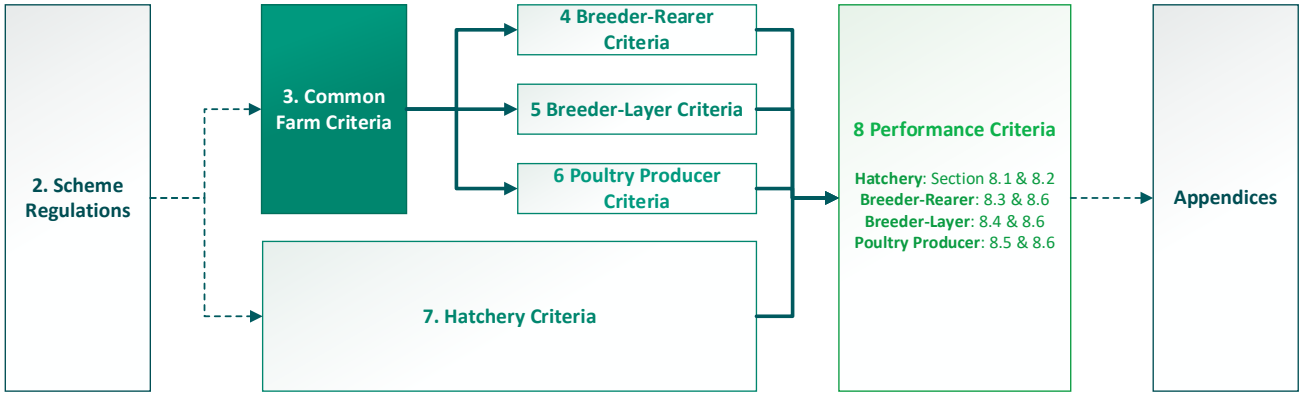

Figure 2: Criteria Summary

To ensure clarity and to assist the reader the information is laid out as follows:

Background Text

The blue text sets out the context of the subsequent criteria in the sub-section and is presented for information purposes only.

Compliance Criteria

Black text numbered as a), b), c), etc. sets out the criteria against which compliance will be assessed. The Participant must demonstrate compliance with these criteria (as set out in full detail in the Scheme Regulations) in order to be eligible for certification under the Scheme.

Best Practice Recommendations

The Green Text sets out the recommendations for best practice. These are identified with an uppercase letter and number as follows: 3R1, 3R2, 3R3... 3R15. Compliance with these criteria is not required for certification.

3.1 Registration

Background Information

Farmers will be aware of their legal responsibilities in operating their enterprises and will collaborate with the Competent Authority regarding disease controls, etc. and with the Field Officers as required under this Standard.

a) Each Participant must be registered with the relevant (regulatory) competent authority (DAFM/DAERA or equivalent) and evidence of this registration must be maintained (Critical).

Note: A DAFM/DAERA or equivalent flock/herd registration number must be available for Poultry Producers and Breeder Rearers; a Breeder Layer must have a herd/Flock Number and an egg stamp code)

b) If a Critical non-compliance is identified during routine Management Checks, or at any other time, the Field Officer must be notified immediately (Critical).

Note: Upon notification, the Field Officer will immediately implement the procedures for critical non-compliances that are outlined in Scheme Regulations 2.4.3.1

c) The Participant must complete an initial Declaration (see Appendix 2: Farmer Declaration) at the time of the audit.

d) The Participant must maintain a copy of the current revision of this Standard and incorporate any subsequent amendments.

e) The Participant must maintain a copy of all Audit or inspection findings conducted by the Field Officer, Bord Bia auditors and the Competent Authority.

f) All sites must maintain a documented Salmonella Monitoring Plan which includes the controls as set out in Appendix 15: Farm Sampling and Test Procedures (Critical).

g) All specified records must be maintained on Site for a minimum of 3 years[4].

h) The Participant must appoint a designated person responsible for the implementation of the criteria of this Standard on the Farm and with specific responsibility for animal welfare.

i) (Field Officer) The Participant must understand the basic principles of Food Safety Management (based on Food Safety Management/HACCP) principles and apply them to the production process. An Illustrative Food Safety Management Plan is included in Appendix 5: Food Safety Management Plan (FSMS) for reference. This may be used by the Participant in drafting a Farm FSMS plan.

j) (Field Officer) The Participant must facilitate the Field Officer to conduct Audits (as specified in Sections 4 – 6) on each House during the cycle, in a manner that ensures that all applicable Critical criteria are audited at each visit and that all criteria are audited over a year.

k) (Field Officer) The Participant must accept the Field Officer report and where required take corrective action on the findings in the time indicated. All these reports must be made available to the Bord Bia auditor on request.

l) Where non-compliances are identified by the Field Officer, the Participant must implement corrective action in the time specified by the Field Officer.

[4] Note: specified records are all those specified in the Standard (Sections 3, 4, 5, 6, 8 and as specified in the Appendices. These include specific records relating to health and welfare (e.g. mortality). Prescriptions must be retained for 5 years (see 3.13.b)

3.2 Personnel and Competence

Background Information

The stockperson is responsible for the welfare of the flock. Personnel who care for the birds will have adequate knowledge of poultry, as well as of the husbandry systems used on Site.

Participants will therefore be aware of the need to deal humanely with ill, injured, overtly lame birds, or birds finding it difficult to reach feed or water. Where required, the Participant will be aware of the need to carry out humane slaughter.

a) Where workers are employed on the Farm, the Workplace Policy (see Appendix 19: Welfare in the Workplace) must be explained to the employees and their understanding and acceptance recorded (e.g. by signing and dating).

b) The stockperson must have either received Formal Training in flock welfare, have a recognised qualification in bird production or have a minimum of 5 years' experience in bird production.

c) The stockperson must be able to demonstrate competence in bird welfare including the humane slaughter of birds.

3.3 Site Hygiene, Biosecurity and Visitor Management

Background Information

Participants will be aware of the need to ensure that best practice in biosecurity is central to the prevention of disease in the flock. He or she will have appropriate controls in place. Participants will also be aware of the risks associated with the movement of personnel between farms (e.g. catching teams, advisory staff, veterinary practitioners, electricians).

It should be noted that good biosecurity and high health status can result in higher feed conversion efficiencies.

This Standard incorporates the key recommendations of the FSAI (Recommendations for a Practical Control Programme for Campylobacter in the Poultry Production and Slaughter Chain – 2011) and of the Poultry Industry National Biosecurity Plan (2017) documents on the control of campylobacter species in the food chain. Campylobacter is the most frequent cause of food borne illness in the EU. For poultry, Campylobacter starts on the farm when the birds become infected. A primary source of Campylobacter is the manure from livestock, in particular poultry, sheep, swine and cattle, however, other sources include rodents, wild birds or insects or entire animals such as dead rodents, birds, beetles, or flies. This can contaminate personnel, their footwear and clothing, and also litter and other materials brought into the poultry House. Biosecurity is therefore a key issue in the control of Campylobacter on poultry farms and preventing contamination of other flocks.

Note: For turkey and free-range chicken production, it is acceptable under the Scheme to brood and move.

a) A documented terminal hygiene programme (equivalent to Appendix 8: Terminal Hygiene Programme) must be in place, which was prepared in consultation with the veterinary practitioner.

b) After cleaning and disinfection is completed, a terminal hygiene checklist must be completed and dated.

c) The effectiveness of cleaning must be verified by the Field Officer and a certificate issued.

Note: This certificate verifies the effectiveness of the terminal hygiene programme (e.g. through swab testing – or equivalent as approved by the veterinary practitioner).

d) If vacant for a period of 6 months or more, swab testing must be completed within 7 days before re-stocking

Note: In the event of notifiable Salmonella positive in the previous flock, a test must have been conducted and a negative result obtained prior to re-stocking.

e) The House entry/exit procedures as set out in Appendix 14: Biosecurity Protocols must be followed at all times.

f) A covered boot dip, replenished as required, must be provided immediately outside the House. Replenishment must occur at least on a weekly basis or where there is organic matter visible in the solution so as to ensure that the solution remains effective as a sanitiser.

Note: Boot dips become ineffective very quickly once organic matter is visible in the solution.

g) Each House must be equipped with House specific protective clothing, headwear and footwear.

h) Each House must be equipped with House specific tools[5] and equipment that are maintained in the clean area at the House entry.

i) Only disinfectants with regulatory approval (i.e. PCS number or equivalent) for the species in question may be used, and these must be used in accordance with the manufacturer's instructions.

j) Only Site personnel must be allowed access to the Site; all others must be regarded as visitors, with only essential visitors permitted to access the Site.

k) A record of all visitors must be maintained that includes:

   i. Date of visit;
   ii. Name and organisation/company;
   iii. Name of poultry (production or processing) site previously visited, with date of visit; (Note a 3-day limit applies).
   iv. Vehicle registration;
   v. A commitment to complying with the applicable biosecurity protocol;
   vi. A declaration regarding health status (i.e. free from recent food-related illnesses);
   vii. A declaration on arrival for all recording equipment (cameras etc.) brought onto Site.

l) Visitors, including maintenance/service personnel must be provided with full protective clothing (disposable coats/suits, shoes and hairnets), which must only be donned in the clean area (i.e. inside the step-over barrier), in accordance with the House Entry Protocol in Appendix 14: Biosecurity Protocols.

Note: Where other tools or equipment are intended to be used in the House (e.g. equipment and tools used by maintenance/breakdown personnel, weighing equipment) measures must be in place to prevent these contaminating the House (e.g. by sanitising the tools and equipment where practical).

m) Farm staff must not keep or have contact with any other live birds whatsoever (either for food or hobby purposes at any time while working with a Participant of the SPPAS) and this must be demonstrated through records (e.g. staff declarations).

n) Staff (and all those in frequent contact with the flock) must provide a health declaration which includes a provision to notify management in the event of becoming ill.

[5] Where equipment needs to be shared (e.g. power hose, fogger), practical measures must be in place to prevent these contaminating the house (e.g. by sanitising the tools and equipment).

o) An inspection must be conducted of all equipment used at another site, as well as all vehicles entering the Site, and they must only be allowed on Site when thoroughly clean. (See also sub-section 3.10: Catching and Transport).

p) Where it is not possible to place adequate quantities of litter in the House during House preparation (see criteria in sub-section 3.5), the litter must be stored in a manner that prevents cross- contamination during storage (e.g. from personnel, wild birds, rodents, other farm animals and water).

Note: See also criteria for litter in Appendix 20: Litter Approval Criteria

q) Where litter is stored outside the house, there must be a protocol in place (see Appendix 14: Biosecurity Protocols) that prevents cross-contamination when the litter is brought into the house.

r) Dead birds must be removed daily and must be held in a locked sealed vermin-proof container outside each House (or in a central container which serves all houses) and the container(s) must be identified with the following words clearly visible on the container: "Category 2 – Not for animal consumption".

s) Measures must be implemented to avoid contaminating the House when removing dead birds from the House for disposal (e.g. using a house-specific dual container system for dead bird removal (broilers and ducks).

t) A record of bird mortality must be maintained in a checklist equivalent at a minimum to Appendix 9: Flock Inspection Checklist.

u) Dead birds must only be disposed of by a licensed collection contractor (for rendering) or via licenced incineration, whichever is applicable.

v) Bins and containers must be retained on site, and these must be washed and disinfected after each collection.

w) The Site must be clearly defined and signposted in accordance with the provisions of Appendix 17: Restricted Access Signage Guideline in order to prevent entry of unauthorised personnel or vehicles.

x) The area at the entrance to each poultry House must be level for ease of access and constructed from concrete to permit effective cleaning and there must be a facility for collection of the wash water.

3R1. Review the biosecurity measures in place against industry best practices (**Note:** the BioCheck self-assessment tool from University of Ghent is recommended; see Appendix 1: Reference Information).

3R2. Put in place a concrete apron at the front (min 20m) and at the back if the back doors are to be used

3R3. Ensure that the driveway to the poultry House is used for access to the House only.

3R4. Where is it necessary for vehicles to enter the Site, provide facilities for disinfecting vehicles wheels on entering and ensure that non-essential vehicles are parked off Site.

3R5. Dead bird collection trucks should not be allowed on Site.

3R6. Personnel that are ill should not be allowed on the farm.

3R7. There should be a shower in the facility for farm staff and visitors.

3R8. All personnel on the farm should be trained in the biosecurity procedures.

3R9. Visitors should change into full protection before entering the site.

3.4 Production Site

a) A site map must be maintained and available for inspection, showing each building on the Site; each House must be clearly identified both at the House so as to be clearly visible and on the map.

b) Measures that could be implemented to minimise the likely impact on biosecurity must be identified (e.g. by detailing flows of personnel, waste, vehicles, feed and bedding on the Site map).

c) At any given time, the Site must be dedicated to one species. This means that egg laying, rearing and poultry production Houses must be dedicated to that enterprise only.

d) Stock on Site must be single age (i.e. 'all in all out') or a complete inter-crop production break must be in place (Critical).

Note: An exception can be made where the testing regime in place demonstrates that the risk of disease is minimised and Bord Bia must be informed in advance and approval for the exception obtained.

Note: The presence of multiple bird species on the same Site at any given time cannot be accommodated for disease control purposes.

e) The Site must be isolated from other farm/poultry enterprises and protected by a physical barrier (i.e. a perimeter fence at least 2m from the House(s) at any point) that precludes entry of other farm animals.

f) The Site must be maintained free of stagnant water (i.e. constructed of gravel or free-draining material or equivalent so as to prevent pooling).

g) The Site must be free of all debris, vegetation (excluding the Range area) and equipment, so that cover is not provided for rodents and so that the Site is tidy and organised in appearance.

h) Where the previous flock was infected by a notifiable disease or on veterinary advice, the manure must be retained in the sealed House until it can be removed off Site in accordance with Appendix 13: Manure Management.

i) Farmyard manure and litter must not be spread on flock owners' land within 50 metres of the boundary of the Site.

j) Domestic pets must be excluded from the production House(s).

3R10. Install a 2m high perimeter fence that is placed at least 10m from the production houses to minimise contact with other farm animals and preferably, avoid keeping livestock in the vicinity of the production houses)

3R11. Plan the site so that it is dry, free-draining and open (but not exposed) and so that it does not cause significant interference in the locality.

3.5 Production House

Background Information

Houses can only be erected in accordance with planning laws and designed with due regard to the visual impact of the building on the local landscape. Participants will be aware of the need to carefully control the House environment.

a) The building must be structurally sound and vermin-proof.

b) All surfaces within the House must be easy to clean.

c) The roof must be waterproof and in good condition.

d) The floor must be leak-proof and safe, as well as easy to clean and disinfect between flocks.

e) Walls must be water- and draught-proof.

f) Houses must be insulated in cases where it is required to maintain temperatures suited to the production system.

g) Houses must be well maintained and free of sharp edges or projections likely to cause injury to the birds or to personnel.

h) A floor plan of the House must be available, which details floor area and equipment layout (feeders, drinkers, nestboxes, slatted areas and fans etc.), as well as all measurements, numbers and capacities in accordance with Appendix 16: House Specification.

i) The floor plan must show the flow of personnel involved in the following processes: catching, litter replenishment, removal of dead birds, other.

j) Dust must not be allowed to accumulate on surfaces, walls, ceilings and floor areas.

k) Conditions in the House must be managed in a manner that minimises the risk of fire.

l) Feeding and watering equipment (see the specification information in the following sections) must be designed, constructed, placed, operated and maintained in such a manner that:

    i. Birds have easy and continuous access[6] to feed and water so that aggressive, competitive behaviour is prevented;
    ii. Spillage of feed and water is avoided;
    iii. Injury to the birds is avoided.

m) Flooring must be designed, fitted and maintained so as to avoid distress or injury to the birds.

n) Ventilation fans, feeding machinery or other equipment must be constructed, placed, operated and maintained in such a way that they cause the least possible amount of noise.

o) A record for each House must be maintained that complies at a minimum with Appendix 16: House Specification.

3R12. Insulate the Houses so that air temperatures can be maintained on the desired curve, as determined by the Field Officer.

3R13. Design new Houses in accordance with the planning regulations and so as to be constructed of easily sanitised, smooth-finished materials, in order to limit the areas to which pathogens and their carriers can migrate and conduct a risk assessment prior to selecting a site for a new House.

3R14. Design buildings to provide a safe, hygienic and comfortable environment for the birds.

[6] For operational reasons, where access to feed for other birds (e.g. breeder Rearer and breeder layer) may need to be restricted, the reason will need to be communicated to the auditor.

3.6 Housing and Environment

Background Information

Participants will be aware of the need to carefully control the House environment. Participants will have installed ventilation systems that are sensitive, responsive to environmental change and easy to clean.

The main contaminants of the air in a rearing House are dust, ammonia, carbon dioxide, carbon monoxide and excess humidity. Other gases can also be present (e.g. hydrogen sulphide). In the interests of the safety and economic production, the Participant will manage ventilation to ensure that the following levels are not exceeded in broilers:

Name of Gas	Limit (mg/l air or ppm)
Ammonia	20
Carbon Dioxide	3000

Participants will also be conscious of the need for good lighting during the initial brooding period, to ensure that the birds can easily find water and feed and to encourage even distribution of the young birds throughout the House.

a) Temperatures must be monitored and controlled, with the maximum and minimum temperatures at bird level inside the House recorded on a daily basis.

b) (Field Officer – Chicken Production) The ammonia and carbon dioxide levels must be tested and recorded as per the Farm Sampling Procedures Guideline (outlined in Appendix 15: Farm Sampling and Test Procedures)

c) The birds must have permanent access to litter which is kept dry and friable, and the quality of the litter must be evaluated and recorded on a daily basis (see also Appendix 9: Flock Inspection Checklists).

Note: Checks for footpad dermatitis are conducted in all the abattoirs.

d) The heating/ventilation system provided, must be capable of maintaining an environment conducive to the health and welfare of the birds (i.e. sufficient to avoid overheating (see also Appendix 12: Heat Stress Avoidance), to control gas and dust levels and, where necessary, in combination with heating systems to control moisture levels within limits which are not harmful to the animals).

Note: See also specific requirements regarding heating/ventilation in Sections 4 – 6

e) The ventilation system must be designed to minimise noise and must be responsive to environmental change, easy to clean and capable of maintaining air quality (depending on stocking density and bodyweight of birds in the House) to minimise condensation.

Note: For chicken production, Houses must be capable of meeting the criteria specified in EC 43/2007 Annex II, 3: The owner or keeper must ensure that each House of a holding is equipped with ventilation and, if necessary, heating and cooling systems designed, constructed and operated in such a way that:

- the concentration of ammonia (NH_3) does not exceed 20 ppm and the concentration of carbon dioxide (CO_2) does not exceed 3,000 ppm measured at the level of the chickens' heads;
- the inside temperature, when the outside temperature measured in the shade exceeds 30 °C, does not exceed this outside temperature by more than 3 °C;
- the average relative humidity measured inside the House over 48 hours does not exceed 70% when the outside temperature is below 10 °C.

f) All production Houses must be fitted with:

   i. An effective alarm (either audible up to 400m or remotely detectable) that is triggered by failure in the main power supply or by temperature fluctuations or computer malfunction;

   ii. An operational fail-safe system.

g) The alarm system(s) must be tested weekly, and the results of this test recorded.

h) All sites must have a stand-by generator, which must be tested at least once each week, with the result of the test recorded.

i) A written procedure must be in place for connecting to the stand-by generator.

j) All electrical controllers, motors, computers and fail-safe systems must be tested annually. Either the service technician from the supplier/installer, or an approved registered electrical contractor trained in this field, must carry out the test. All repairs, alterations and improvements carried out must be documented.

k) A written lighting programme[7] (as specified by the Processor or breeding company and complying with legislation[8]) must be in place specifying daily duration and intensity (see also criteria in Sections 4 - 6).

l) The duration and intensity of lighting must be recorded daily.

m) Light intensity must be uniform at bird level, in order to encourage even distribution throughout the House. Light intensity must also be capable of being dimmed.

n) Lights must be clean, and spent bulbs replaced promptly.

3R15. Screen air intakes to exclude flies.

3R16. Install energy efficient lighting as part of the replacement programme that delivers the required lighting programme (including dimming)

3R17. Control the ventilation system to maintain gas levels that are compatible with a safe and comfortable environment.

3.7 House Preparation

Background Information

Forward planning is essential for successful and efficient production. With good planning, provision can be made to allow adequate inter-crop intervals and to ensure proper cleaning and disinfection of House(s) and Site. Participants will be aware that uneven litter will create an uneven floor temperature and young birds may huddle in pockets and be deprived of heat, water and feed.

a) Litter must comply with the conditions in Appendix 20: Litter Approval Criteria including sourcing from a Bord Bia approved supplier. A list of approved litter suppliers is available on the Bord Bia website.

b) Litter must be stored in a manner that prevents water or pest damage. Measures must be in place to ensure that damaged bales are not used.

[7] For poultry producers, all buildings should have lighting programme in accordance with legislation with an intensity of at least 20 lux (i.e. permitting a document to be read) during the lighting periods, measured at bird eye level and illuminating at least 80 % of the useable area. A temporary reduction in the lighting level may be allowed when necessary following veterinary advice.

[8] Within seven days from the time when the chickens are placed in the building and until three days before the foreseen time of slaughter, the lighting must follow a 24-hour rhythm and include periods of darkness lasting at least six hours in total, with at least one uninterrupted period of darkness of at least four hours, excluding dimming periods (EC 43/2007)

c) Measures must be in place to minimise the cross-contamination of the House during dayold/brooded bird placement, by personnel moving in and out of the House.

d) Once the House is approved by the Field Officer (as per 3.3.c), a House preparation sheet must be completed, dated and signed before the arrival of each batch of young birds. This sheet must comply (at a minimum) with the checklist in Appendix 3: House Preparation.

e) Birds must not be housed where surfaces have been treated either with strong-smelling wood preservatives or disinfectants, or with any substance that could lead to the presence of significant toxins in the birds or in eggs.

3.8 Feed and Water

Background Information

Farmers are well aware that birds require a wholesome diet appropriate to their age and species and easy access to feed and clean water that, in terms of both quantity and quality, satisfies their dietary needs. The rate of consumption of water by the flock is an excellent indicator of flock health and vigour. Accurate measurement of consumption is therefore essential.

Participants will also be conscious of the need for good lighting to ensure that the birds can easily find feed and water. For testing procedures, refer to the guideline for Farm Sampling Procedures in Appendix 15: Farm Sampling and Test Procedures.

Farmers and Meat Processors should be aware that the inclusion of soya in the bird's diet is a major contributor to the carbon footprint of poultry production (which will be calculated for each Participant from the data collected in Section 8). For producers to significantly lower their carbon footprint, soya substitutes and responsibly sourced soya should be considered.

Animals must be fed a wholesome diet which is appropriate to their age and species and which is fed to them in sufficient quantity to maintain them in good health and satisfy their nutritional needs. Water must be continuously available. The following criteria for feed and water apply:

Feed

a) All feed must be sourced from a Bord Bia certified feed supplier[9]. (Critical).

b) Poultry feed must be treated by heating to 80°C for a minimum 4-minute period or equivalent (Critical).

c) Anti-microbial substances administered through feed must only be used where deemed necessary by the veterinary practitioner. Administration must occur under veterinary control, with a record of each administration maintained in the Remedies record.

d) Each feed delivery must be accompanied by a declaration of ingredients (in descending order of weight) and nutrient analysis, together with a record of the licence number, batch number, date of manufacture and expiry date.

e) Feed samples of each delivery traceable to the delivery must be retained for 3 months after the supply has been used. Samples must be maintained in a vermin-proof container and made available for inspection during the growing period. In a fully integrated system, the samples can be held at the mill.

f) All deliveries must be stored in bins/bags that are clearly identified and dedicated to the poultry enterprise.

[9] Feed Quality Assurance Scheme introduced February 2015, effective from February 2016.

g) In the event that a feed delivery is unsuitable, the rejection of this delivery must be recorded. The appropriate corrective action taken (as outlined in Appendix 5: FSMS/HACCP Plan) must also be recorded.

h) All feed must be used before its expiry date.

i) The feed hoppers and the feed lines must be cleaned between crops, in accordance with Appendix 8: Terminal Hygiene Programme.

Water

j) All water supplies used in the production house must be sampled and tested[10]. Public supplies must be tested at least annually (or in the event that the source is changed) between May 1st and September 30th. For private wells, testing must be conducted at least twice annually i.e. during the summer period as specified above and also during winter. The tests must include E. coli and enterococci and results must show absence of both organisms. All results (positive and negative) must be retained.

k) Where there is a failure (i.e. a detection of either E. coli or enterococci), corrective measures (e.g. treatment process) must be taken, the group adviser notified immediately, and the supply re-tested within one week. In the event that there are two consecutive failures, the Field Officer must be notified, and the water treated to address the failure.

l) Each House must have a water meter installed, and the consumption must be recorded daily.

m) Water storage tanks must always be covered to ensure that the risk of contamination is minimised.

n) The primary water supply source must be fitted with an alarm.

o) An emergency water supply must be available, which guarantees a minimum 12-hour supply for all birds on the Site.

p) The use of untreated surface water for the birds is prohibited (Critical).

q) Drinkers must be provided in numbers consistent with the manufacturer's recommendation for the species and age. Drinkers must be maintained in good condition so as to prevent leakage or spillage.

r) A written plan for dealing with emergencies such as feed or water supply failure must be in place.

s) Where the water supply comes from a well, the well-head must be sealed and the area around the well-head must be maintained to prevent water contamination.

3R18. Where water is sourced from a well, the well should be managed in accordance with EPA guidelines.

[10] The sampling must be carried out independently (e.g. by a Field Officer) and the analysis by a laboratory accredited to ISO 17025 for testing against these specific organisms using the following methods: E. coli (ISO method 9308-1), Enterococci (ISO method 7899-2) or equivalent validated methods.

3.9 Flock Health and Welfare

Background Information

The welfare and health of a flock depends on the implementation of good stock management and the provision of a suitable environment. It is an obligation of the participant to ensure that the health and welfare of the flock is maintained at all times in a responsible manner especially with respect to the use of animal remedies where necessary. Participants will therefore develop an Animal Health and Welfare Plan to establish how this will be achieved while at the same time setting targets for the reduction in the overall use of anti-microbials (see also sub-section 3.13).

The stock-person is responsible for the welfare of the flock and personnel who care for the birds will have adequate knowledge of poultry and of the husbandry systems used. Participants will therefore be aware of the need to deal humanely with ill, injured, overtly lame birds or birds finding it difficult to reach feed or water, and, where required, to carry out humane slaughter. Participants will also be aware of the importance of feather cover as an indicator of the welfare status of the birds. Feather cover is essential for temperature regulation, protection from the sun (free range and organic), dustbathing and preening. Feather loss can be associated with welfare issues (including stress and injury).

a) Each integrated group must have access to the services of a veterinary practitioner who is available to the growing farms for advice and monitoring and any on Site visits must be recorded.

b) An Animal Health and Welfare plan addressing the issues identified in Appendix 21: Animal Health and Welfare Plan aimed at safeguarding the health and welfare of the flock must be drawn up and implemented in consultation with the veterinary practitioner. A documented review of this plan must be conducted annually or after each crop.

c) The Animal Health and Welfare Plan must include a plan created by the Group Veterinary Practitioner for the flock treatments that could be expected to be required on the Farm throughout the life cycle of the flock and must also include measures to minimise the use of anti-microbial products.

d) Participants must have a procedure in place that specifies how the health and welfare of the all the birds is assured on a daily basis. The checks required by this procedure must be recorded in a checklist that meets the requirements of Appendix 9: Flock Inspection Checklist at a minimum.

e) Birds that are ill or injured or show evident signs of health disorder must receive prompt treatment with veterinary advice or else be humanely culled.[11]

f) Where it is anticipated that the birds will be able to recover, facilities with dry comfortable bedding must be made available to isolate birds that are ill or injured to support recovery (e.g. turkeys).

3.10 Catching and Transport

Background Information

Participants will be aware of the need to work together in order to minimise the risk of disease transmission through vehicles (lorries, trailers, forklifts and modules). Participants and processors will be aware of the need to ensure that vehicles are properly washed and disinfected before entering a Farm.

[11] See Appendix 1: Reference Information: For turkeys, a humane slaughter method appropriate to their size must be available (e.g. captive bolt for > 5kg wt.) (EC 1099 2009, Annex 1); See also guidelines from the Humane Slaughter Association

The importance of good catching techniques is also well recognised. Participants will be aware of the need to train all catchers in these procedures.

a) Feed must be withdrawn from the birds no more than 12 hours prior to expected slaughter.

b) The Participant (or a nominated representative) must be on Site during catching to ensure that good hygiene practices are adopted and the welfare of the birds safeguarded, and must provide a report to the Field Officer/Processor identifying any non-compliance with the biosecurity and catching protocols of the Scheme. The format included in Appendix 4: Catching Teams or equivalent must be used.

Note: The Processor is required to investigate such non-compliances and to implement appropriate corrective and preventive actions and to notify the Participant of these actions.

c) The Participant must conduct an inspection of all equipment used at another Site as well as all vehicles and modules entering the Site and prevent them from coming on Site if they are not clean.

d) The Participant must ensure that the catching team supervisor provides a current certificate of training of the catching team, signs the visitors book and inserts the Certificate number.

e) The requirements of Appendix 4: Catching Teams and of Appendix 12: Heat Stress Avoidance must be made available to the members of the catching team prior to initiating the catching operation.

f) (Field Officer) The Participant must have a documented module stocking density as specified by the abattoir (see also Appendix 4: Catching Teams) and must ensure compliance with this density.

g) A copy of the pre-movement Salmonella certificate must be provided to the purchaser prior to collection of birds.

h) A dispatch docket (i.e. the DAFM docket or an equivalent) must be completed for each consignment of poultry for slaughter, with a copy retained on the Farm, in which the following is recorded:

   i. Date;
   ii. Site name;
   iii. Bord Bia House identification number(s);
   iv. Loading times (time of commencement and finish of catching);
   v. Number of birds dispatched (males and females or, for layers, spent birds);
   vi. Destination;
   vii. Vehicle or trailer identification and transport registration;
   viii. Condition and cleanliness of vehicles and/or modules;

Note: Transport time must not exceed 8 hours from commencement of loading until unloading is completed[12].

i) A Food Chain Information document or equivalent must be fully completed for each dispatch of live birds.

j) A record must be completed (e.g. the dispatch document, the Food Chain Information document or another equivalent document) that demonstrates that the collection modules and vehicle were clean, and also that clean clothing (e.g. disposable clothing) was used by the catching staff during the operation.

k) For chicken producer Participants, either light-reducing curtains must be placed over the exit door(s) or the exit door(s) must have continuous supervision to expedite the catching process during daylight hours.

[12] Note, under (EC) 1/2005, documentation must be maintained to demonstrate that the overall transport time limit has been met.

3.11 Environmental Protection

Background Information

Participants will be aware of the desirability of locating poultry units and conducting operations on Site, so as to minimise the impact on the environment and on the amenities beyond the Site boundary. Participants will therefore have taken advice and sought relevant permissions prior to establishing a new production House, including Industrial Emissions (IE) licensing where relevant.

Participants with existing Houses will already have implemented measures to minimise environmental problems through good maintenance procedures, as set out in this Standard.

Participants will also be aware that sites exceeding the bird number threshold require an IE licence from the Environmental Protection Agency.

a) The storage and use of raw or treated sewage sludges or products derived from sewage treatment on Bord Bia certified farms is prohibited (Critical).

b) Participants must have documentary evidence of the appropriate IE status and licensing (where relevant).

Note: Farm Participants licensed by the EPA are listed on the www.epa.ie website.

c) Participants must have a documented procedure for reporting to the EPA emission incidences[13] where the license limit is exceeded.

d) Facilities for collecting, storing and disposing of litter/manure, chemicals, fertilisers or other potential pollutants must be in place that are effective in preventing pollution and the spread of disease.

e) There must be appropriate facilities for the handling and disposal of waste water (e.g. THP washing) so as not to cause pollution to the environment, water bodies or ground water and evidence must be available to demonstrate that waste water is disposed of in compliance with current legislation.

Note: See relevant regulations set out in S.I. No. 605 of 2017 EU Good Agricultural Practice for Protection of Waters Regulations 2017.

f) The Participant must have a manure management programme in place to minimise the incidence of overspreading or waterway pollution, both of which are associated with poultry manure application. This must be equivalent to the criteria in Appendix 13: Manure Management.

g) Manure must be stored in a manner that ensures:

i. That biosecurity risks are minimised through the implementation of controls including full covering or in enclosed housing

ii. The prevention of cross contamination of subsequent flocks;

iii. That vermin are controlled effectively.

h) A record of manure and litter disposal, with details of final destination, must be maintained as specified in Appendix 13: Manure Management.

i) Where manure is disposed of on the home farm, the requirements of Appendix 13: Manure Management must be followed, and documents made available to demonstrate this.

j) Where litter or manure waste is not used on the Farm, or exported as in 3.11.h, it must be composted and a record maintained.

[13] Incidences are defined in the licence where relevant together with the manner in which the incidences must be communicated and addressed

3R19. When selecting the rate of application of poultry manure, take into consideration the nutrient content of the manure, the nutrient requirements of the crop and the nutrient status of the soil based on soil analysis.

3R20. Plan the site so that it is dry, free-draining and open (but not exposed), and so that it does not cause significant interference in the locality.

3R21. Adhere to the Teagasc Recommended Code of Slurry Spreading Practices.

3R22. Develop a policy on reduction, reuse and recycling of relevant materials.

3.12 Farm and Personnel Safety

Background Information

Participants will be aware of their legal responsibility to have a completed Farm Safety Risk Assessment (FSRA) or Farm Safety Statement (FSS), if there are more than 3 employees on Site) on the production Site or Farm. Participants will also be aware that this Assessment needs to be reviewed on an on-going basis and in the event of change and communicated to all staff.

Participants will also be aware of the need to ensure that the working environment in the house(s) complies with the legal exposure limits relevant to personnel (for 15-minute and 8-hour exposures).

a) A current FSRA/FSS must be available and displayed and reviewed at least annually.

b) All hazard areas on the Site must be clearly identified, either centrally or at the location of the hazard, and appropriate protective measures adopted.

Note: Hazards could include electrical outlet points, slatted or mesh floor areas, steps, ladders, fans, air inlets, drinkers, feeders, and all structures and installations that could give rise to a hazard.

c) A notice must be prominently displayed to the effect that eating, drinking and smoking are prohibited in the store and production House.

d) The Participants must ensure that basic first aid supplies (including eyewash, disinfectant etc.) are accessible at all times.

Note: The first aid supplies may be kept in another Farm building (e.g. canteen area) or in the dwelling House provided these buildings are adjacent to the production House.

e) A detailed floor plan must be available that shows the position of:

   i. Internal:
      - Electrical points;
      - Fan and isolator switches;
      - All motors inside the House and their isolator switches;
      - Space heaters or brooders and their shut-off points;

   ii. External:
      - Heating system (e.g. wood-chip burner) electrical supplies and shut-off points;
      - Gas/oil tanks and isolator valves.

f) A written plan for dealing with emergencies (such as personal injury, fire, flood or power failure) must be in place (see Appendix 6: Emergency Procedures).

g) Relevant contact telephone numbers must be displayed at a central location, or at the exit.

h) At least one member of staff must always be contactable during the production cycle, in order that emergency procedures may be followed.

i) Effective fire extinguishers[14] must be available in every House and must be checked every 5 years at a minimum and their location must be identified on the Site map (see also criterion 3.4.a).

j) A documented plan must be in place for ensuring that the bio-security measures are not compromised in the event of an interruption of feed, water or electrical supplies, or any other failure.

3.13 Medicines and Remedies

Background Information

Participants have a duty to safeguard the health and welfare of the animals under their control. Animal remedies must be used in such a way that the commitment of the Participant to the production of safe food is not compromised. This a responsibility that Participants share with their veterinary surgeon, both of whom play a major role in ensuring that animal remedies are used responsibly. In particular, the Participants and their veterinary practitioner(s) will ensure that any possible development of resistance to the prescribed antimicrobials is minimised. Antimicrobial resistance (AMR) has emerged as a serious problem in human and animal medicine. When AMR occurs in zoonotic bacteria present in animals and food it can compromise the effective treatment of infectious diseases in animals and humans.

The Participant will be especially aware that the incorrect use (including incorrect dose, over-use or under-use) of veterinary medicines can have serious unforeseen effects on humans.

All animal remedies for use in food-producing animals are currently authorised by either the Health Products Regulatory Authority (HPRA) or by the European Medicines Agency (EMA).

a) Only authorised remedies that carry a HPRA, VPA, EMA or other official approval number, which were purchased from approved sources, are permitted (Critical).

Note: See also Appendix 18: Sourcing Animal Remedies for details on supply sources and routes.

b) For each POM (Prescription only medicine) administered, there must be a Veterinary Prescription. All prescriptions must be retained for 5 years.

c) Highest Priority Critically Important Antimicrobials (HP-CIAs) must only be used in accordance with Appendix 18: Animal Remedies: Section 2 (Critical).

d) Clear procedures must be in place to ensure that the withdrawal period is observed for each administration and that no food (meat or egg) is sold for human consumption during the withdrawal period (Critical).

e) Where remedies/medicines are administered through feed or water, and where there is more than one flock present, there must be controls in place (i.e. cleaning, flushing or separate storage) to prevent accidental contamination of feeds for non-target birds (Critical).

f) Where remedies are administered by injection (e.g. for breeders) there must be a procedure to identify birds with broken needles. There must also be a receptacle for disposing of used needles.

[14] Bord Bia recommends that a minimum 5kg extinguisher should be available, which should be suitable for electrical fires. Participants should consult with an expert on this issue.

g) Where medicines are stored, they must be maintained in a secure cabinet (see Appendix 10: Medicine Storage).

h) All expired animal remedies must be removed from the medicines store (or segregated and clearly identified within the store) and controlled pending safe disposal. Any quantity of unused/expired medicines that has been returned to the supplier for disposal must be recorded in the Animal Remedy Records.

i) All animal remedies (including spray-on remedies, etc.) must be retained in their original labelled container, stored in isolation from other products such as farm chemicals and, where requiring refrigerated storage (e.g. vaccines and other remedies), stored in a suitable fridge.

j) To ensure that all animal remedies purchased are readily traceable, all the purchasing information including name and address of supplier, date of purchase/receipt, authorised name of the animal remedy and quantity must be recorded in one of the following ways:

   i. Retention of all invoices/purchase records;
   ii. Maintenance of computer-based records which are easily accessible for inspection;
   iii. Entering of all relevant details in an Animal Remedies Purchases Record. (Please see template in Appendix 18: Animal Remedies)

k) Label instructions and prescriptions (with respect to target species or class of livestock, dosage rates, treatment duration and withdrawal periods) must be observed. This will be subject to verification via the Animal Remedy Records.

l) An up-to-date register of remedy usage (on an individual-animal or group basis) must be maintained in one of the following formats:

   i. The Bord Bia Remedies Usage Record or equivalent; (Please see template in Appendix 18: Animal Remedies)
   ii. Computer based records, provided these are easily accessible for inspection;
   iii. Other means satisfying legal requirements.

m) For each POM (Prescription only medicine) administration, the following information must be recorded:

   i. Date of administration;
   ii. Authorised name of the animal remedy administered;
   iii. Authorised quantity of the animal remedy administered;
   iv. Identity of crop/flock or house to which the remedy was administered;
   v. Date on which the withdrawal period ends;
   vi. Name of person administering remedy;
   vii. Name of prescribing veterinary practitioner (if applicable);
   viii. Reason for the administration;
   ix. Slaughter date of crop/flock treated.

n) Administration records must demonstrate that all remedy usages were necessary for the health of the birds. The remedies must be used at therapeutic dosages only (i.e. not at sub-therapeutic levels).

o) Records must demonstrate that birds were not dispatched for slaughter before the expiry of the withdrawal period (Critical).

p) The person responsible for the unit must sign the administration record after House depopulation, and a new record must be used for each subsequent flock.

3R23. Follow veterinary guidelines in the use of antibiotic products in order to achieve optimum therapeutic efficacy while also minimising the build-up of resistant bacterial strain.

3.14 Chemicals/Pesticides

Background Information

This section applies to all chemicals in use on the Site, including detergents.

All chemicals that have a disinfection, sterilisation or sanitisation property must be officially approved. This includes pesticides (plant protection products and biocides). These cannot be used without approval for use in Ireland. These are authorised by the Pesticide Control Division (PCD) of the Department of Agriculture, Food and Marine (DAFM) under the Biocidal Products Regulations (BPR)[15].

The Participant is legally required to comply with the Pesticide Regulations, including the Sustainable Use Directive (EC) 128.2009. Accurate records of usage will therefore be important.

Participants will be aware of the need to ensure that all chemicals are stored in a secure place, segregated from feeds, water, remedies, etc. Participants will understand the need for training in the handling of chemicals and will use appropriate personal protective equipment (PPE), following manufacturer recommendations at all times.

Participants will understand the need to ensure that equipment is maintained in good condition, in order to protect the operator from any possibility of contamination with chemicals. Participants will also be aware of the importance of triple rinsing (or pressure rinsing) empty chemical containers prior to disposal. He or she will ensure that the disposal of obsolete product, as well as empty containers, is carried out using a licensed hazardous waste company.

a) All pesticides (i.e. chemical used to sanitise, sterilise surfaces, or to control pests) to be used on the production unit must be approved for the use and must carry an authorisation number (e.g. PCS or BPR number) or equivalent approval number[16].

b) All chemicals must be stored safely (and in their original packages) in a dry place.

c) Chemicals must be stored and handled in accordance with (at a minimum) the provisions of Appendix 11: Chemicals – Safe Handling and Storage, which must be displayed prominently (e.g. on a notice board in the store).

d) Safety information must be available for all chemicals used and must be accessible to all employees (including material safety data sheets, instructions for use, labels, etc.).

e) The safety and protective clothing, footwear and apparatus recommended by the manufacturer of a given substance must be available when handling that substance and the relevant components of this equipment (e.g. respiratory filters) must be within expiry dates.

f) Protective clothing and respiratory equipment for spraying must be stored in a separate enclosed area, away from chemicals or food produce.

g) The use for which each chemical is intended must be clearly identified and displayed (e.g. on a noticeboard in the store).

[15] See Appendix 1: Reference Information.

[16] Refer to http://www.pcs.agriculture.gov.ie/ **Note**: the authorisation number is in the format: IE/BPR nnnn) e.g. PCS 12345/PCD 12345

h) Pesticides must only be used for the purpose for which they have been authorised and in accordance with the label instructions.

i) Any person applying professional use pesticides on farm must be registered with DAFM as a Professional User.

j) For each chemical used, a record (as per Appendix 11: Chemicals - Handling Storage and Use) must be maintained of the following:
   i. Location/LPIS No;
   ii. Product name;
   iii. PCS Number (or equivalent official approval);
   iv. Crop (winter or spring if appropriate);
   v. Area/tonnage treated;
   vi. Volume of water used;
   vii. Date applied;
   viii. Reason/rationale for use;
   ix. Professional User number (PU).

k) The record must demonstrate that all chemicals are used in accordance with manufacturer recommendations.

l) The application method used must be recorded and must be selected to minimise the impact of the chemical on the environment.

m) The area treated must be selected to ensure that protected areas (e.g. ground water, areas used by the public, etc.) are protected.

n) Empty chemical containers must be triple rinsed, according to DAFM guidelines on Storing and Using Plant Protection and Biocidal Products.

o) Empty containers must be crushed and/or pierced to prevent re-use, and they must also be clearly identified and controlled pending safe disposal[17].

p) A system for the safe disposal method for rinsate from application equipment and/or surplus spray mix (i.e. on untreated crop or designated fallow ground and where permitted) must be in place. Records of this system must be maintained.

q) The use of strong products or chemicals with a strong odour (e.g. creosote) or products that could be injurious to bird health (wood preservatives, fumigants) in the production House or near feeds is prohibited, except as required during terminal hygiene cleaning.

r) All blast and orchard sprayers and all boom sprayers with a boom width of >3m (and older than 5 years) must be inspected and certified by a registered DAFM inspector before they can be used for the application of professional use PPPs. Proof of certification must be available.

s) Products that have been withdrawn from the market (expired or revoked) should be used up within the allowed time-period and thereafter must be controlled pending disposal as hazardous waste.

3R24. Keep a record of all chemicals purchased, as well as of who used them, and when/where they were used.

[17] Disposal of empty containers should be done in accordance with the guidelines set out in the Good Practice Guide for Empty Pesticide Containers: http://www.pcs.agriculture.gov.ie/media/pesticides/content/sud/Good_Practice_Guide_for_empty_pesticide_containers.pdf

3.15 Pest and Rodent Controls

Background Information

Participants will be aware of the need to use pest control products in a responsible way. Through good practices and controls, Participants will aim to minimise both the impact on the environment and the exposure to non-target species. The selection of pest control products, along with their appropriate placement, is thus important. Participants will aim to minimise the impact on the environment and the exposure to non-target species through good practices and controls. Participants will understand the need for care where the farmyard is close to sites of special scientific interest or designated by legislation relating to wildlife (such as raptor release sites). Selection of the pest control products and placement of them has an important bearing on this. Participants will also be aware of the benefits of using an Integrated Pest Management (IPM) approach to the management of pests – as set out in the CRRU Code. (See link in Appendix 1.4, Reference Information, CRRU - Responsible Use of Rodenticides).

Note: The responsibility for the pest control requirements can lie with the farm Participant or a pest control company. The Participant should check this with their Field Officer.

a) An effective rodent control programme, made in consultation with someone with formal training which includes all product specifications demonstrating suitability for the use in the given context and which reflects manufacturer's instructions, must be in place for each Site.

b) Where the rodent control programme is implemented by the Participant, there must be evidence that he/she has attended Formal training in rodent control.

c) All rodenticides used must have a valid approval number (PCS or equivalent).

d) Where baiting is used or where traps are placed, the baiting/trapping programme must include the following:

   i. A simple plan or sketch identifying the location of all bait and trap points;
   ii. Measures to ensure bait is not exposed to non-target species and does not contaminate feed or water;
   iii. A record of regular inspections of bait and trap points and replenishment of bait points;
   iv. Routine collection of dead rodents and safe disposal as per product label instructions.

e) Bait must not be placed in feed storage areas where there is a risk of contamination of the feed materials.

f) Bait must not be placed in the bird production area.

g) Additional outer perimeter baiting for free range and organic must be in place and also where there are high risk areas present (e.g. dung-steads, streams, hay-barns, outhouses).

h) Bait points must be inspected weekly by the Participant/Pest Control Company, or more frequently where there is a specific risk, and any corrective action recommended by the manufacturer or service provider must be taken.

i) Structural, operational and environmental hygiene controls must be in place to prevent insect infestation (including weevils, mites, flies, cockroaches), incorporating the application of physical or chemical treatments as required.

j) Except for pop-holes (where present), all Houses must be screened against wild birds, rodents and other animals.

3.16 Training

Background Information

The importance of training is well recognised and Participants will be aware of the benefits of having all personnel trained in the criteria of this Standard and in the need to ensure the safety of the personnel on the Farm, the consumers of the products produced on the farm and the environment.

Note: In accordance with (EC) 43/2007 Article 4(2), it is a legal requirement that persons in charge of chickens must attend flock welfare training courses to cover Community legislation concerning the protection of chickens and in particular the following matters:

- Annexes I and II;
- physiology, in particular drinking and feeding needs, animal behaviour and the concept of stress;
- the practical aspects of the careful handling of chickens, and catching, loading and transport;
- emergency care for chickens, emergency killing and culling;
- preventive biosecurity measures.

a) All Participants must have attended general training in the criteria of this Standard.

b) All staff must also have undertaken training in the following areas:

i. Flock welfare;
ii. Hygiene;
iii. Health and safety (Including First Aid);
iv. Chemical use;
v. Biosecurity.

3R25. At least one member of the flock welfare team should have undertaken the 'DAFM approved' Antimicrobial Resistance training (when available) in the last 3 years and have documentation to show that the course was successfully completed.

4. Breeder-Rearer Criteria

4 Breeder-Rearer Criteria

Introduction

This section of the Sustainable Poultry Products Assurance Standard (SPPAS) contains the specific production related requirements that the Breeder-Rearer must comply with.

The figure below illustrates the sections of this Standard that are applicable to each enterprise. The Participant must be fully aware of the criteria relevant to his or her enterprise, as set out in all sections of the Standard, including Introduction (Section 1), Scheme Regulations (Section 2), Common Criteria (Section 3), Farm Criteria (Section 4 Breeder Rearer (this Section), Section 5 Breeder Layer and Section 6 Poultry Producer), Performance Criteria (Section 8) and the Appendices, which offer further information and clarification on various aspects of the criteria.

The responsibilities outlined in this section (Section 4) relate primarily to the person who manages the House(s). However, the Field Officers (as defined in Introduction 1.8) also have responsibilities with regard to certain requirements. These are identified in the text by the placement of (Field Officer) at beginning of the criterion. For these requirements, the Field Officer (and the organisation to which he or she reports) must collaborate with the farmer to ensure compliance.

The word 'Participant' is used throughout this document, in accordance with the definition in Introduction 1.8.

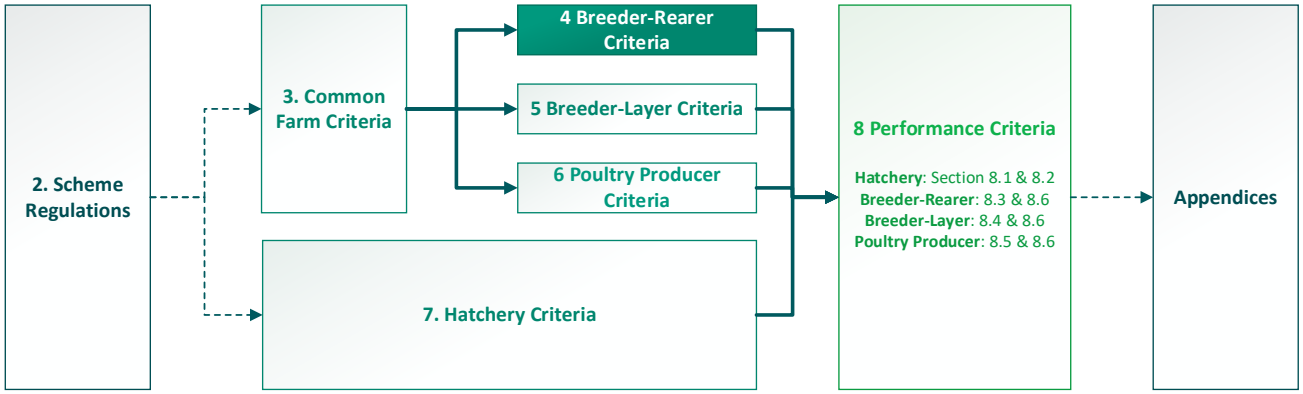

Figure 3: Criteria Summary

To ensure clarity and to assist the reader the information is laid out as follows:

Background Text

The blue text sets out the context of the subsequent criteria in the sub-section and is presented for information purposes only.

Compliance Criteria

Black text numbered as a), b), c), etc. sets out the criteria against which compliance will be assessed. The Participant must demonstrate compliance with these criteria (as set out in full detail in the Scheme Regulations) in order to be eligible for certification under the Scheme.

Best Practice Recommendations

The Green Text sets out the recommendations for best practice. These are identified with an uppercase letter and number as follows: 4R1, 4R2, 4R3. Compliance with these criteria is not required for certification.

4.1 General

a) (Field Officer) A minimum of one Field Officer report per crop must be completed that addresses the requirements of Appendix 7: Field Officer Report.

4.2 Production House

a) (Field Officer) Stocking density must not exceed 30 kg/m^2 at any stage in the growing cycle (target 18 week/movement weights: Females – 2.20kg. Males – 3.00kg).

4R1. Position perches to facilitate the movement of pullets underneath and to allow pullets to express normal behaviour.

4.3 Housing and Environment

a) Where ventilation is fan assisted, fans must be able to expel a minimum of 3.0 cubic metres of air per kilogram of live weight per hour.

Note: The criterion above applies to Chicken and Duck production only.

4.4 House Preparation

a) Breeder Rearers must ensure that a pre-placement environmental swab is taken for Salmonella isolation, and that a confirmed negative result is available for inspection.

4.5 Day-Olds Sourcing

Background Information

In the sourcing of young birds, safety, traceability, bird quality and welfare are the key considerations. The Rearer will therefore be aware that time of delivery should be co-ordinated with the hatchery, so that adequate help is available to place the young birds in the House as quickly and efficiently as possible. This can be achieved by tipping them onto the litter gently, quickly and evenly.

Rearers will also be aware that full boxes should not be stacked in the brooding area (as this may cause overheating or suffocation). This will prevent dehydration and minimise stress to the birds.

a) (Field Officer) Documentation must be available for inspection to demonstrate that the day-olds sourced in the Republic of Ireland (RoI) were supplied from hatcheries complying with the DAFM Salmonella Control Plan (Critical).

b) (Field Officer) Where day-olds are supplied to a production House in Northern Ireland (NI) from hatcheries within Northern Ireland (NI), documentation must be available for inspection to demonstrate that these hatcheries comply with DAERA's regulatory Salmonella monitoring programme.

c) A documented quality check on the day-old birds must be completed and available for inspection.

d) (Field Officer) Where imported day-olds are supplied, written documentation must be available for inspection that confirms that those day-olds have come from parent flocks that were (all Critical):

- **i. Tested and proved negative for Salmonella within the previous twenty-eight days; and**
- **ii. In compliance with Council Directive 93/120/EC.**

e) (Field Officer) Documentation must be available for inspection (in the case of both home-reared and imported day-olds) that demonstrates the following:

- i. Name of hatchery from which the day-olds were sourced;
- ii. Date of arrival;
- iii. Number of day-olds received;
- iv. Beak trimming record (where applicable) that verifies that the process was carried out using infra-red equipment only;
- v. Vehicle identification;
- vi. Condition and cleanliness of the vehicle;
- vii. A written declaration from the haulier to the effect that all equipment used was dedicated to the transportation of breeding poultry alone (except for turkey and duck breeders, where transport is allowed to collect hatching eggs for delivery to the hatchery).

f) (Field Officer) Where day-olds are imported under licence, they must have an EU intra-trade health certificate (or equivalent) and appropriate transport documentation (Critical).

g) (Field Officer) The day-olds must arrive complete with the approved vaccination programme as directed by the Group Veterinary Practitioner; documentation to verify this must be maintained at the hatchery of origin (Critical).

h) (Field Officer) Evidence must be available from breeder suppliers that day-olds did not receive any antibiotic therapeutic treatment prior to dispatch from the hatchery of origin (Critical).

4R2. Leave the young birds for a short time to familiarise themselves with their new surroundings. Later, check to ensure that all chicks have access to water and feed.

4R3. Make any necessary adjustments to equipment and temperature and re-check to ensure temperature is stabilised.

4.6 Flock Health

Background Information

Hatcheries will be aware of the need for close collaboration regarding welfare, in light of the potential impact of welfare conditions on disease control, particularly with regard to Salmonella and other transmissible diseases (e.g. avian influenza). Rearers need to familiarise themselves with the Salmonella Control Plan, which is available from DAFM.

a) (Field Officer) Mortality limits (day 1-7) will be determined by the Group Veterinarian and where incidents of mortality exceed the limits, the Breeder Rearer must advise the Field Officer and samples must be submitted for laboratory examination.

b) After day 7, mortality above 0.3%/day (of initial placement) must be similarly reported.

c) During the growing cycle, an effective Salmonella monitoring programme must be implemented in accordance with Appendix 15: Farm Sampling and Test Procedures (at a minimum).

d) Where Salmonella Enteriditis or Typhimurium are identified in a flock, birds must be slaughtered. This must be carried out in consultation with the regulatory authorities and Bord Bia must be notified (Critical).

e) Vaccination against Salmonella spp. is prohibited (Critical).

4.7 Feed and Water

a) Feeder Spaces must meet the following specifications:

i. Females (Chicken/Duck):
- Pan Feeders: 6cm/bird at 18 weeks depopulation;
- Chain Feeders: 9cm /bird linear track at 18 weeks depopulation;
- Spin Feeders: Manufacturer recommendations;
- 1 bell drinker/100 birds;
- Nipple drinkers – per manufacturer's recommendations.

ii. Males (Chicken/Duck):
- Pan Feeders: 7cm/bird at 18 weeks depopulation;
- Chain Feeders: 9cm/bird linear track at 18 weeks depopulation;
- Spin Feeders: Manufacturer recommendations;
- 1 bell drinker/100 birds;
- Nipple drinkers – per manufacturer's recommendations.

iii. Turkeys:
- 1 can feeder per 40 birds;
- 1 bell drinker per 100 birds.

4.8 Flock Welfare

Background Information

The welfare and health of a flock depends on the implementation of good stock management and the provision of a suitable environment. It is an obligation of the Rearer to ensure that at all times the health and welfare of the flock is maintained.

a) A thorough flock inspection must be carried out at least twice daily, with a record of the following information retained:

i. Observation of the physical condition of the birds;
ii. Observation of the behavioural patterns that would indicate stress;
iii. Verification that the feeders are in good working order and charged with feed (as relevant to the species);
iv. Verification that the drinkers are in good working order, with no leakage or spillage; and
v. Verification that the ventilation system is operating correctly.

Note: This record must also provide space for the veterinary practitioner to file a Site report. Where additional checks are required by the veterinary practitioner or Field Officer, records of these must be kept.

b) A written procedure must be in place to deal with heat stress that addresses, at a minimum, the issues identified in Appendix 12: Heat Stress Avoidance.

5. Breeder-Layer Criteria

5 Breeder-Layer Criteria

Introduction

This section of the Sustainable Poultry Products Assurance Standard (SPPAS) contains the specific production related requirements that the Breeder-Layer must comply with.

The figure below illustrates the sections of this Standard that are applicable to each enterprise. The Participant must be fully aware of the criteria relevant to his or her enterprise, as set out in all sections of the Standard, including Introduction (Section 1), Scheme Regulations (Section 2), Common Criteria (Section 3), Farm Criteria (Section 4 Breeder Rearer, Section 5 Breeder Layer (this Section) and Section 6 Poultry Producer), Performance Criteria (Section 8) and the Appendices, which offer further information and clarification on various aspects of the criteria.

The responsibilities outlined in this section (Section 5) relate primarily to the person who manages the House(s). However, the Field Officers (as defined in Introduction 1.8) also have responsibilities with regard to certain requirements. These are identified in the text by the placement of (Field Officer) at beginning of the criterion. For these requirements, the Field Officer (and the organisation to which he or she reports) must collaborate with the farmer to ensure compliance.

The word 'Participant' is used throughout this document, in accordance with the definition in Introduction 1.8.

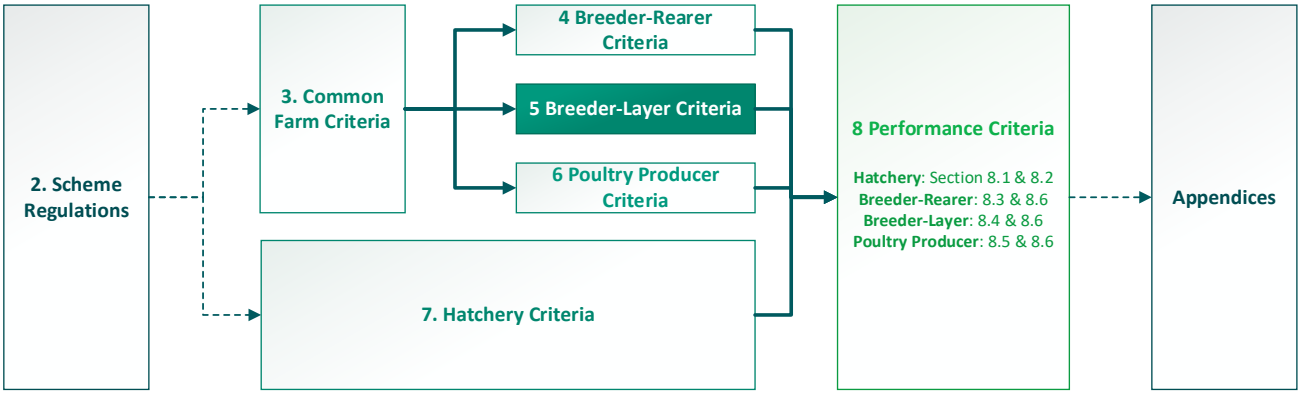

Figure 4: Criteria Summary

To ensure clarity and to assist the reader the information is laid out as follows:

Background Text

The blue text sets out the context of the subsequent criteria in the sub-section and is presented for information purposes only.

Compliance Criteria

Black text numbered as a), b), c), etc. sets out the criteria against which compliance will be assessed. The Participant must demonstrate compliance with these criteria (as set out in full detail in the Scheme Regulations) in order to be eligible for certification under the Scheme.

Best Practice Recommendations

The Green Text sets out the recommendations for best practice. These are identified with an uppercase letter and number as follows: 5R1, 5R2, 5R3... 5R9. Compliance with these criteria is not required for certification.

5.1 General

a) (Field Officer) A minimum of one Field Officer report every 2 months must be completed that addresses the requirements of Appendix 7: Field Officer Report.

5.2 Flock Sourcing

Background Information

Safety, traceability, bird quality and welfare are the key considerations in the sourcing of young birds. Where flocks from more than one rearing house or farm are used for restocking, the same sourcing information needs to be provided for each flock.

The Producer will be aware that time of delivery should be co-ordinated with the rearer, so that adequate help is available to place the young birds in the House as quickly and efficiently as possible. The Producer and the Rearer will be aware of the need for close collaboration regarding welfare given the importance of disease control, especially with regards to Salmonella and other transmissible diseases (e.g. avian influenza).

Records of all rearing, transport and Salmonella status must be maintained by the Producer.

a) A pre-movement Salmonella certificate must be available.

b) Evidence must be available to prove that pullets were sourced from a Bord Bia certified Rearer (Critical).

c) A delivery/dispatch docket from the Breeder Rearer (as specified in criterion 3.10.h) must be available for inspection.

5R1. Leave the young birds for a short time to familiarise themselves with their new surroundings. Later, check to ensure that all the young birds have access to water and feed.

5R2. Make any necessary adjustments to equipment and temperature and re-check to ensure temperature is stabilised.

5.3 Hygiene and Disease Control

Background Information

The Producer will be aware that the health of the birds is crucial to food safety and productivity on the Farm. The Producer will have a close relationship with his or her veterinary surgeon and will be conscious of the need to try to prevent disease, in particular Salmonella and other transmissible diseases (e.g. avian influenza). To this end, certain records must be maintained by the producer.

Legislative control of Salmonella Enteriditis and Salmonella Typhimurium exists in Ireland and both types are currently notifiable diseases (this list is subject to change at any time). Salmonella vaccines and competitive exclusion products must not be used in the rearing of poultry flocks. Antibiotics may not be used to treat flocks for Salmonella infections.

a) The Producer must ensure that a pre-placement environmental swab is taken for Salmonella isolation and that a confirmed negative result is available for inspection.

b) There must be a documented procedure and records maintained to ensure that: (all Critical)

- **i. The eggs of both suspect and infected flocks are not supplied to Hatcheries and are otherwise not used for human consumption unless they are pasteurised;**
- **ii. Confirmed infected flocks (Salmonella Enteriditis or Typhimurium) are slaughtered immediately and where a Salmonella breakdown occurred (as indicated in environmental testing);**
- **iii. Egg supply may not recommence until there is official confirmation from the competent authority that the problem has been resolved.**

c) During the growing cycle, an effective Salmonella monitoring programme must be implemented in accordance with Appendix 15: Farm Sampling and Test Procedures (at a minimum).

d) Flock production records (daily/weekly) must be maintained and must include an egg production graph.

e) All flock mortality must be recorded daily, together with the reasons (where known).

f) Any unusual increase in mortality, or a major decrease in bird performance that may cause concern, must be reported to management or to the veterinarian as appropriate, and investigated immediately by a veterinary laboratory.

g) The Participant must provide evidence that the birds were not put through a moulting programme.

5.4 House and Environment

a) Houses must be insulated.

b) Forced ventilation systems must be capable of expelling quantities of air as follows (for broiler breeders and duck breeders):

- i. Breeder: 5.2m^3 per bird per hour;
- ii. Cockerel/Drake: 8.5m^3 per bird per hour.

5.5 Egg Collection, Storage and Delivery

Background Information

The Producer will be aware that the handling of eggs should be kept to a minimum to avoid contamination and breakage.

Collection

a) Eggs from breeder-layer production are not eligible for marketing under any Bord Bia scheme for human consumption (Critical).

b) An egg collection programme must be in place and documented specifying minimum twice daily egg collection.

c) Where washing of floor eggs or soiled nest eggs takes place, dedicated egg-washing equipment must be used.

d) Where on Site egg sanitation is conducted, only sanitation products approved by the Competent Authority must be used (see also Chemicals 3.14.a).

e) Where applicable, egg sanitising rooms must have suitably sloped floors, trapped drainage and air extraction.

5R3. Wash hands before and after collection with perfume-free soap.

5R4. Operate belts hourly until all eggs are removed.

5R5. Place eggs into the hatching trays with pointed end facing down, and remove them from the production House as soon as possible.

5R6. Separate dirty and reject eggs from clean, sound eggs.

5R7. Use clean, dry trays for reject eggs.

Storage

f) Eggs must be stored in an insulated egg store that is not exposed to direct sunlight and is maintained between 13 and 18°C.

g) A max-min thermometer must be in place in the egg store and a record of the data maintained.

h) The egg store must be separated from the bird area of the laying House.

i) The store must be used for storage of eggs only.

j) Non-conforming eggs must be identified clearly and segregated, and the dispatch documentation must clearly reflect this.

k) All eggs must be clearly marked.

5R8. Ensure that the store is of a size to allow for adequate air circulation where five days' worth of egg production is stored, and that eggs are collected at least every third working day.

Delivery

l) Each shipment must be clearly identified in accordance with the hatchery instructions and with the following information (at a minimum) and a record maintained:

   i. Farm Code (Herd/Flock number) and House ID number;
   ii. Collection/shipment date;
   iii. Total quantity of eggs.

m) All eggs for delivery to the hatchery must be certified free from Mycoplasma gallisepticum and Mycoplasma synoviae and for turkeys, also free from Mycolasma meleagridis.

Note: M. gallisepticum, M. meleagridris and M. synovia are notifiable diseases.

5.6 Laying Houses, Buildings and Equipment: General

Background Information

Housing requirements are specified for each system in terms of available space per bird. Bord Bia recommends that expert advice is sought by the Producer prior to finalising housing parameters and bird numbers. The parameters outlined in this standard need to be carefully considered. Specific housing and environment requirements are described below.

a) The House must be constructed with a concrete floor throughout. A dirt or earth floor is not acceptable.

b) The capacity of the pit below the slatted area must adequately accommodate the manure produced by a flock of birds, unless belts or scrapers are incorporated into the system.

c) A lighting programme must be documented and in place that ensures that an 8-hour minimum (7 hour for turkeys and ducks) and a 16-hour maximum period of light is provided for the birds and that also meets the Rearing Organisation's set requirements for the birds.

Note: These periods may be amended as advised by breed requirements.

d) Feeding facilities must be distributed in such a way as to provide equal access for all birds.

e) Feeders must provide at least 10cm per bird based on track feeder (100mm), or for pans, the bird numbers comply with the manufacturers recommendations

f) Track feeders must have a cockerel exclusion system installed.

g) Cockerel feeder lines providing at least 12cm per bird, or circular feeders providing at least 6cm per bird, must be in place.

h) Cockerel feeders must be placed in scratch areas.

Note: The criteria 5.6.f to 5.6.h above are applicable to Chicken Production only.

i) Drinking facilities must be distributed in such a way as to provide equal access for all birds.

j) Where nipple drinkers or cups are used, the number placed must comply with manufacturer recommendations.

k) The allocation of drinkers must not be less than 1 bell drinker per 100 birds.

l) Individual nest boxes must provide not less than one box per 5 birds. Automatic or communal systems must provide not less than $1m^2$ of nesting area per 115 birds or otherwise based on manufacturers' recommendations.

m) Nesting systems must be provided with a floor substrate that encourages nesting behaviour.

n) All nesting systems must be inspected daily to ensure the suitability of surfaces for nesting.

o) Litter should be free of any contamination from livestock, wild birds or rodents.

p) Litter should be maintained in a dry and friable condition.

q) The source of the litter must be identified, and the supplier must be Bord Bia approved (see 3.7.a).

r) Birds must be able to dust-bathe in a litter area, which must comprise a minimum of 40% of the total floor area available[18] to the birds. This litter scratching area must be incorporated into the House.

5.7 Stocking Density

a) The maximum permissible density within the laying House is (for part litter and slats): 30 kgs/m^2 of total available floor area.

[18] Total floor area less area occupied by nest boxes

6. Poultry Producer Criteria

6 Poultry Producer Criteria

Introduction

This section of the Sustainable Poultry Products Assurance Standard (SPPAS) contains the production related requirements with which the Participant must comply that are common to the Poultry Producer Farms.

The figure below illustrates the sections of this Standard that are applicable to each enterprise. The Participant must be fully aware of the criteria relevant to his or her enterprise, as set out in all sections of the Standard, including Introduction (Section 1), Scheme Regulations (Section 2), Common Criteria (Section 3), Farm Criteria (Section 4 Breeder Rearer, Section 5 Breeder Layer and Section 6 Poultry Producer(this Section)), Performance Criteria (Section 8) and the Appendices, which offer further information and clarification on various aspects of the criteria.

The responsibilities outlined in this section (Section 6) relate primarily to the person who manages the House(s). However, the Field Officers (as defined in Introduction 1.8) also have responsibilities with regard to certain requirements. These are identified in the text by the placement of (Field Officer) at beginning of the criterion. For these requirements, the Field Officer (and the organisation to which he or she reports) must collaborate with the farmer to ensure compliance.

The word 'Participant' is used throughout this document, in accordance with the definition in Introduction 1.8.

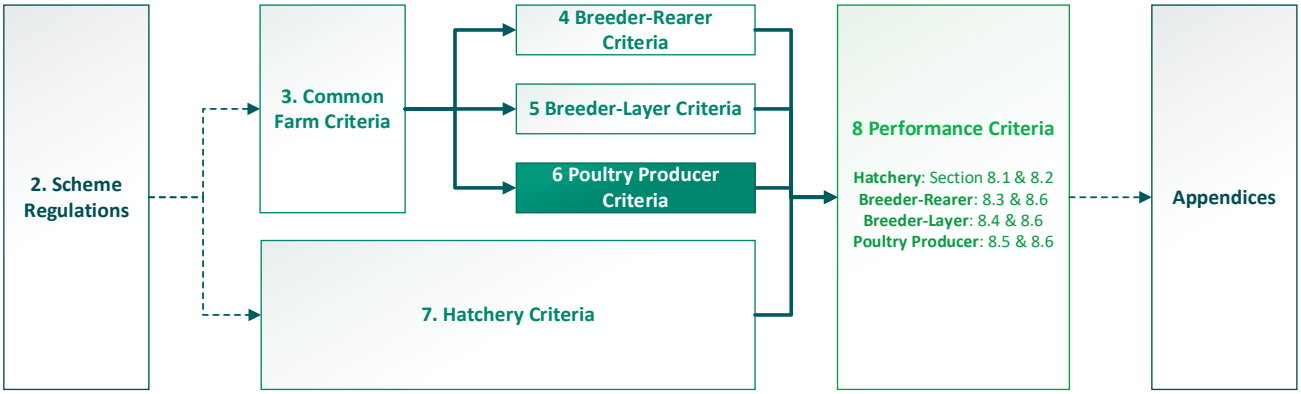

Figure 5: Criteria Summary

To ensure clarity and to assist the reader the information is laid out as follows:

Background Text

The blue text sets out the context of the subsequent criteria in the sub-section and is presented for information purposes only.

Compliance Criteria

Black text numbered as a), b), c), etc. sets out the criteria against which compliance will be assessed. The Participant must demonstrate compliance with these criteria (as set out in full detail in the Scheme Regulations) in order to be eligible for certification under the Scheme.

Best Practice Recommendations

The Green Text sets out the recommendations for best practice. These are identified with an uppercase letter and number as follows: 6R1, 6R2, 6R3... 6R7. Compliance with these criteria is not required for certification.

6.1 General

Background Information

Chicken Producers will be aware that a major vector of food related illness is chicken meat that has a high campylobacter level. The campylobacter organism is found widely in nature, and when it affects chickens, they will not perform as well as anticipated, with feed conversion efficiency adversely affected in particular. The meat from affected chickens will carry the microorganism, and the meat produced by the abattoir is likely to have a higher level of it, which can cause human illness. Abattoirs participating in the Bord Bia Food Processing Scheme are therefore required to implement a performance programme at Farm level to implement controls at Farm level that will minimise the infection.

All Participants will understand that implementing high quality biosecurity measures will help to protect the health and welfare of the birds, and will also be aware of the potential economic benefits from reduced disease and improved feed conversion. Participants will therefore be aware of the importance of the information arising from the Processor's flock monitoring programme (when implemented) and will collaborate on implementing improvements.

a) The Chicken Producer must comply with the Processor's Campylobacter Performance Improvement programme[19] (CPI) and implement corrective actions as directed by the abattoir in the specified time period.

b) (Field Officer – Chicken Production) Where the CPI performance of a House fails to improve over time, the Field Officer is required to advise Bord Bia. Additional Bord Bia audits will be initiated and where the producer fails to demonstrate improvement, the relevant House(s) will be excluded for the SPPAS (see Scheme Regulation 2.4.3).

Note: A fee will be applied for the additional Audits.

c) (Field Officer) Field Officer reports (as per Appendix 7) must be available at audit having been completed as follows:

   i. For Chicken: A minimum of 1 Field Officer report per crop during the production period.
   ii. For Turkey: A minimum of 1 Field Officer report every 2 months during the production period.
   iii. For Duck: A minimum of 1 Field Officer report every 2 months

Note: See also the Scheme Regulations 2.3.3 relating to Field Officer reporting.

d) Processors welfare reports must be available at Audit.

e) Producers must be able to demonstrate the corrective actions were taken to address issues raised in the Processor report.

f) Where successive poor reports are found on a Farm the Field Officer will have to engage in an 'improvement plan' with Producer.

g) If there are further reports showing no improvement after the improvement plan is carried out, then the Producer will be excluded from the Scheme and the Competent Authority notified.

[19] When implemented, Processors participating in the Bord Bia Schemes will communicate their CPI details to the Poultry Producer and provide support and assistance in implementing measures to improve performance

6.2 Production House

Background Information

The production House should be compliant with planning laws and designed with due regard to the visual impact of the building on the local landscape.

a) (Field Officer) Stocking density must not exceed the following limits at any time in the growing cycle:

   i. Chicken and duck 39 kg/m^2;
   ii. Turkey 59 kg/m^2;
   iii. Free Range as shown in subsection 6.7, Table 2 below.

b) A record as per Appendix 16: House Specification must be maintained.

c) Litter must be placed in the House in a manner that minimises the risk of cross-contamination of the House or litter in accordance with Appendix 14 for litter.

d) (Field Officer) A documented risk assessment of the impact of the activities taking place adjacent to the House (e.g. cattle or other animals present) must be done in conjunction with the Field Officer, and any additional biosecurity measures identified (e.g. fly screening that does not compromise ventilation) must be implemented to prevent cross-contamination of the House.

6R1. During House preparation, place a supply of clean litter in the House that is sufficient for the entire duration of the crop (Broilers only).

6.3 Housing and Environment

a) Where ventilation is fan-assisted, fans must be able to expel, at a minimum, 3.0 cubic metres of air per kilogram of live weight per hour, for chicken and duck production.

b) (Field Officer – Chicken Production) Testing must be conducted to verify that the ventilation system maintains ammonia <20 ppm and $C0_2$ < 3000ppm at bird head height, and in addition, to verify that relative humidity in a 48-hour period remains < 70% if the ambient temperature is < 10°C.

c) A ventilation plan is required that targets air flow, air speed and temperature.

6R2. For turkeys, there must be environmental enrichment available from 7-days old.

6.4 Day-Olds Sourcing & Brood and Move

Background Information

Safety, traceability, bird quality and welfare are the key considerations In the sourcing of young birds. The Producer will therefore be aware that time of delivery should be co-ordinated with the hatchery, so that adequate help is available to place the young birds in the House as efficiently as possible. This can be achieved by tipping them onto the litter gently, quickly and evenly.

The Producer will also be aware that full boxes should not be stacked in the brooding area, as doing so puts the birds at risk of stress, overheating, dehydration and suffocation.

a) (Field Officer) Documentation must be provided (i.e. PH 5 or equivalent) to demonstrate that the day-olds were sourced from Bord Bia certified/approved hatcheries (Critical). The supplying hatchery must be certified to an ISO 17065 accredited hatchery scheme or equivalent as determined by Bord Bia (Critical)

b) (Field Officer) Where the need arises to import birds from hatcheries that are not Bord Bia certified, approval must be obtained in advance of importation from Bord Bia. Bord Bia approval will only be granted where it can be clearly demonstrated that day olds were unavailable from Bord Bia certified hatcheries. Where approval is granted, Bord Bia will then advise the protocol (Critical).

c) A documented quality check on the day-old birds that includes number of dead on arrival, condition of the tray, and general bird condition must be completed and available for inspection and made available to the hatchery on request.

d) (Field Officer) Where imported day-olds are supplied, there must be written documentation[20] available to confirm that they have come from parent flocks that were proved negative for Salmonella within the previous twenty-eight days. (Critical)

e) (Field Officer) Where day olds are imported under licence, they must have an EU intra-trade health certificate (or equivalent) and appropriate transport documentation (Critical).

f) (Field Officer) The day-olds must arrive with the approved vaccination programme as directed by the Group Veterinarian; documentation to verify this must be maintained at the hatchery of origin (Critical).

g) Where day-olds are imported, the hatch-to-delivery duration must be less than 72 hours, the temperature and condition of the birds must be monitored at all times and the delivery must be accompanied at all times.

h) Turkeys may only be moved to a non-thermo insulated House or Barn at 6 weeks of age minimum and additional heating methods must be available if required.

i) Where birds are brooded or reared and moved to a separate site/holding for finishing, the following documentation must accompany the birds and be maintained for inspection:

   i. A PH5 or equivalent number (or intra-trade certificate number) and details of hatchery/hatcheries;
   ii. A copy of the pre-movement Salmonella certificate, which must be available prior to collection of birds;
   iii. A dispatch docket as detailed in criterion 3.10.h.

j) Where birds are brooded or reared and moved to a separate site/holding for finishing an EU intra-trade health certificate (or equivalent) must be available where applicable (Critical).

6R3. Leave the young birds for a short time to familiarise themselves with their new surroundings. Later, check to ensure that all young birds have access to water and feed.

6R4. Make any necessary adjustments to equipment and temperature and re-check to ensure temperature is stabilised.

6R5. Where birds are transferred to a non-thermo insulated House or Barn, a temporary heat source should be available if required.

[20] e.g. in the Certificate of Origin

6.5 Feed and Water

Background Information

Producers will be aware of the need to supply the birds with easy access to feed that satisfies their dietary requirements, as well as to a fresh supply of clean water.

The rate of consumption of water by the flock is an excellent indicator of flock health and vigour. Accurate measurement of consumption is therefore essential.

Feed

a) **Where a withdrawal period is required for feed, withdrawal feed must be fed for an appropriate period (depending on medication regime) prior to slaughter and this must be demonstrated through the feed log and records (Critical).**

b) All withdrawal feeds must be stored in a separate bin or compartment that has been verified as being fully emptied prior to delivery.

c) Feeder Spaces must meet the following specifications (as set out in Table 1):

	Chicken	Duck	Turkey
Pan Feeders	1/100	NA	1/100
Chain Feeders	15mm linear track per bird per side	NA	NA
Hopper Feeders	NA	1/2000	NA

Table 1: Feeder Spaces

d) Birds must not have to travel more than 4m to reach feed.

Water

e) Birds must have access to fresh water at all times (as per manufacturer recommendation for the equipment used) except for 1 hour prior to thinning or de-population.

f) Birds must not have to travel more than 3m for water. Drinker height and water pressure must be checked and adjusted daily.

6.6 Flock Health and Welfare

a) A written procedure must be in place to deal with heat stress that addresses, at a minimum, the issues identified in Appendix 12: Heat Stress Avoidance.

b) The Producer must maintain all processor notifications regarding module stocking density, carcass damage and grading and make these notifications available for inspection.

c) (Field Officer) Where there are issues with grading or damage, a corrective action programme must be in place to address the relevant issues.

d) All flock mortality must be recorded daily, together with the reasons (where known).

e) (Field Officer) Written notification of the group mortality limit (day 1-7) must be provided by the Processor and available during Audit for inspection.

f) Mortality above the group mortality limit must be reported to the group adviser or veterinary practitioner, with samples submitted for laboratory examination where required.

g) After day 7, mortality above 0.3% per day (of initial placement) must be reported as previous.

h) (Field Officer) A minimum inter-crop break must be specified based on a documented risk assessment by the Field Officer.

i) The Participant must be aware of the acceptable levels of disease/welfare issues: (hock burn, footpad lesions, mortality, breast blisters, dead on arrival), must retain reports from the abattoir on the levels detected, must take documented corrective actions to reduce the levels, and must be aware that the farm could be excluded from the SPPAS for persistently failing to meet the levels required.

j) In each production house, salmonella sampling[21] and analysis must be carried out (through submitting faecal samples or other approved methods) no more than three weeks prior to thinning, in order to ensure that the result is available before thinning/slaughter commences.

Note: In the case of ducks, this is based on a risk assessment approved by DAFM.

k) For regulatory purposes, analysis of the test samples must take place in a laboratory that is ISO 17025 accredited for each test.

l) Where Salmonella Enteritidis and Typhimurium are identified in a flock, birds from that flock cannot be placed on the market under the SPPAS. The subsequent slaughter of these birds must be done in consultation with the regulatory authorities (Critical).

6.7 Special Term Poultry Claims

Background Information

This Section of the Standard contains additional requirements for poultry raised under conditions where claims are to be made relating to the conditions of production.

Producers will be aware that a permit is required for the use of the term "free range" or any special term in the marketing of poultry meat. This can be obtained from the DAFM (or equivalent). Producers will also be aware that legislation (EC/543/2008) applies to the marketing of meat where claims are made (e.g. free range, corn fed) and that evidence must be available to demonstrate that the claim is validated.

The following poultry production criteria apply where claims are being made in relation to the meat for sale. These criteria apply in addition to the relevant criteria from Section 3: Common Farm Criteria.

6.7.1 Barn Reared (Extensive Indoor) Poultry Claim:

a) Data must be maintained to demonstrate that reference to Barn Reared Poultry is only made where the stocking rate per m2 floor space does not exceed, in the case of:

   i. Chickens, young cocks: 15 birds but not more than 25kg liveweight;
   ii. Ducks, turkeys: 25kg liveweight;

[21] Within 3 weeks prior to 1st thinning take two pairs of boot swabs or socks, without changing overboots between boot swabs (as per DAFM Regulations). This to be dispatched immediately for analysis at a DAFM approved Laboratory.

b) Data must be also maintained to demonstrate that reference to Barn Reared Poultry is only made where the birds are slaughtered, in the case of:

i. Chickens at 56 days or later;
ii. Turkeys at 70 days or later;
iii. Peking ducks at 49 days or later;
iv. Muscovy ducks at 70 days or later for females, 84 days or later for males;
v. Female Mulard ducks at 65 days or later;

6.7.2 Free Range Poultry Claim:

To permit the claim Free Range poultry to be made, the following criteria apply.

c) Evidence of registration (i.e. a permit) as a free range producer must be available.

d) Free range poultry must be produced under specific conditions, which include the following:

i. During at least half their lifetime, birds must have continuous daytime access to open-air runs, which must be areas area mainly covered by vegetation;
ii. The poultry House must be provided with pop-holes of a combined length of at least equal to 4 metres per 100 m2 floor area of the house;

e) Stocking densities must comply with the levels indicated in Table 2.

	Chicken	Duck	Turkey
Open Air Run (Min)	1 m^2/bird	2 m^2/bird	4 m^2/bird
Stocking Number (Max)	13/ m^2	13/ m^2	N/A
Stocking Rate (Max)	27.5 kg m^2	25 kg m^2	25 kg m^2

Table 2: Stocking Densities

f) The feed formula used in the fattening stage must contain at least 70% cereals.

g) Data must be also maintained to demonstrate that reference to Free Range Poultry is only made where the birds are slaughtered, in the case of:

i. Chickens at 56 days or later;
ii. Turkeys at 70 days or later;
iii. Peking ducks at 49 days or later;
iv. Muscovy ducks at 70 days or later for females, 84 days or later for males;
v. Female Mulard ducks at 65 days or later;

h) The land used must be dedicated to the production of free range poultry only and must be surrounded by a secure boundary fence to exclude other animals and predators.

   i. The land must be maintained in good condition and must be adjoining the production House.
   ii. Where poaching of the land occurs, it must be re-seeded.
   iii. Pot-holes formed in the ground must be filled in between each crop (at a minimum).
   iv. When grass is excessively high, it must only be topped mechanically.
   v. A domestic septic tank soak-way is not permitted on the dedicated land.
   vi. The boundary fence must exclude access to drains and water courses.

i) Litter, poultry manure or any other waste materials must not be allowed to accumulate on the land.

j) Baiting for rodents must also be applied at appropriate points outside the house, thus giving double baiting protection.

k) For seasonal turkey production, land must be free of all livestock for a minimum four weeks prior to stocking with poults.

6R6. Maintain the land well drained with good grass cover.

6R7. Avoid placing baits in areas to which birds have access

6.7.3 Traditional Free Range

l) Indoor stocking rate:

   i. Chickens: up to 25 kg/m^2 and up to 4800 per House;
   ii. Ducks: males up to 35 kg/m^2, and up to 3,200 per house, and females up to 25 kg/m^2 and up to 4000 per House;
   iii. Turkeys: up to 35 kg/m^2 and up to 2500 per House;

m) Stocking densities must comply with the levels indicated in Table 3.

	Chicken, Muscovy or Peking Duck	Mulard Duck	Turkey	Geese
Open Air Run (Min)	2 m^2/bird	3 m^2/bird	6 m^2/bird	10 m^2/bird

Table 3: Stocking Densities

n) The birds fattened must be of a slow growing strain.

o) The feed formula used in the fattening stage must contain at least 70% cereals.

p) The minimum age at slaughter is:

   i. Chickens - 81 days;
   ii. Turkeys - 98 days (females for cutting), 126 days (males for cutting), 140 days (whole);
   iii. Peking ducks - 49 days;
   iv. Muscovy ducks - 70 days (females), 84 days (males);
   v. Mulard ducks - 92 days.

6.7.4 Free Range – Total Freedom Poultry Claim:

q) Housing and management must comply in full with the criteria in 6.7.1.b but the birds must have continuous daytime access to open-air runs of unlimited area.

6.7.5 Feed Related Claim:

r) Data must be maintained to demonstrate that reference to the following particular feed ingredients is only made where:

i. In the case of cereals, they account for at least 65% by weight of the feed formula given during the greater part of the fattening period, which may not include more than 15% of cereal by-products; however, where reference is made to one specific cereal, it must account for at least 35% of the feed formula used, and for at least 50% in the case of maize;

ii. In the case of pulses or green vegetables they account for at least 5% by weight of the feed formula given during most of the fattening period;

iii. In the case of dairy products, they account for at least 5% by weight of the feed formula given during the finishing stage.

6.7.6 Organic Produced Claim:

In addition to the common criteria (Section 3 all applicable criteria) and the criteria for Poultry Producers - Free Range (Section 6 Poultry Producer sub-sections 6.1 – 6.6 and the relevant parts of sub-sections 6.7.2 or 6.7.3), the following applies:

s) The Producer must be able to demonstrate that there is a valid current certificate of organic status issued by a certification body that has achieved ISO 17065 accredited as an Organic Farm certification body.

Note 1: If the Farm is claiming organic status this must be verified during Audit. This is to ensure that the organic label claim, if used on product in conjunction with the Bord Bia logo, is valid.

Note 2: Certification to this Bord Bia poultry standard may not be used as evidence of organic certification. Compliance with legislative requirements for organic production is monitored by DAFM or the nominated certification bodies.

6.7.7 Other Claim:

Note: Other specifications for production systems may apply. Where it is intended to make a claim relating to these other systems, please contact Bord Bia for details.

7. Hatchery Criteria

7 Hatchery Criteria

Introduction

This section of the SPPAS Standard contains all the criteria with which the Hatchery must comply.

The criteria in this section defines current best practice in the production of hatching eggs and chicks, as determined by technical, industry and other experts. However, the Hatchery management also needs to fully understand the Breeder Rearer/Layer and Producer criteria. The Hatchery Criteria should be read in conjunction with Introduction, Scheme Rules and the relevant Appendices which offer further information and clarification on various aspects of the criteria.

The figure below illustrates the sections of this Standard that are applicable to the Hatchery. It is a condition of participation that the relevant Performance Criteria in Section 8 are provided to Bord Bia by the Hatchery in accordance with the Scheme Regulations.

Hatcheries will seek advice from recognised sources, consulting the relevant and current guidelines and publications produced by the Competent Authority and other relevant bodies.

The word 'Participant' is used throughout this document, in accordance with the definition in Introduction 1.8.

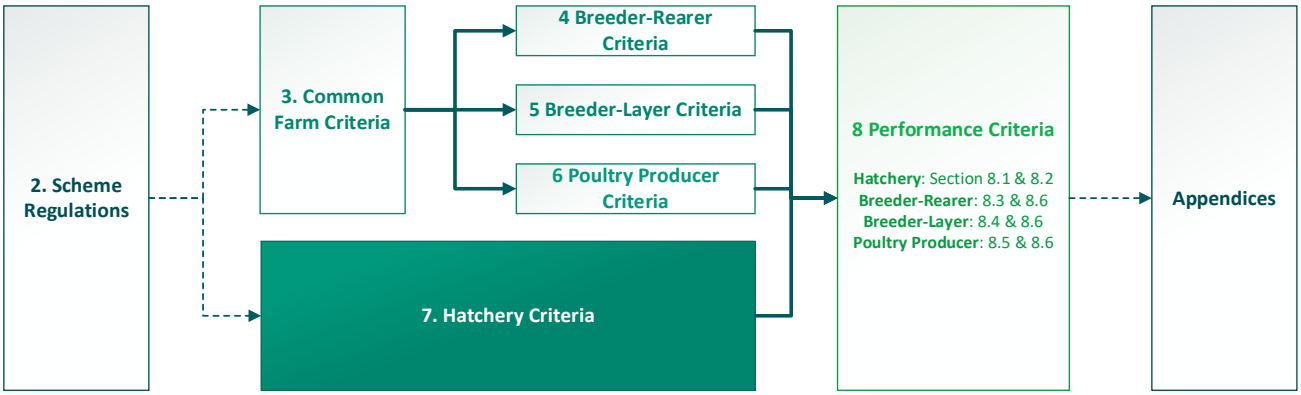

Figure 6: Criteria Summary

To ensure clarity and to assist the reader the information is laid out as follows:

Background Text

The blue text sets out the context of the subsequent criteria in the sub-section and is presented for information purposes only.

Compliance Criteria

Black text numbered as a), b), c), etc. sets out the criteria against which compliance will be assessed. The Participant must demonstrate compliance with these criteria (as set out in full detail in the Scheme Regulations) in order to be eligible for certification under the Scheme.

Best Practice Recommendations

The Green Text sets out the recommendations for best practice. These are identified with an uppercase letter and number as follows: 7R1, 7R2, 7R3... 7R10. Compliance with these criteria is not required for certification.

Management Responsibility

7.1 Regulatory Approval

a) The Hatchery management must have documentation showing that it is registered by the Competent Authority, or the equivalent body in other jurisdictions (Critical).

7.2 Quality and Welfare Policy Statements

a) Hatcheries must have Quality and Welfare Policies that include (i) a commitment to the objectives of the Bord Bia SPPAS; (ii) a commitment to complying with all current welfare, regulatory and customer requirements and (iii) a Workplace Policy equivalent at a minimum to Appendix 19: Welfare in the Workplace.

b) The Quality and Welfare Policies must be approved by senior management and be prominently displayed on the premises.

c) All staff must be aware of the location of the Quality and Welfare Policies.

d) The Quality and Welfare Policies must include a commitment to Continuous Improvement, to Safety in the Workplace, and to the provision of appropriate information, training and equipment for all employees.

e) The Quality and Welfare Policies must be communicated to, understood by and implemented by all staff and employees. The acceptance and understanding of the Workplace Policy by employees must be recorded (e.g. by signing and dating).

f) The Quality and Welfare Policies must be regularly reviewed for suitability and effectiveness by senior management.

7.3 Organisation

a) An organisation chart must be available showing individual responsibilities and the reporting structure of the company.

b) The commitment of senior management to the effective implementation of the requirements of this Standard must be clearly demonstrated and communicated.

c) The responsibilities of key personnel must be documented, particularly in the areas of Welfare, Hygiene, Good Manufacturing Practices (GMP), Health and Safety and Contingency Planning.

d) Management must be able to demonstrate an adequate level of technical support, with appropriate qualifications and other resources, in order that the effective implementation of the Standard is guaranteed.

e) In the event that a Critical non-compliance (including regulatory sanctions) is identified during internal Audits or routine checks, the Hatchery must immediately notify Bord Bia, before proceeding to implement the procedures for Critical non-compliances as outlined in Scheme Regulations 2.4.3 (Critical).

f) Management must define the person(s) with responsibility for:

   i. Ensuring compliance with regulatory requirements (see Appendix 1: Reference Information) as well as compliance with the requirements of this Standard;
   ii. Management of non-conforming product;
   iii. Management of corrective and preventive action;
   iv. Welfare (which should be independent of the production function).

g) Management must define the person(s) responsible for ensuring compliance with the hygiene requirements and must establish an acceptable system to demonstrate that the requirements are being met.

h) Management must ensure that there is sufficient staff cover in place for periods when key staff are absent i.e. the same level of cover by trained personnel as for normal operation.

i) Training records must be maintained for all personnel performing key tasks.

j) The Hatchery must officially identify in writing the named Management Representative who, irrespective of other responsibilities, has responsibility for ensuring that the requirements of this SPPAS Hatchery Standard are met.

k) In the event of the Management Representative being changed, Bord Bia must notified in writing.

7.4 Management Review

a) Management, which must include senior management, must meet at least once each year with a clearly defined agenda to:

   i. Review the complete Quality System for improvement opportunities;
   ii. Ensure that all aspects of the Quality System (as specified in these requirements) remain suitable and effective, and that preventive or corrective actions are assigned, documented and implemented;
   iii. Review all Quality System data to establish and assign responsibility for improvements, including Audit reports, customer complaints, customer satisfaction data, process and non- conformance data;
   iv. Set out Quality Improvement Objectives for the following year.

b) Minutes of the senior management meeting must be retained.

c) Management must carry out an annual review which must cover (at a minimum) current and future market requirements, as well as issues of a regulatory nature (welfare, environmental etc.), Audit reports, customer complaints, workplace policy and incidence rates for non-conformance.

Quality Management

7.5 Quality Documentation, Control and Storage

a) Hatcheries must document their own Quality System, which must incorporate the requirements of this Standard, as well as the interaction of those requirements with other parts of the Quality System.

b) The Quality System documentation must detail the Hatchery's response to each requirement of this Standard and must include or reference any related operational documents, procedures or plans.

c) The Quality System documentation (such as hygiene procedures, work instructions, procedures, specifications, etc.) must be communicated to and made available to all staff, so that each employee clearly understands his or her role and responsibility in the operation of the process.

d) The Quality System must incorporate the procedures relevant to the operation of the individual Hatchery.

e) All documents and data (including relevant external documentation such as this Standard, as well as customer and regulatory documentation) that relate to the requirements of this Standard must be managed and controlled as part of the Quality Management System. At a minimum, the Hatchery must ensure that:

   i. Only current issues of all documents are available for use;
   ii. All documents are authorised;
   iii. A procedure for the issue of new documents, or for the amendment of existing documents, or for the removal of obsolete documents, is in place and is effective;
   iv. Data is reviewed and signed off by an authorised person;
   v. A master list of documents and procedures exists, which identifies the current status of revisions;
   vi. Applicable documents of external origin are identified and effectively controlled.

f) This Standard is subject to document control. When revisions are deemed necessary and issued by Bord Bia, it is the responsibility of the Hatchery to ensure that their copy of the Standard is correctly updated.

g) All records must be effectively controlled (e.g. by signing and dating) and must be maintained at a secure and easily accessible location for a minimum period of three years, unless otherwise specified.

7R1. Train management and key operational staff in the tools and techniques of Total Quality Management and/or Continuous Improvement.

7.6 Quality Assurance Control Plan

Background Information

The Hatchery will be aware of the principles of a Quality Assurance Control Plan (QACP) that was derived based on HACCP principles and will have a quality system in place that supports the HACCP principles.

a) Hatcheries must have a Quality Assurance Control Plan (QACP) that identifies each stage in the process and describes how the process is operated at each stage so as to ensure the quality of the product through control and prevention.

b) At a minimum, the QACP must include:

   i. A detailed description of the process steps (e.g. a flow diagram showing the keys steps of each process);
   ii. A detailed description of the issues and hazards that could arise at each process step and actions taken to control these issues;
   iii. Definition of the monitoring required to ensure that control is maintained at each step;
   iv. Specification of the corrective action to be taken if a non-conformance occurs at any control point;
   v. Identification of the responsibilities, procedures and records applicable at each step.

c) The effectiveness of the QACP must be verified or tested at least once per year.

d) This Quality Assurance Control plan must be supported by senior management.

e) The data must be monitored, with any emergent trends identified and analysed, so that appropriate actions or corrective actions can be taken and documented.

f) All procedures and records that are required to ensure GMP must be defined (see also Sections 7.25-7.31 below).

g) Documentation must be available that demonstrates that the essential 'Pre-requisite' requirements of GMP and Good Hygiene Practice (GHP) have been adequately addressed at all appropriate steps, including procurement.

h) The pre-requisite programs (PRP) must all be identified and described.

i) A schedule must be in place for all internal auditing that might take place in the Hatchery.

j) All operational staff, including maintenance staff, must receive induction, quality and process training and records of this training must be maintained.

7R2. Ensure that the FSMS plan is put in place by a multidisciplinary team.

7R3. Ensure that at least one member of this team has received Formal Training in the application of HACCP principles.

7.7 Internal Auditing

a) Hatcheries must establish documented procedures for the scheduling, planning and implementation of internal audits aimed at verifying internal compliance with the requirements of the Standard, as well as at assessing the effectiveness of the Quality System, records and procedures.

Note: The responsibility for reporting critical non-compliances in Management Responsibility is outlined in criterion 7.4.e above.

b) All corrective and preventive actions defined in these audits must be assigned and tracked until completed by the target completion dates.

c) The records of such Audits must be available for inspection.

d) Internal auditors must have received training in the requirements of the Standard.

7R4. Ensure that internal auditors are independent of the activity being audited and have received formal training in auditing skills.

7.8 Customer Contract Requirements

a) Hatcheries must maintain a register of all growing farms/customers to whom they are supplying Quality Assured day olds.

b) In the event that individual customers have specific additional requirements for chicks, these requirements must be documented, kept up to date and made available for inspection; there must also be evidence that these specific additional requirements are being satisfied.

c) There must be a procedure to ensure that contracts are reviewed prior to acceptance, in order to determine that all requirements (including requirements concerning documentation) can be met prior to acceptance.

7.9 Purchasing of Eggs, Breeder Layer Approval and Monitoring

Background Information

The Breeder Egg Supply is a key element of the supply chain. The Hatchery needs to be familiar with the Breeder Producer/Rearer Standard in order to ensure that the egg production process is being operated in accordance with the requirements.

For production on the island of Ireland, the following criteria apply:

a) The Hatchery must ensure that procedures exist (at Breeder Layer and Hatchery levels) to ensure that for notifiable diseases as determined by DAFM/DAERA or equivalent, the eggs of both suspect and infected flocks are managed in consultation with the DAFM/DAERA or equivalent requirements, and that these eggs not used for setting or for human consumption unless they are pasteurised. Eggs from a suspect flock, or confirmed infected eggs, cannot be used for setting until a negative result is confirmed. Records of these events must be maintained (Critical).

Note: The procedures for Critical non-compliances (as outlined in Scheme Regulations 2.4.3) also apply.

b) Only eggs from Breeder Layer Participants who are Bord Bia certified at the time of supply are eligible to supply eggs to Hatcheries participating in the SPPAS (Critical).

Note: The criteria in sub-section 7.14 also apply.

c) Hatcheries may only handle hatching eggs produced in accordance with the requirements of the SPPAS (Critical).

d) All eggs destined to be hatched within the SPPAS must be sourced from a Breeder Layer Participant approved by Bord Bia, or from another Hatchery approved under the Bord Bia Poultry SPPAS (Critical).

e) Eggs coming from another Bord Bia approved Hatchery must be accompanied by documentation that clearly establishes the traceability of the eggs and that details the following (all Critical):

- **i. Hatchery Code;**
- **ii. Farm code (Herd/Flock Number Egg Stamp);**
- **iii. Collection date;**
- **iv. Total quantity of eggs;**
- **v. Vehicle identity.**

f) All eggs from supply farms must be continuously monitored; any issues that arise must be conveyed to producer or field staff and corrective action implemented.

g) Only hatching eggs that are clearly marked and correctly segregated are allowed to enter the hatchery.

h) Eggs that are not suitable for hatching (e.g. grade B eggs) are clearly labelled and segregated pending alternative use or disposal.

7.10 Purchasing (of materials other than eggs): Approval and Monitoring

a) A procedure for supplier approval must be in place.

b) Hatcheries must maintain a list of suppliers that have been approved to supply any materials or services that could affect egg/chick quality or safety.

c) The Hatchery must retain current certificates of suitability for use for any materials that are likely to come into contact with eggs or chicks as determined by a risk assessment.

d) Prior to purchasing materials which come into contact with the eggs or chicks, the process of approving suppliers of those materials must include an appropriate risk assessment and must define appropriate controls.

e) All approved supplier lists must be reviewed at defined intervals, the frequency of which is determined based on the potential risk posed to eggs or chicks, in order to maintain the accuracy of the information.

f) All materials that could affect egg or chick quality or safety must be checked and approved before use. A record of these approvals must be maintained.

g) The storage of all materials that could affect egg or chick quality or safety must be monitored to ensure continuing fitness for purpose.

h) All materials must be stored on Site and used in a manner that prevents chemical, physical or microbiological contamination of the product.

7.11 Egg and Chick Traceability and Identification

a) Hatcheries must have in place an identification and traceability procedure that permits traceability of eggs to the original production House or supplying Hatchery, if applicable, and to the growing site/customer(s) (Critical).

b) Hatcheries must maintain documentation which at a minimum includes:

i. Farm of origin;
ii. Total number of eggs;
iii. Date of collection and vehicle identity;
iv. Setting date;
v. Setter number;
vi. Transfer date;
vii. Hatcher number;
viii. Chick and cull numbers (hatchability);
ix. Transport records;
x. Placement details.

7.12 Customer Complaints

a) Hatcheries must establish an effective procedure for handling of customer complaints, including any complaints of regulatory origin.

b) The procedures must clearly outline responsibilities for logging, tracking and closing off complaints, in cooperation with the complainant.

c) The complaint log, along with all related correspondence, must be maintained and made available for inspection.

d) Welfare-related customer complaints must be notified to the official regulatory officer.

e) Analysis of complaints must be carried out on an annual basis by the Hatchery.

7.13 Corrective and Preventative Action

a) There must be documented and effective procedures for Corrective and Preventive Action management.

b) Corrective and Preventive Actions must be tracked and their priorities appropriately identified (e.g. by means of defined time scales for completion).

7.14 Imported Eggs

a) Where hatching eggs are imported, documentation must be provided to demonstrate that the eggs were sourced from Bord Bia certified/approved hatcheries. The supplying hatchery must be certified to an ISO 17065 accredited hatchery scheme or equivalent as determined by Bord Bia (Critical)

b) Where the need arises to import eggs from hatcheries that are not Bord Bia certified, approval must be obtained in advance of importation from Bord Bia. Bord Bia approval will only be granted where it can be clearly demonstrated that eggs were unavailable from Bord Bia certified hatcheries. Where approval is granted, Bord Bia will then advise the protocol (Critical).

Eggs/Chicks and Process Management

Background Information

The Hatchery will ensure that all inspections and testing as detailed in the Quality Assurance/HACCP Plan are carried out and records are available. All incoming materials other than eggs that could affect the Poultry Products will be from an approved source and records of these approvals maintained. Controls with respect to eggs and non-conforming product will be in place.

7.15 Egg and Chick Flow

a) Each hatchery must have a plan showing a clear distinction between the egg (clean) and the chick (dirty) areas.

b) Each hatchery must have in place a plan showing that egg and chick flow from egg delivery to chick dispatch does not involve back-tracking or cross-over. If back-tracking or cross-over does occur, however, the plan must demonstrate that measures are put in place to prevent cross- contamination (e.g. time separation and disinfection).

c) Each hatchery must have in place a plan showing personnel flow to ensure that back-tracking or cross-over does not occur. If back-tracking or cross-over does occur, however, the hatchery must demonstrate that measures are put in place to prevent cross-contamination (e.g. time separation, showering and new protective clothing).

d) All incoming air must be filtered and a positive air-flow from eggs to chicks must be maintained and exhausted air must be managed to minimise contamination.

7.16 Storage and Transport of Eggs

a) Records must show that stock is rotated on a 'first in, first out' basis or in accordance with a verified plan.

b) Transport must be climatically controlled and be capable of load-locking.

c) Transport inspection procedures must be in place and documented to ensure that only clean and suitable transport is used.

d) Transport must be cleaned between loads, with the exterior cleaned at least once per day.

e) All incoming eggs must be stored in clean, dry, climatically controlled stores where the ambient temperature (14 °C –18°C) and humidity (50 – 75%) is monitored and recorded daily.

7R5. Install refrigeration equipment in the egg stores to ensure that the ambient temperature does not exceed 18°C.

7.17 Inspection and In-process Traceability of Eggs

a) All incoming eggs must be approved on the basis of checks for cleanliness and Producer approval status, with records of these checks maintained.

b) Incoming checks must also be shown on the Quality Assurance Control Plan.

c) In-process checks (e.g. transfer from farm trolleys to setter trolleys) must be carried out according to the Quality Assurance Control Plan. Records must be maintained and must show that the controls are effective.

d) All farm trolleys and setter trays must be cleaned and disinfected prior to storage for release.

e) Training records must be maintained for operatives carrying out these inspections or tests.

7.18 Fumigation or Sanitising

a) All eggs must be fumigated or sanitised prior to setting.

b) All products used must be listed as Type 3 (veterinary hygiene biocidal) on the Biocidal Product Register (see: http://www.pcs.agriculture.gov.ie for access to the full register).

c) Where fumigation is used, access doors must be designed to prevent access during the fumigation process.

7.19 Day-Old Take-Off, Packaging and Dispatch

a) Where automatic counting sensors are used, these must be checked at defined intervals of each hatch day to ensure accuracy, adjusted if necessary and a record maintained.

b) All day-old consignments must only contain day-olds from the same species.

c) At take-off, unviable chicks/poults/ducklings must be segregated and collected promptly for humane culling and disposal.

d) Each batch of day-olds must be accompanied by a PH5 (or equivalent) document containing:

   i. Name, SPPAS identity, address and registration number of hatchery;
   ii. Total number of chicks (if sexing, a breakdown of totals of both males and females must be included);
   iii. Species;
   iv. Type (parent, free range, commercial);
   v. Date of dispatch;
   vi. Name, SPPAS identification and address of consignee.

e) Day-old holding areas must be climatically controlled, with maximum and minimum temperatures recorded daily (20 - 26°C).

f) Transport must only be undertaken by personnel approved for the transportation of day-olds and a record must be maintained of the training undertaken.

g) Day-olds must be delivered in clean equipment (boxes) at an identified stocking rate (e.g. between 21cm^2 and 25cm^2/chick).

h) Day-olds must be delivered using purpose-built vehicles that are fitted with fans and a heating system, as well as a temperature monitoring device that can be accessed from within the cab.

i) Each vehicle must be fitted with a load-locking system.

j) Each vehicle operator must have access to a communication device in case of emergency.

k) Vehicles must be cleaned between loads and the exterior cleaned daily.

Note: Criterion 6.4.g applies to the conditions of transport of imported chicks.

7.20 Water

a) A sample of water must be tested[22] at least annually (at a minimum for the parameters described below) and the results retained. Samples must be taken from multiple sites by trained personnel.

b) For wells/boreholes, the water must be tested twice annually.

c) A water distribution map must be available, which shows the sampling points.

d) In the event that the source of the water is changed at any time, the new source must be tested and must be compliant with the microbiological parameters.

e) Microbiological analysis of the water must comply with the following, at a minimum:

   i. E.coli: 0 per 100 ml (ISO method 9308-1)
   ii. Enterococci: 0 per 100 ml (ISO method 7899-2)

f) If a compliance failure occurs, an alternative compliant supply must be put into immediate use. Corrective measures must be taken and the original supply may only be re-used when it has been demonstrated to be compliant.

g) Non-potable water is not permitted, except where dedicated pipes are used, with the non-potable water pipes clearly distinguished from potable pipes to prevent inadvertent use.

h) Water tanks must be kept covered.

i) Where water supply is derived from a well or borehole, the well-head must be designed to prevent contamination of the water, with the area around the well-head maintained in clean condition.

7.21 Animal Remedies

a) Only remedies that carry a VPA, EMA or other official approval number, that have been purchased from an approved source and that have been authorised by a veterinarian are permitted to be administered to day-olds (Critical).

b) Staff responsible for the administration of remedies must be designated and have received documented training in this activity.

[22] The sampling must be carried out by trained QC staff. The testing must be done by a laboratory accredited to ISO 17025 for testing against these specific organisms using the following methods: E. coli (ISO method 9308-1), Enterococci (ISO method 7899-2) or equivalent validated methods.

c) All approved vaccines administered to the day-olds must be recorded in the animal remedies record. This record must contain the following information:

   i. Date of administration;
   ii. Name and quantity of animal remedy administered;
   iii. Identification of animal/flock to which animal remedy is administered;
   iv. Date of expiry of product;
   v. Batch number;
   vi. Name of prescribing veterinary surgeon;
   vii. Name of supplier of animal remedy.

d) Animal remedy prescriptions must be retained for 5 years.

e) Secure storage facilities must be provided for all vaccines.

7.22 Equipment Calibration

Note: The Hatchery must be aware of the need to document the procedures used to control, calibrate and maintain inspection, measuring and test equipment.

The following specific requirements apply:

a) A register of all such equipment must be maintained, which includes:

   i. Identity and location;
   ii. Operating range;
   iii. Tolerance and accuracy required;
   iv. Calibration frequency, with identification of the person responsible for performing calibration;
   v. Calibration method or reference;
   vi. Operational checking (e.g. start-up checks) to ensure continuing accuracy.

b) Records of all calibrations must be maintained.

c) When a device is found to be out of calibration, an assessment of the validity of previous inspection results, the likely impacts and the appropriate corrective and preventive actions must be carried out and recorded.

7.23 Control of Surplus and Non-Conforming Product

a) There must be a documented procedure to ensure that at any production stage at which it is identified, product or material that does not conform to requirements is prevented from unintended use or release.

b) The control procedure for non-conforming product must facilitate the clear identification, adequate segregation and final disposal of the non-conforming product. Records of such disposal must be maintained.

c) Only non-incubated eggs may be sent for processing.

d) Cracked eggs with the membrane intact may be used if the eggs are delivered directly to a processing establishment.

e) Where present, downgrade eggs must be marked with the letter 'B'. Containers should be marked as Class B.

f) Dead chicks and dead-in-shells must be collected in covered, leak-proof containers with the following labelling: Category 2: not for animal consumption.

g) Hatchery by-products (fluff, shells, infertile eggs that have been incubated) and surplus culled day-old chicks must be collected in covered, leak-proof labelled (at a minimum) containers. Containers must be identified as follows and disposed according to the category:

- Category 3: not for human consumption
- Category 2: not for animal consumption
- Category 1: for disposal only.

Category 2 material must be disposed of at:

- A Category 1 rendering plant (in absence of a Category 2 plant);
- An EPA approved incinerator; or
- A Competent Authority approved on-site incinerator.

Category 3 products must be disposed of at:

- A Category 3 rendering plant;
- An EPA approved incinerator; or
- A Competent Authority approved composting or biogas plant.

h) The process for disposal of un-hatched eggs, culls and surplus day-olds must be carried out in a manner in which:

i. All necessary care is taken to ensure that birds are spared avoidable pain, distress or suffering during the process;

ii. Only the method approved by the Competent Authority is used.

7.24 Final Inspection

a) All quality assured finished product (day-olds) must be inspected and positively released for dispatch according to a documented inspection procedure.

b) The personnel with responsibility and authority for final product approval and release must be identified in the procedure, and also in the approval or release documentation and documented training carried out.

Hatchery Hygiene and Good Manufacturing Practice (GMP)

Background Information

The Hatchery will have ensured that the premises are designed, constructed and maintained to prevent and control the risk of contamination, and to comply with all relevant legislation pertaining to hygiene.

The requirements listed below define the essential management procedures necessary to implement hygiene or GMP in accordance with this Standard. Compliance with these requirements does not, however, lessen in any way the responsibility of the Hatchery to conform to existing statutory requirements.

7.25 General

a) No member of staff may keep or have contact with any other live birds whatsoever (for food or hobby purposes) and this must be demonstrated through records (e.g. through staff declarations).

b) Incidents with a potential to cause a welfare hazard must be recorded and reported in writing to the person responsible for monitoring such incidents and Bord Bia must be informed.

7.26 Site Biosecurity

a) The Hatchery must ensure that Site security is maintained to prevent possible product contamination.

b) All personnel working in the Hatchery (temporary or otherwise) must be aware of and have participated in training on the Site security policy, in order to prevent possible product contamination.

c) Management must document how visitors are managed, in order to minimise risk to product.

d) All visitors and contractors that need to gain entry to the production area must complete a medical/hygiene questionnaire and must be made aware of their responsibilities when in the production area.

e) A record of all visitors must be maintained that includes:

   i. Date of visit;
   ii. Name and organisation/company;
   iii. Name of poultry (production or processing) site previously visited, with date of visit; (**Note:** a 3-day limit applies).
   iv. Vehicle registration;
   v. A commitment to complying with the applicable biosecurity protocol.
   vi. A declaration regarding health status (i.e. free from recent food-related illnesses);
   vii. A declaration on arrival of all recording equipment (cameras etc.) brought onto Site.

f) Visitors, including maintenance/service personnel must be provided with full protective clothing (disposable coats/suits, shoes and hairnets) and must comply with the criterion as detailed in 7.15.c.

g) Where other tools or equipment are intended to be used in the Hatchery (e.g. equipment and tools used by maintenance/breakdown personnel, weighing equipment) measures must be in place to prevent these contaminating either the clean or dirty areas (e.g. by sanitising the tools and equipment where practical).

h) The Hatchery Site must be secured by closed gate system or equivalent.

i) Vehicle disinfection facilities must be available that can be used at times as notified by the QA Manager.

7.27 Cleaning and Sanitation

a) The Hatchery must document and implement a comprehensive cleaning and sanitation programme, which must cover both the exterior and interior of the Hatchery, as well as the transport facilities. This programme must:

   i. State the frequency and method of cleaning (including safety hazards);
   ii. Identify the personnel responsible for cleaning and the materials used.

b) Single-stage setters must be disinfected after each batch. Multi-stage setters must be fogged after each batch of eggs is added, and a break-in setting must be incorporated to allow for full cleaning and disinfection of the empty setter annually or as per manufacturers recommendation.

c) Records verifying the effectiveness of cleaning (e.g. microbial swabbing or rapid hygiene tests) must be maintained.

d) A designated person must bear responsibility for verifying the effectiveness of the cleaning and sanitation programme.

e) Where cleaning is done by a subcontractor, a contract with full specification must be in place.

f) The cleaning programme must reference a Site map (internal and external).

7.28 Microbiological Monitoring

a) The Hatchery must have a programme that monitors eggs, surfaces, equipment, air and personnel for the presence of microorganisms (e.g. E. coli, Salmonella, TVCs, moulds, fungi) which must monitor TVCs at a minimum, as well as specific pathological organisms if the need arises.

b) Records should be maintained to show the programme is implemented, critical limits defined and corrective action taken when limits are exceeded.

7.29 Emergency Power

a) The Hatchery must have an alternative power source.

b) Generators must be tested at least once per week and a record maintained.

7.30 Pest Control

a) An effective rodent control programme (based on non-toxic and where required toxic baiting products), with product specifications demonstrating suitability for use in this application must be in place for each Site.

b) All rodenticides used must have a valid PCS number or equivalent official approval number.

c) The rodent baiting programme must reflect the manufacturer's instructions for the rodenticide selected.

d) Where the pest control programme is implemented by the Hatchery, there must be evidence that the person responsible has attended appropriate training.

e) Where baiting is used or where traps are placed, the baiting/trapping programme must include the following:
   i. A simple plan or sketch identifying the location of all bait and trap points;
   ii. Measures to ensure bait is not exposed to non-target species and does not contaminate raw materials, packaging, finished product or water;
   iii. A record of regular inspections of bait and trap points and replenishment of bait points;
   iv. Routine collection of dead rodents and safe disposal as per product documentation or label instructions.

f) Bait points must be inspected and replenished 8 times annually (by the Participant/Pest Control Company) or more frequently where there is a specific risk, supplemented by weekly checks by trained staff and any corrective action recommended by the manufacturer or service provider must be taken.

g) Structural, operational and environmental hygiene controls must be in place to prevent insect infestation (including weevils, mites, flies, cockroaches) with the application of physical or chemical treatments as required.

Note: The criteria for chemical use in sub-section 7.53 also apply.

h) An annual review (e.g. by a field biologist) of the programme must be conducted to establish its suitability and effectiveness.

i) Buildings must be kept in good repair and condition to prevent pest access and to eliminate potential breeding sites.

j) Openings must be sealed or protected with fine wire mesh screens and animals (such as birds, pets, wildlife, etc.) must be excluded from the premises and other at-risk areas.

k) All bait stations and electronic fly killers must be secured, numbered and clearly indicated on a Site map.

l) Inspections of bait and electronic fly killer stations must be made and recorded weekly by trained staff and corrective actions taken documented.

m) Where baiting supplies are stored on Site, the store must be kept locked.

n) Bait containers must be secured to the ground or walls and protected from birds and species other than pests.

o) All air vents and intake points must be covered with 1.2mm screens/meshes or all intake air must be filtered to prevent pest ingress.

7R6. Implement a multi-level baiting system, such as:
- First line of defence: Situate bait points at 6-8m intervals along the entire perimeter;
- Second line of defence: Situate bait points at regular intervals along the factory wall;
- Third line of defence: Situate bait points internally at locations where there is a risk of rodent ingress.

7.31 Maintenance

a) Essential equipment that affects product quality and safety must be monitored through a preventive maintenance programme at a frequency based on a risk assessment.

b) Maintenance schedules and procedures must be documented.

c) All internal maintenance staff must receive training in hygiene.

d) All external maintenance personnel must be made aware of the company hygiene regulations prior to commencing work.

e) Maintenance procedures must specify the precautions that are necessary to ensure that the product is not contaminated in any way by the maintenance activity, whether carried out by own or contracted staff (e.g. ventilate production area post-maintenance).

f) A record of maintenance activities must be maintained.

g) There must be procedures to approve equipment for re-use after maintenance is complete.

h) All electrical installations must be tested and certified as safe every 5 years by an electrician with recognised qualifications.

i) All incubation equipment must be alarmed.

j) A register must be maintained of on-call staff that are available to respond promptly to alarms.

k) An alarms register must be in place which records the time and nature of the alarm and the action taken.

l) All alarms must be tested weekly and a record of the test and result recorded.

7R7. Develop a system tracking the accountability for tools used and equipment parts removed during maintenance.

Environmental Hygiene

Background Information

The Hatchery will be aware that the structure and fabrication of the premises, as well as the supply of services, must be such as to minimise contamination.

The Hatchery will appreciate that structures within the premises need to be soundly built, constructed of durable materials, and easy to maintain, clean and disinfect. This can be achieved with a number of building materials, including stainless steel sheeting, PVC sheeting, tiles, smooth-finish plaster treated with non-toxic, non-peel food grade paint, or other equivalent materials.

7.32 General

a) A written glass/hard plastics policy must be in place, which outlines procedures for handling breakages in all process and storage areas. This must cover all glass and plastics that are likely to give rise to sharp fragments upon breaking.

b) Where glass/hard plastics are present, a glass/hard plastics register must be maintained.

7.33 Exterior, Structure and Grounds

a) All areas of the premises and grounds must be maintained so as to minimise sources of contamination.

b) A perimeter fence, wall, or other suitable physical demarcation must control access to the grounds.

c) Equipment, pallets, and other materials stored in the hatchery grounds must be stored neatly, and located in clean, clearly defined areas.

d) Any unused buildings, service buildings etc. must be maintained in good repair and free from debris.

e) A 1m clearance area must be maintained around the hatchery to avoid rodent infestation.

f) The exterior finish of the premises must be maintained in sound condition (i.e. no flaking paint or broken plaster).

g) The grounds must be kept free of debris. There must be no stagnant water, potholes or open drains or pools.

h) Roofs, valleys, and gutters must be maintained in good repair and be free from debris and weeds.

i) Areas directly outside the premises and within the Site must be free of weeds, grass, rubbish, or any items that may harbour pests and/or disease.

7.34 Entry to production

a) A procedure must be in place to ensure good hygiene practices at entry and exit from all production areas (i.e. hygiene barriers, protective clothing, head coverings and footwear changing facilities) and that all personnel (operatives) working within the hatchery are provided with suitable protective clothing, headgear and footwear.

b) Protective clothing must be of different colour in the clean (egg) and dirty (chick) areas respectively.

c) The entry point to the production area must only be via a changing room that contains a hygiene barrier (e.g. seat, shower) for staff entry and exit.

d) Drivers may only deliver and collect from designated areas and protective clothing and footwear must be provided and used during this process.

e) Wash-hand basins must be provided at all entry points to production areas.

f) Taps in production areas must be knee, foot, arm or electronically operated.

g) Hand drying facilities (ideally paper towels) must be in place.

h) Hand sanitising solutions, or sanitising liquid soap, must be provided at each hand washing point and must be clearly identified.

i) Hand-washing instructions must be posted adjacent to each wash station.

7R8. Need to reflect desirability of showering in and out.

7.35 Interior: General

a) All pipes, pipe work, lagging, electrical cables, etc. must be clean and maintained in a safe condition.

b) An internal cleaning schedule must be in place.

c) Working surfaces must be constructed of stainless steel, maintained in sound condition, impermeable to water and durable, as well as easy to clean, maintain and disinfect.

d) All equipment must be placed or installed in a manner that permits cleaning all around the equipment.

e) Aprons, where used, must be subjected to frequent cleaning (e.g. in wash cabinets designed to minimise the risk of cross-contamination).

f) Hoses (which should be completely constructed of corrosion-free materials) must be maintained in a clean and tidy condition and must always be kept off the floor when not in use.

g) A solid barrier must be in place to limit impact (e.g. from trolleys), to protect internal walls and prevent damage.

7.36 Interior Walls

a) Wall surfaces must be designed and constructed to be durable, smooth, light coloured, easily cleaned and impermeable to liquids.

b) Wall surfaces must be maintained in a clean condition, free from cobwebs, moulds, etc.

c) Junctions and joints must be smooth and impervious.

d) Wall-to-floor junctions must be sealed and constructed so as to be easily cleaned.

e) Ledges and sills must be sloped and kept free from dust, dirt or other miscellaneous items.

f) Walls must be well maintained: e.g. no flaking paint or broken plaster, no damaged or missing tiles, all tile cracks sealed or grouted.

7.37 Ceilings and Overheads

a) Ceilings must be smooth, light coloured and of sufficient height, as well as designed and constructed to prevent the shedding of particles and to be easily cleaned.

b) All joints must be sealed and impermeable.

c) Ceilings must be maintained in good repair, be clean and be free of condensation.

d) Where false or cavity ceilings are used, access to the void above must be available, to enable cleaning and inspection.

e) Girders and overhead pipework and structures must be kept clean and free from rust, dust, mould growth, flaking paint and other extraneous material.

f) Skylights are undesirable, but where present they must be clean and fitted with fly screens (if they can be opened).

7.38 Floors

a) Floors must be constructed of durable, non-slip, water-resistant material and be maintained in good condition (i.e. no holes or cracks).

b) Floors must be kept clean and free from the accumulation of water or debris, especially in corners or in areas hidden by machinery.

c) Rubber mats or plastic meshes, where used, must be easily removed and maintained in a clean condition.

d) Concrete floors must be treated with a floor sealant to prevent dust in the premises.

7.39 Drainage

a) Drainage must be such as to prevent the risk of contamination.

b) Stagnant pools of liquid on floors must be prevented by adequate sloping towards the drainage channels, or by other management techniques.

c) Where drainage channels crossing personnel working areas and passageways are present, these must be protected with removable covers to facilitate cleaning.

d) Where manholes are present inside the premises, they must be doubly sealed and secured to prevent overflow and odour.

e) Drains must be constructed in a manner that will prevent the entry of odours or vermin to the premises (such as by using swan neck waste pipes and gridded drain covers).

f) Drains must be included on the cleaning schedule (see 7.36), with spot-checks performed to ensure on-going cleanliness.

7R9. Design drainage to flow in the opposite direction to that of product flow.

7.40 Doors

a) Doors and door frames must be tight-fitting, and constructed of durable, impermeable material with a smooth, easily cleaned finish.

b) Glass must not be used in doors opening into storage or production areas; other clear shatterproof material must be used instead.

c) All external doors must be closed when not in use.

7.41 Windows

a) Exterior windows in production areas must be situated at least two metres above ground, have sloping ledges and, if opening, be fitted with suitable and effective flyscreens.

b) Exterior windows must be constructed of shatterproof material or, if made of glass or hard plastic, be laminated to prevent shattering.

c) Windows, window frames, etc. must be tight fitting and maintained in good condition, regularly cleaned and kept free from cracks, moulds, and flaking paint.

7.42 Lighting

a) Lighting in production areas must be designed to be permanently fixed and easily cleaned, and must be protected by shatterproof covering.

b) Lighting must be adequate at all times for the particular operation and must be of a type that does not distort colour, where process decisions are taken on the basis of colour.

c) Lighting for chicks must be dimmable and/or blue light, must allow them to express natural behaviour and to rest, and must permit effective inspection at all times.

7.43 Extraction and Ventilation

a) Vents from drains, sewers and rainwater drainpipes must not be located within the plant.

b) Ventilation systems must be designed and constructed so that air does not flow from contaminated areas to clean areas.

c) All ventilation equipment must be serviced and maintained clean as per manufacturer recommendations.

7.44 Cleaning Materials and Storage

a) All cleaning equipment and materials, chemicals and other substances likely to contaminate product must be stored in a lockable, secure place (ideally with appropriate bunding) away from production.

b) Adequate safety and protective clothing, footwear and other apparatus must be available when handling such substances.

Note: See criteria relating to approved products in sub-section 7.53.

7.45 Waste Management and Disposal

Background Information

The Hatchery will be aware that containers used within the plant, as well as skips and compactors used outside the plant, are important elements in the management of waste. Bord Bia encourages attempts to reduce, reuse and recycle in the management of all waste materials.

a) There must be a documented programme for the management and disposal of all organic and inorganic hatchery waste material, with appropriate licences/permits in place.

b) Hatcheries must have procedures in place to prevent waste material coming into contact with product.

c) The waste collection areas (locations for skips) must be included in the cleaning schedule.

d) Waste containers must be clearly designated and identified according the type of waste to be stored in them. (see Section 7.23 for waste categorisation).

e) Waste containers must be available at appropriate locations.

f) Skips and compactors must be covered at all times, except when being filled, and be located as far as practicable from the 'Clean' area.

g) Skips and compactors must be sited on a concrete surface to ensure that any leakage is contained and disposed of safely.

h) Skips and compactors must be emptied according to a documented schedule, and spillages must be cleaned up immediately.

i) Discarded wrapping, packaging and other refuse must be placed in designated bins or skips/compactors, so that it does not compromise the hygiene of the premises and does not provide a habitat for pests and vermin.

Personnel Hygiene

Background Information

The Hatchery will be aware of its responsibility to address all aspects of personnel hygiene, as well as its duty to ensure compliance with the specific requirements of this Standard. All Hatchery staff will be aware of the importance of maintaining a high degree of personal cleanliness at all times.

7.46 Hygiene: General

a) A documented Hygiene Plan must be in place and must be communicated clearly to all personnel, including visitors and contractors.

b) A documented training programme for staff must be in place based on an annual training needs assessment.

c) Training records must be available to demonstrate that all operatives have been trained in the Hygiene Plan.

7.47 Medical Records

Background Information

The Hatchery and its employees will be aware of the need to control infectious disease and to have adequate on-going medical screening of employees.

a) Participating hatcheries must have a procedure in place to ensure that no person that (i) is likely to be a carrier of, or suffering from, a disease likely to be transmitted through eggs or chicks, or (ii) has infected wounds, skin infections, sores or diarrhoea is permitted to handle eggs or chicks in any capacity.

b) The procedure must ensure that any person so affected, who is likely to come into contact with eggs or chicks, immediately reports the illness or symptoms (and, if possible, their causes) to the Hatchery manager or supervisor.

c) During induction training, all personnel must be made aware of their personal responsibility to notify the management if they are taking medication that has the potential to affect their capability to discharge their duties.

d) There must be a back to work policy in relation to notifiable diseases (including Salmonella Typimurum and Enteriditis).

e) All visitors and contractors that need to gain entry to the production area must complete a medical/hygiene questionnaire and must be made aware of their responsibilities when in the production area.

7.48 First Aid

a) At least one member of staff must be trained in First Aid procedures, and fully stocked first aid kits, including eyewash, must be available to treat minor injuries in each area.

b) All cuts and grazes on exposed skin must be completely covered after treatment by an appropriately coloured waterproof dressing (preferably blue). These dressings must be company issued and monitored.

c) A record of all accidents must be maintained.

7.49 Personal Hygiene

a) Hands must be washed with unperfumed soap immediately after using a sanitary convenience.

b) No visible jewellery, except plain wedding rings and sleeper ear-rings, may be worn by personnel working in the production area.

c) No rings or studs may be worn in exposed parts of the body.

d) All head hair must be contained (e.g. by means of a mob cap or other covering) to prevent contamination of product.

7.50 Personnel Clothing and Locker Rooms

a) Clean appropriate protective clothing must be available at all times and re-issued as required.

b) Used and unused protective clothing must be segregated to prevent contamination.

c) Protective clothing must be removed before leaving the premises.

d) Facilities (including individual lockers) must be provided to ensure the separation of personal and protective clothing.

e) Specific facilities must be in place that provide for the hygienic handling of used or contaminated clothing.

f) A scheduled laundering of all protective clothing must be in place.

g) Where work clothing is laundered on Site, data must be available to demonstrate that the washing regime is designed to sanitise the clothing.

h) All persons (including visitors, contract workers and service personnel) entering production areas of the plant must wash hands and wear protective clothing provided. Notices to this effect must be posted in appropriate areas.

7.51 Staff Facilities and Safety

a) Smoking, eating and drinking must only be permitted in designated areas and there must be clear signs to this effect.

b) All personnel facilities (canteens, locker-rooms, toilets, rest-rooms) must be included in the sanitation programme and be maintained in a clean condition.

c) All toilets, including office toilets, must be clean and adequately ventilated and toilets must not lead directly into the process areas.

d) Odourless liquid soaps and sanitising liquids must be provided and be dispensed from wall-mounted units.

e) Where paper towel dispensers are used, a bin for used paper towels must be provided in every wash area.

f) Advisory signs must be clearly displayed in all toilet areas indicating that hands must be washed after the use of the facilities. The signs must also instruct on how to wash hands correctly.

g) Fire prevention measures (e.g. annually certified extinguishers) must be in place.

h) An emergency procedure must be in place equivalent at a minimum with the criteria in Appendix 6: Emergency Procedures.

7R10. Make available (at a minimum) one toilet and one hand basin for every 15 male and for every 10 female employees.

7.52 Environmental and Effluent Treatment

a) Any effluent treatment plant, where present, must be operated in accordance with the relevant licences.

b) The disposal of effluent must be carried out in accordance with the relevant licences.

7R11. Where an effluent treatment plant is to be installed on Site, situate it as far as possible downwind and away from the air-intake points.

7.53 Chemicals

Background Information

This section applies to all chemicals in use on the Site including detergents. All chemicals that have a disinfection/sterilising or sanitising property must be officially approved and this includes pesticides (plant protection products and biocides) approved for use in Ireland. These are authorised by the Pesticide Control division of the Department of Agriculture, Food and Marine (DAFM) (Appendix 1, Reference Information) under the Biocidal Products Regulations (BPR). There is also a legal requirement for Participants to comply with the Pesticide Regulations including the Sustainable Use Directive 2009/128/EC. Accurate records of usage will therefore be important.

Hatcheries will be aware of the need to ensure that all chemicals are stored in a secure place, and segregated from feeds, water, remedies, etc. Hatcheries will understand the need for training in the handling of chemicals, will use appropriate personal protective equipment (PPE) and follow manufacturers' recommendations at all times. Hatcheries will also understand the need to ensure that equipment is maintained in good condition to protect the operator from any possibility of contamination with chemicals. Hatcheries will also be aware of the importance of triple rinsing or pressure-rinsing empty chemical containers prior to disposal and will ensure that the disposal of obsolete product and empty containers is carried out using a licensed hazardous waste company.

a) All chemicals (i.e. chemicals used to sanitise, sterilise surfaces, or to control pests) to be used must be approved for use in a Hatchery, must carry an authorisation number (e.g. PCS or BPR number) or equivalent approval number and must not cause taint of eggs (Critical).

b) All chemicals must be stored safely in their original packages in a dry place.

c) Chemicals must be stored and handled at a minimum in accordance with the provisions of Appendix 11: Chemicals - Safe Handling and Storage, which must be displayed so as to be readily accessible (e.g. on a notice board in the store).

d) Safety information must be available for all chemicals used and must be accessible to all employees (e.g. safety data sheets, instructions for use, labels, etc.).

e) Safety and protective clothing, footwear and apparatus as recommended by the manufacturer must be available and used when handling such substances; the relevant components must be within expiry dates (e.g. respiratory filters).

f) The use for which each chemical is intended must be clearly identified and displayed (e.g. on a noticeboard in the store).

g) Pesticides must only be used for the purpose for which they have been authorised and in accordance with the label instructions.

h) For each chemical used, a record (see sample record in Appendix 11: Chemicals - Safe Handling and Storage) must be maintained of the following:

   i. Location/LPIS No;
   ii. Product name;
   iii. PCS Number;
   iv. Crop (winter or spring if appropriate);
   v. Area/tonnage treated;
   vi. Volume of water used;
   vii. Date applied;
   viii. Reason/rationale for use;
   ix. Professional User number (PU).

i) The record must demonstrate that all chemicals are used in accordance with the manufacturer's recommendations.

j) Any person applying professional use[23] pesticides on farm must be registered with DAFM as a Professional User.

Note: That the personnel involved must have received training in the use and handling of the chemicals and a record must be maintained as per criterion 7.6.j.

k) The application method employed must demonstrate that the chemical was used in a manner that minimises the impact on the environment.

l) The area treated must be selected to ensure that protected areas (e.g. ground water, areas used by the public, etc) were protected.

m) Empty chemical containers must be triple rinsed according to DAFM guidelines on Storing and Using Plant Protection and Biocidal Products.

n) Empty containers must be crushed and/or pierced to prevent re-use and must be clearly identified and controlled pending safe disposal.

o) There must be a safe disposal method for rinsate from application equipment and/or surplus spray mix (i.e. on suitable untreated field crop or designated fallow ground and where permitted), and records of such must be maintained.

[23] Pesticides are categorized as either Professional Use or Non-Professional/ Amateur Use products. Professional use products are products that may only be applied by Professional Users (PUs) who must be registered with DAFM. Non-Professional/Amateur use products are products that may be used in a home garden situation by any person and there are no restrictions on the use of such products and there is no requirement for such users to be trained or registered with DAFM. Product labels generally indicate whether a product is for Professional use or Non-Professional/Amateur but the status of all registered products can be checked at http://www.pcs.agriculture.gov.ie/getprod.asp

p) The use of products or chemicals with a strong odour or products that could be injurious to bird health (wood preservatives, fumigants) is prohibited except as required during terminal hygiene cleaning.

q) All blast and orchard sprayers and all boom sprayers with a boom width of >3m (and older than 5 years) must be inspected and certified by a registered DAFM inspector before it can be used for the application of professional use PPPs. Proof of certification must be available.

r) Products that have been withdrawn from the market (expired or revoked) should be used up within the allowed time period and thereafter must be controlled pending disposal as hazardous waste.

8. Performance Criteria

8 Performance Criteria

Introduction

The criteria contained in Sections 3 – 7 of this Standard are designed to ensure best practice in the breeding, hatching and production of poultry. These criteria while specifically grouped according to traceability, food safety, hygiene, health and safety and welfare etc., have an overarching Sustainability relevance as defined in Section 1. However, the Performance Criteria in this section (Section 8) must also be addressed by the Participants in accordance with the Scheme Regulations. The figure below illustrates the sections of this Standard that are applicable to each enterprise type.

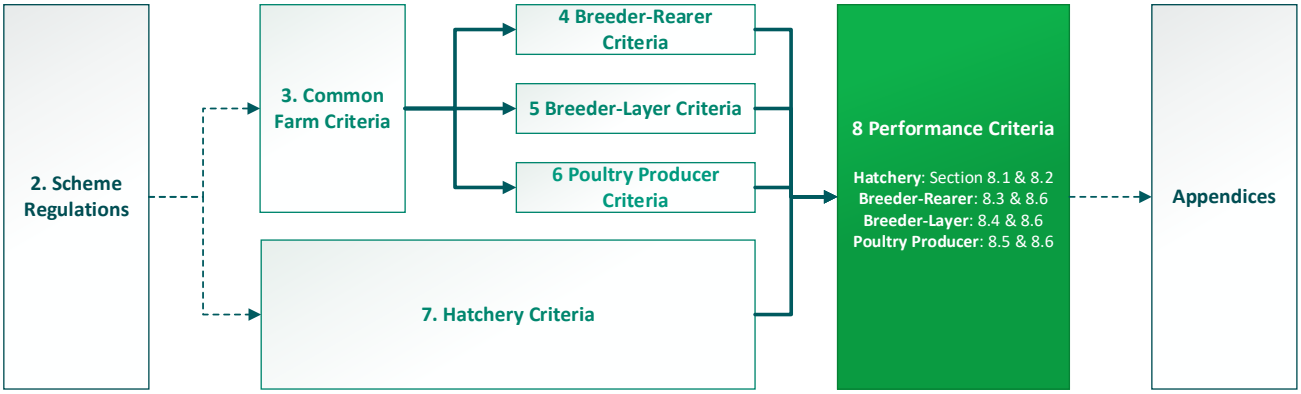

Figure 7: Criteria Summary

This section sets out the specific criteria under which data relevant to the Participant's performance must be provided. These are numbered as a., b., c., etc. and it is a condition of participation that information on these criteria (as applicable to the enterprise) is provided to Bord Bia. All Participants must be fully aware of the criteria for their enterprise as set out in this section of the Standard.

In addition, relevant Appendices are provided which offer further information and clarification on various aspects of the applicable criteria.

8.1 Hatcheries: Monthly Records to be Retained

The Hatchery must maintain complete and accurate data on an annual basis, on each of the performance criteria listed below:

Note: This data must be entered into the Bord Bia online **Carbon Footprinting** interface when introduced.

a) Basic house information (ventilation, insulation, year of construction, etc.)

b) Electricity usage for the hatching process and related operations (e.g. heating, handling, laboratory, refrigeration, lighting)

c) Fuel usage for vehicles in collection and delivery

d) Fuels used for heating

e) Quantity of eggs received for hatching

f) Quantities of eggs hatched/number of chicks hatched

g) Quantities of eggs sold for food (Grade B) (breaking).

h) Packaging information, including:

   i. Annual quantity and type purchased;
   ii. Percentage of recyclable materials and
   iii. Percentage from sustainable sources (e.g. FSC, PEFC, etc.)
   iv. Quantity of materials used in a typical week.

i) Quantities and types of packaging (kg) disposed of as follows:

   i. As waste (where packaging is otherwise unusable)
   ii. Recycled / Composted (where packaging is not reused by hatchery)

j) Quantity and type of refrigerant gas used for replacement or top-up (for chill rooms only)

8.2 Breeder Rearer: Records to be Maintained (by crop)

The Breeder Rearer must maintain complete and accurate data for each house, for each crop, on each of the performance criteria listed below:

Note: This data must be entered into the Bord Bia online **Carbon Footprinting** interface when introduced.

a) Basic house information (ventilation, insulation, year of construction, etc.)

b) The length of the empty period (in days)

c) Quantity (in weight), type and source of litter used during the crop

d) Number of day-olds placed

e) Mortality rates

f) Number of birds supplied

g) Average weight of the birds at the point of supply

h) Age of the birds at supply

i) Feeds supplied during the life of the flock: details recorded should include supplier location, feed types and quantities, feed composition with ordered list of ingredients, crude protein content, soya use and original source (if available).

j) Total use of chemicals for hygiene, THP, weed control, etc.

k) Quantity of rodenticide used (kgs)

l) Animal remedies used (product type and quantity)

m) Water use (m^3)

n) Energy consumption (ventilation, lighting and heat use) during the rearing period and THP (with records maintained of the type of heat source used: e.g. oil, gas, electricity etc.)

8.3 Breeder Layer: Records to be Maintained (by flock)

The Breeder Layer must maintain complete and accurate data for each house, for each flock, on each of the performance criteria listed below:

Note: This data must be entered into the Bord Bia online **Carbon Footprinting** interface when introduced.

a) Basic house information (ventilation, insulation, year of construction, etc.)

b) The length of the empty period (in days)

c) Quantity (weight), type and source of the litter used during the crop

d) Number and average weight of the birds placed and distance to Breeder Rearer.

e) Feeds supplied during the life of the flock: details recorded should include supplier location, feed types and quantities, feed composition with ordered list of ingredients, crude protein content and soya use and original source (if available)

f) Total use of chemicals for hygiene, THP, weed control, etc.

g) Quantity of rodenticide used (kgs)

h) Animal remedies used (product type and quantity)

i) Overall egg production

j) Water use (m^3)

k) Mortality rates

l) Energy consumption (ventilation, lighting and heat use) during the laying period and THP (with records maintained of the type of heat source used: e.g. oil, gas, electricity etc.)

m) Bird kill data (age at slaughter, distance to abattoir)

8.4 Poultry Producer: Records to be Maintained (by crop)

The Producer must maintain complete and accurate data for each house, for each crop, on each of the performance criteria listed below:

Note: This data must be entered into the Bord Bia online **Carbon Footprinting** interface when introduced.

a) Basic house information (ventilation, insulation, year of construction, etc.)

b) The length of the empty period (in days)

c) Quantity (in weight), type and source of the litter used during the crop

d) Total number of incoming young birds

e) Feeds supplied during the life of the flock: details recorded should include supplier location, feed types and quantities, feed composition with ordered list of ingredients, crude protein content and soya use and original source (if available).

f) Total use of chemicals for hygiene, THP, weed control, etc.

g) Quantity of rodenticide used (kgs)

h) Animal remedies used (product type and quantity)

i) Mortality rates

j) Water use (m^3)

k) Period of manure storage, spreading date, application methods and presence of natural crust cover (If using slurry tank)

l) Number of birds and average weight for each shipment of birds sold.

m) Energy consumption (ventilation, lighting and heat use) during the rearing period and THP (with records maintained of the type of heat source used: e.g. oil, gas, electricity etc.)

Free Range: Records to be maintained

n) Keep a record of the time spent by the birds outdoors (and/or the percentage of birds that avail of the outdoors).

o) Carry out soil testing for pH, P and K at least every 5 years and ensure that pH balance and fertility levels are maintained at optimum levels.

8.5 All Farm Participants: Measures to Consider (as relevant)

Note: All Participants must provide complete and accurate data on the measures listed below, prior to each audit using the Bord Bia online **Performance Criteria Survey** when introduced (link to follow) or at audit.

a) Obtain and understand up-to-date technical information relating to the enterprise through obtaining farming publications, membership of a farming union, participation in a formal discussion group, attendance at events of interest to faming, attendance at animal health information meetings, attendance at co-op advisory meetings, etc.

b) Establish and maintain access to qualified advisors.

c) Conduct an on-going review of the operation of the Farm to identify opportunities for improvement (e.g. participation in industry initiatives), and to accommodate future developments in conjunction with a qualified advisor.

d) Participate in existing environmental development and protection scheme(s).

e) Assess and undertake actions to ensure that existing habitats within the farm boundaries are responsibly maintained and enhanced (i.e. areas that are undisturbed by daily farming practices, such as woodland, glens, scrub areas, hedges, field margins, ponds, water courses and ditches).

f) Add and remove hedgerows when required and consider tree planting.

g) Review water consumption in the House and develop procedures to minimise water use.

h) Identify and monitor of potential sources of water loss and monitor these (examples could include water supply pipes, as well as potential leaks from taps, drinkers and nozzles).

i) Collect rainwater for use in yard washing.

j) Identify the ways in which the Farm/hatchery and/or personnel contribute to the local community.

k) Review heating options and consider using more efficient heating systems.

l) Review the ventilation systems and consider measures to recover heat from the ventilation process.

m) Conduct an evaluation of the energy consumption of equipment (e.g. motors), installations (e.g. heating systems) and buildings, and identify the advantages that would accrue from implementing upgrades to these.

n) Develop other energy efficient measures or strategies (e.g. improving insulation and minimising heat losses through leakage, use of renewable energy).

Free Range: Measures to Consider

o) Monitor field conditions and take appropriate action to minimise soil erosion, poaching, compaction and leaching into waterways.

p) Introduce management techniques that minimise the risk of parasites.

q) Use only those pesticide and herbicide application methods that ensure that field margins, hedgerows, watercourses, wildlife corridors and farm tracks are not inadvertently treated during applications.

r) Where possible, incorporate clover into grassland swards to aid nitrogen (N) fixation and reduce the need for chemical N.

s) Exclude birds from areas subject to poaching.

Appendicies

Appendix 1 Reference Information

1. Legislation:

- Regulation (EU) 2017/625 of the European Parliament and of the Council of 15 March 2017 on Official Controls and Other Official Activities Performed to Ensure the Application of Food and Feed Law, Rules on Animal Health and Welfare, Plant Health and Plant Protection Products, Amending Regulations (Refer to Regulation for List of Amendments)
- Regulation (EU) 2016/679 of the European Parliament and of the Council Of 27 April 2016 on the Protection of Natural Persons with regard to the Processing of Personal Data and on the Free Movement of such Data (General Data Protection Regulation)
- S.I. No. 605 of 2017 EU (Good Agricultural Practice for Protection of Waters) Regulations 2017
- Animal Health and Welfare Act 2013
- Environmental Protection Agency (Industrial Emissions) (Licensing) Regulations 2013 (S.I. 137 of 2013)
- European Union (Animal By-Products) Regulations 2014 (S.I. 187 of 2014)
- European hygiene legislation (including (EC) 178: 2002; (EC) 852 and 853 of 2004
- S.I. 564 of 2010 on European Communities (Poultry and Hatching Eggs) Regulations 2010
- S.I. 99 of 2010 (EC) (Control of Salmonella in Turkeys) Regulation 2010
- S.I. 565 of 2010 (Control of Salmonella in Ducks) Order 2010
- Council Regulation (EC) No 1099/2009 Of 24 September 2009 on the Protection of Animals at the Time of Killing
- S.I. 64 of 2009 European Communities (Control of Salmonella in Broilers) Regulations 2009
- European Communities (Live Poultry & Hatching Eggs) Regulations 2009 (Council Directive 2009/158
- S.I. 247 of 2008 Control Salmonella Table Egg Laying Flocks
- S.I. No. 114/2014 (Control on places where poultry are kept) Regulations 2014.
- Council Directive 2007/43/EC of 28 June 2007 Laying Down Minimum Rules for the Protection of Chickens Kept for Meat Production
- Safety, Health and Welfare at Work Act (General Application) Regulations, 2007
- S.I. No. 786 of 2007 - European Communities (Animal Remedies) (No. 2) Regulations 2007
- S.I. 706 of 2006 (EC) (Control of Salmonella in Breeding Flocks Of Domestic Fowl) Regulations 2006
- Safety, Health and Welfare at Work Act 2005
- Council Regulation 1/2005/EC on the Protection of Animals During Transport and Related Operations (S.I. 675 of 2006)
- Council Directive 2007/43/EC of 28 June 2007 Laying Down Minimum Rules for the Protection of Chickens Kept for Meat Production
- S.I. 154 of 2004 European Communities (Monitoring of Zoonoses) Regulations 2004
- Regulation (EC) No 2160/2003 of the EC 17 November 2003
- Directive 2003/99/EC of the European Parliament and of the Council of 17 November 2003 on the Monitoring of Zoonoses and Zoonotic Agents, amending Council Decision 90/424/EC and repealing Council Directive 92/117/EC
- Council Directive 2009/158/EC on animal health conditions governing intra-Community trade in, and imports from third countries of, poultry and hatching eggs.
- Diseases of Animals (Poultry Feed) Order 1991 S.I. No. 364 of 1991
- Council Directive 91/628/EC Diseases of Animals

- Environmental Protection Agency (EPA) Act 1992
- European Communities (Live Poultry & Hatching Eggs) (Amendment) Regulations 1995 (S.I. No. 45 of 1995) and Council Directive 93/120/EC
- Regulations 1995 S.I. No. 114 of 1995
- Waste Management Act 1996
- Animal Remedies Regulations, 1996, (S.I. No. 179 of 1996)
- Council Directive 98/58/EC of 20 July 1998 Concerning the Protection of Animals Kept for Farming Purposes
- Commission Regulation (EC) No 543/2008 laying down detailed rules for the application of Council Regulation (EC) No 1234/2007 as regards the marketing standards for poultry meat

2. Guidelines for Best Practice in Poultry Production:

- Research conducted by UCD & Teagasc (Smith, S. & Battersby, T.) in collaboration with FSAI and DAFM and supported by DAFM under the FIRM programme. See http://www.agriculture.gov.ie/research/competitivenationalprogrammes Reference 2011 Project Abstracts, Project ref 11SF328
- Recommendations for a Practical Control Programme for Campylobacter in the Poultry Production and Slaughter Chain (FSAI 2011)
- Salmonella Monitoring Programme: Guidelines for Control of S. Enteritidis & S. Typhimurium
- Best Practice Manual for production of Poultry with Reduced Campylobacter Contamination (CamCon 2015)
- Nitrates Explanatory Handbook for Good Agricultural Practice for the Protection of Waters Regulations 2018, Department of Agriculture, Food and the Marine
- Best Available Techniques (BAT) Reference Document for the Intensive Rearing of Poultry or Pigs Industrial Emissions Directive 2010/75/EU (Integrated Pollution prevention and Control) JOINT RESEARCH CENTRE Institute for Prospective Technological Studies Sustainable Production and Consumption Unit European IPPC Bureau FINAL Draft - August 2015
- European Convention for the Protection of Animals kept for Farming Purposes. European Treaty Series (ETS) No. 087
- FAWAC: Code of Practice for the Welfare of Laying Hens
- Report of the Campylobacter Stakeholders Group, Ireland, April 2017
- Ghent University Biosecurity Scoring for Poultry: http://www.biocheck.ugent.be/index.php
- DAFM publication: Biosecurity Information for Registered Poultry Flock Owners – published on the DAFM website: www.agriculture.gov.ie/animalhealthwelfare/diseasecontrol
- Humane Slaughter Association – www.HSA.org.uk Note publications for on-Farm poultry slaughter techniques
- Poultry Industry National Biosecurity Plan (2017)

3. Other References:

- Directive (EC) 4/2002 on the registration of establishments keeping laying hens, covered by Council Directive (EC) 74/1999.
- DAFM List of Disinfectants and Diseases in respect of which use is approved and Dilution Rates – See https://www.agriculture.gov.ie/animalhealthwelfare/diseasecontrol/disinfectants/
- Biocidal Product Register – see http://www.pcs.agriculture.gov.ie for access to the full register.

- List of Approved Laboratories – Department of Agriculture, Food and the Marine (DAFM).
- Regulation (EU) No 528/2012 Concerning the Making Available on the Market and use Of Biocidal Products as amended by Regulation (EU) No 334/2014.
- S.I. No. 581 of 2013 European Communities (Pesticide Residues) (Amendment) (No. 2) Regulations 2013.
- Hazard Analysis and Critical Control Point (HACCP) as outlined by Codex Alimentarius (1997 3rd edition).
- For all ISO Standards, refer to the International Standards Organisation http://www.iso.org/iso/home.html
- For Codex Alimentarius, refer to the Codex Alimentarius Commission http://www.codexalimentarius.org
- PAS 2050:2008 Specification for the assessment of the life cycle greenhouse gas emissions of goods and services. Available from http://www.bsigroup.com
- S.I. No. 427 of 2013, European Union (Biocidal Products) Regulations 2013.
- Labour Court; Joint Labour Committee Notice AGRI 2010 No. 3.
- Evaluation of the livestock sector's contribution to the EU greenhouse gas emissions (GGELS), Joint Research Centre, 2010
- List of Approved Laboratories: see Department of Agriculture and Food (DAFM) website

4. General Guidelines for Best Agricultural Practice:

- DAFM list of approved disinfectants – published on the DAFM website: www.agriculture.gov.ie/animalhealthwelfare/diseasecontrol
- DAFM guidelines on Storing and Using Plant Protection and Biocidal Products.
- Responsible use of rodenticides CRRU Code – see www.crru.ie/best-practice
- FSAI: Guidance Note No. 11. Assessment of HACCP Compliance.
- EPA: drinking water advice note 14 Borehole construction and wellhead protection www.epa.ie
- Disposal of empty containers should be done in accordance with the guidelines set out in the Good Practice Guide for Empty Pesticide Containers: http://www.pcs.agriculture.gov.ie/media/pesticides/content/sud/Good_Practice_Guide_for_empty_pesticide_containers.pdf

5. Downloading Documents:

- Documents relating to the SPPAS (Standard, templates, other information relevant to the Scheme, etc.) can be downloaded from the Bord Bia website the at www.bordbia.ie/SPPAS

Appendix 2 Audit Declaration Form

SPPAS Opening Meeting

Confidentiality Bord Bia would like to thank you for participating in this audit which will be conducted on a strictly **confidential** basis.

Certification Decision Please be aware that the Auditor can only make a recommendation regarding certification. The **Certification Committee will make the final decision** regarding your eligibility.

Farmer Declaration

I acknowledge having **received a copy** of this Standard and the accompanying documentation.

I have access to or have seen the **Requirements for Members (ISO17065)** document and agree to the conditions therein.

I understand that my participation in the Scheme is a **demonstration of my commitment** to achieving the highest standards in poultry production and my responsibilities in the food chain.

I declare I am in **compliance with the relevant statutory requirements** with regard to the operation of my poultry farm.

I undertake to **abide by the conditions** applicable to poultry Producers as laid down in the Bord Bia Sustainable Poultry Products Assurance Standard Requirements.

I agree to provide **full and accurate details** of my farming practices that relate to the Bord Bia Sustainable Poultry Products Assurance Scheme and at all reasonable times I will allow Bord Bia auditors **access to records**, to record relevant information and to take feed samples for test purposes.

I declare that compound feeds for poultry will not be fed to other species and I undertake to maintain my feedstuff storage facilities in a manner that **prevents cross-contamination** from feedingstuffs intended for other species on the farm.

I grant permission to the auditor to **take photographs** during the audit to be used as evidence for certification purposes (Yes/No)

I will ensure that the auditor is fully **aware of hazards** to be avoided during the audit.

I confirm that the auditor has **no conflict of interest** in carrying out this audit (e.g. has not provided training / consultancy / services that would affect the integrity or impartiality of the audit).

I understand that should this audit be discontinued prior to completion, following my request or due to factors/circumstances within my control, this will result in an automatic **Not Eligible** audit recommendation.

I agree to inform Bord Bia immediately in the **event of a conviction** under legislation relating to animal health, welfare, remedies, identification, feed, carcase disposal, environment or safety.

I agree to permit my name, status and scope to be included on the **Bord Bia Register**.

I understand that the details of this audit will be **shared with the Processor** listed below (please see the Bord Bia Privacy Policy located at https://www.bordbia.ie/pages/privacy.aspx for further information).

I agree and accept that nothing in the audit process, any auditor recommendation, Bord Bia decision, granting of membership, shall be taken as a representation, warranty, assurance, undertaking or confirmation that the relevant farm or other premises reviewed by the audit are safe or secure; Bord Bia hereby disclaims any and all responsibility and liability in relation to the safety, security, fitness for occupation/habitation/visitation and/or use of the farm, farm buildings or other land or premises that have been the subject of the audit by or on behalf of Bord Bia.

Participant		**Processor**	
Number of Houses		**Scope** (Please Tick One)	☐ Breeder Rearer ☐ Breeder Layer ☐ Producer
Signed Owner ☐ Manager ☐	X	**Signed** (Field Officer)	X
Signed (Auditor)	X	**Date:**	__/__/202_

I agree that Bord Bia can use my contact details to communicate with me occasionally to keep me informed of:

Farming Industry Issues ☐
Bord Bia Programmes ☐
Bord Bia Events ☐

Note: You may unsubscribe from these communications at any time.

SPPAS Card RevO5

BORD BIA IRISH FOOD BOARD

Figure 8: Sample Opening Declaration

Appendix 3 House Preparation

Background Information

Prior to undertaking House preparation, a certificate must be available from the Field Officer that verifies that the terminal hygiene programme was effective.

The content of this certificate should be reviewed to ensure that all possible biosecurity and cleaning measures are set out clearly. These could include (i) inspection of the undersides of equipment; (ii) swabbing and testing of surfaces; and (ii) disinfection of nipple drinkers and other complex surfaces.

These criteria must be interpreted as relevant to the House type

- Spread fresh bedding evenly to cover the floor.
- Pre-heat the house gradually, starting a minimum of 48 hours before the birds arrive.
- Keep the temperature of the house stable.
- Provide space heaters or brooders to ensure that there are no extremes of temperature in the house.
- Place independent thermometers around the house, with at least two of them at bird level, in order to monitor uniformity of temperature.
- Provide fresh, clean water to the day-olds immediately on their arrival at the house. Starter ration must also be available at this time.
- Use trays and paper to supplement pan or track feeders.
- Do not place feeders and drinkers directly under a heat source.
- Before the birds arrive, carry out a final house-check to ensure that temperatures are at the correct levels and that there are no water leaks.

A house preparation sheet must be completed before the arrival of each batch of chickens that records the following (at a minimum):

[See next page]

House Preparation Checklist

Restocking Date:

Supplies

Starter Crumb / Pre-lay ration Ordered	
Heating fuel supply checked/ordered	
Shavings supply checked/ordered	
Overalls & Shoe covers supply checked/ordered	
Restocking Date Confirmed	
Foot Dip Disinfectant supply checked/ordered	

Site

Site is free from debris	
All vegetation controlled	
Potential rodent cover eliminated	
Concrete aprons clean & disinfected	
Site is Clean and Tidy	
Site is Secure	

House

House cleaned thoroughly	
House disinfected	
House condition checked and repaired as necessary	
Source of litter recorded (record source here)	
Quantity and depth of litter/shavings recorded	
Brooders or heaters switched on or lit	
Temperature readings taken	
Foot dip placed at entrance doors	
Protective clothing and overshoes made available	
Paper towels and soap made available	

Equipment

Feeders checked and repaired if necessary	
Drinkers verified to be leak-free	
Water meter reading taken (enter reading here)	
Lighting verified to be even (wattage and number of light points recorded)	
Ventilation system and controls operations checked	

Supplementary Equipment

Generator	
Alarm System	
Fire Extinguishers	

Signed:	Date:
Certified by:	Date:

Appendix 4 Catching Teams

Background Information

To ensure efficient loading, good biosecurity and the maintenance of bird welfare, the grower will ensure that the practices outlined in this document are implemented.

This document and Appendix 12: Heat Stress Avoidance Procedures must be made available to the catching team personnel prior to initiating the catching operation.

1. Vehicles

- All vehicles and loading equipment are clean and disinfected before being brought on-site.
- The condition of the equipment entering the site (truck, modules) must be inspected and recorded.
- The wheels of all vehicles are sprayed with farm disinfectant before entering the site.
- The forklift is disinfected before leaving the site.
- The module loading density must be specified. This must take into account the transport conditions applying (travel distance, ambient temperature, etc.)
- There must be an emergency plan in place for the vehicle (what to do in predictable situations: fire, accident, breakdown, delay, etc.).

2. Personnel

- Each catching team must have an individual identified as the supervisor to whom all communications can be made.
- Catching teams must undertake a training programme to ensure they are properly trained for the task and understand the requirements and the certificate of the training provided to the Producer by the supervisor.
- All catchers must wear protective clothing and footwear, including face-masks and gloves.
- All personnel must wash hands thoroughly on arrival and departure.
- Disposable or site-dedicated protective overalls, hairnets and footwear must be worn.
- Used shoe covers and face masks must be placed in a clearly-labelled litter bin.
- Washable overalls must be hung for laundry.
- Consumption of food within the poultry house is prohibited.
- All personnel must use foot dips before entering poultry Houses.
- No person that (i) is likely to be a carrier of or suffering from a disease likely to be transmitted, or (ii) has infected wounds, skin infections, sores or diarrhoea is permitted to handle birds or to enter the production house. This must be confirmed by the supervisor prior to catching.

3. Operational Issues

- House temperature is reduced by approximately 2°C one hour prior to catching. This reduces bird movement and will lower bruising.
- Where there is a possibility of heat stress arising during the catching operation, the requirements of Appendix 12: Heat Stress Avoidance Procedures must be followed.
- Lights are dimmed in the house, with curtains used to reduce natural light at doorways.
- Where appropriate (e.g. for turkeys and ducks), a catching pen is set up in the house and the birds shepherded into it as required while not causing overcrowding.
- Catchers move quietly to minimise stress on the flock.

- Birds must be caught and carried in a manner appropriate to their species and size and to avoid discomfort to the birds:
    - Chickens by the shanks or feet;
    - Turkeys by both feet/shanks, or by one foot and a wing;
    - Ducks by the neck.

Note: Birds that are unfit to travel must be culled humanely on the farm

- Undersized, ill or injured birds must be avoided.
- Care is taken to ensure that birds are not placed on their backs in crates.
- Stocking densities per module or crate are modified according to temperature conditions.
- Drinker and feeder lines are raised before catching starts.
- Catching is delayed until the lights are dimmed and the house is darkened sufficiently for catching to proceed without causing undue stress on the flock.
- Care is taken when first opening doors in daylight, so as not to frighten birds.
- Lighting is increased to full intensity after catching. Temperature is raised to approximately 23°C and the birds moved evenly over the house. This will give a more even temperature through the house. Once this has been achieved, the lights and temperature should be dropped back to their normal level.
- Side curtains are used on modules during the winter months.
- Stocking densities within the drawers must be in compliance with the recommendations of the manufacturer, and densities reduced in warm weather.

4. Recording

- Dispatch details are recorded and all records are maintained.
- Catching team personnel details are recorded in the site visitor record.

Appendix 5 FSMS/HACCP Plan

Background Information

A Food Safety Management System (FSMS) is essential to any food producing system and is normally implemented based on the principles of the Hazard Analysis Critical Control Point (HACCP[24]) system. The FSMS is a holistic system of prevention, preparedness and own-check activities to manage food safety and hygiene in a food business and to ensure the safe production of food. When adequately developed and efficiently implemented it provides systematic control of biological, chemical and physical hazards at key stages of production. It is a strategy for prevention rather than detection of safety problems. A Food Safety Management system would require a farm/hatchery to have a coherent hygiene system in place. It will also address inputs, decision points and outputs. A FSMS Plan is unique to each farm or hatchery and must be compiled by a team who would agree a flow diagram for the process.

In a properly developed Food Safety Management System (FSMS) plan (based on HACCP principles), the following elements are incorporated:

- A fully developed pre-requisite control plan is included showing the measures that are in place.
- The FSMS Plan shows how product/process safety is ensured through control & prevention.
- Senior Management have committed to the plan.
- The plan is put in place by a multidisciplinary team.
- At least one member of this team has received formal training in the application of HACCP Principles.
- At a minimum, the FSMS Plan includes:
    i. A detailed description of the products & process steps (e.g. a flow diagram showing all the steps of each process);
    ii. A detailed description of the hazards (chemical, microbiological & foreign bodies) that could arise at each process step & the risks that these represent;
    iii. Identification of the relevant Control Points (Pre-Requisite Control Points (PRP) or Critical Control Points (CCP)) in the plan;
    iv. Definition of the limits that must be met to ensure control of each PRP/CCP;
    v. Specification of the monitoring required to ensure that control is maintained at each PRP/CCP;
    vi. Specification of the corrective action to be taken if a non-conformance occurs for each PRP/CCP;
    vii. Identification of the responsibilities, procedures & records applicable for each PRP/CCP.
- An annual verification/testing of the FSMS plan to is undertaken to ensure that it is effective.

The FSMS plan is underpinned by the implementation of hygiene barriers, biosecurity measures & personnel hygiene practices at all levels of production. Hazards common to all poultry rearing farms include:

- Sourcing of young birds;
- House status prior to stocking;
- Feed supply, delivery, storage & distribution;
- Water source, storage & distribution;
- Loading & transport.

An illustrative FSMS plan for poultry producers is given below. However, each Producer is advised to seek qualified assistance in creating a FSMS plan for his/her own enterprise.

[24] Hazard Analysis and Critical Control Point (HACCP) as outlined by Codex Alimentarius (1997 3rd edition)

Illustrative FSMS/HACCP Plan: Chicken Production

Step	CCP No. Control Point (CP)	Hazard	Preventative Measure	Limits (Standards)	Monitoring	Action	Doc. Ref.	Audit
Chick sourcing	CCP 1	Disease Carriers	Source young birds from certified hatcheries	As per Section 3.5: Sourcing and regulations	As per Section 3.5: Sourcing	Notify DAFF.	Hatchery Record PH5,	Internal: every flock
House status	PRP 1	Contaminatio n: Pathogens	Clean, disinfect, disinfest	As per Approved Hygiene Programme (See Appendix 8)	Visual, dust sampling	Review implementatio n of Hygiene Programme	Record Chart	Internal: every flock
Rearing inputs	PRP 2.0	Product contamination	Food produced as per Section 3.7: Feed and Water	As per Regulations	As per Section 3.7, Feed and Water	Reject	Delivery dockets	Internal: every flock
(a) Feed	PRP 2.1	Due to pathogens, medication misuse	Food produced as per Section 3.7: Feed and Water	Dedicated transport Segregation of medicated feed	As per Section 3.7, Feed and Water	Source New Supply		
(b) Water	PRP 2.2	Pathogens	Clean Supply stored in protected tanks	See Section 3.7, Feed and Water	As per Section 3.7, Feed and Water	Upgrade supply or treatment system	Notify group advisor	Internal: annual
Lorry/Mod ules	PRP 3	Pathogen contamination	Clean and disinfect lorries, modules and crates	As per Section 3.10 Catching and Transport and Appendix 4	As per Section 3.10 Catching and Transport	Improve collection practices	As per Section 3.10 Catching and Transport	Internal: every flock
Site staff and other personnel	PRP 4	Disease Transfer	Protective clothing and footwear used. Foot dip used.	As per disease control programme	Ensure all site staff and visitors conform. All visitors recorded.	Refuse access. Post " **No Entry**" signs.	Visitors Book	Internal: every flock

Appendix 6 Emergency Procedures

The priorities for site staff are the protection of human life, the avoidance of situations likely to cause injury or harm to staff, and the protection of flock health and welfare.

Each SPPAS Participant must:

- Carry out a risk assessment on the buildings (farms as per 3.12.a FSS/FSRA)
- Document and implement a strategy to deal with each identified risk, including (as relevant):
    i. Gas leak
    ii. Fire
    iii. Power failure
    iv. Personal injury
    v. Equipment failure
    vi. Flock problem
- The strategy must be posted on a noticeboard in a manner that is accessible to all staff. i.e. near exits and at a central location (e.g. canteen).
- The location of safety equipment must be identified and posted so as to be easily accessible.
- The emergency evacuation process must be documented and displayed at a central point showing escape routes.
- A list of emergency telephone numbers must be included (as relevant):

Emergency Services		
Doctor		
Fire Brigade		
Gardaí		
Ambulance		
Farm/Hatchery Postcode		
Directions to **this** Building		
Other Useful Contacts		
Safety Officer		
Site Manager		
Gas Service Centre		
Electrical Supplier		
Service Engineer		
Group Veterinarian		
Private Veterinarian		
Health and Safety Authority		

Key Safety information		
Detail	**Location**	**Comment**
Phone (location)		
Fire Extinguishers		
Gas Shutoff Valve		
Water Mains Valve		
Electricity Shutoff Switch		
Generator		
Generator Switchover		
First Aid Kit		

Appendix 7 Field Officer Report

Field Officers must conduct inspections using the criteria in the SPPAS as relevant to the enterprise of all farm Participants in a manner that ensures that all Critical criteria are reported at each inspection, and all General criteria are reported at least once on an annual basis.

The Field Officer must also report on the specific issues listed below.

Farm Name	
House Address	
House Identification	

Checks	Check Frequency			Result/Comment
Week No		**Age of Birds**		
Mortality	**7d Avg.**		**Daily Avg.**	
Gumboro vaccination	**Date (1)**		**Date (2)**	
Water consumption				
House climate				
Litter type				
Litter condition				
Bird appearance				
General hygiene				
Records				
Comments				

Signed	
Date	

Further detail in the report needs to be tailored to suit the different farm types.

Appendix 8 Terminal Hygiene Programme

The following procedure sets out the basic requirements that must be met by any terminal hygiene programme following depopulation.

This applies to the production house, the front/entry area, the exterior of the house, the area in the immediate vicinity, the tools used in the house, and the footwear used.

1. Dry Clean

a) Remove any residual feed from the feeding system and feed bins.

b) Winch up or remove all feeder and drinker systems. Remove all portable equipment from the house for cleaning.

c) Remove all litter in a covered vehicle and store away from the poultry site.

d) Blow down all surface dust from ceilings, rafters, ledges, water pipes, inlets, fan shafts and switches.

e) Sweep the floor thoroughly and remove all remaining debris to a removal vehicle.

f) Clean out or blow down bulk bins.

g) Turn off power to all electrical equipment (unless otherwise advised by the manufacturer).

h) Check for cracks and breaks and reseal.

2. Wet Clean[25]

a) Wash all surfaces to remove dirt and debris.

b) Wash ceilings, rafters, ledges, inlets, fan shafts and other surfaces, paying particular attention to the underside of all equipment.

c) Wash down feed bins and platforms.

d) Drain the header tank and ensure it is free from debris.

e) Clean and disinfect water lines and the drinking system as follows to remove all biofilms, and sludge in the water lines and drinking devices inside.

f) Fill the header tank with water that contains the required amount of approved disinfectant (check for suitability in this application and ensure that the authorisation number PCS/BPA is recorded). This solution should then be allowed to fill the drinking system and left to stand for a minimum two hours (or as per manufacturer instructions).

g) Check the outside of all water lines, drinking devices (all surfaces) and remove feed/faeces adhering to the pipelines and drinking devices so that all surfaces are visually clean.

h) Flush the entire water system thoroughly with clean water.

i) Attend to all repairs.

j) Check for the presence of beetles and conduct extra washing/cleaning/disinfestation where present.

[25] A power washer could be considered, where this has been deemed safe to use.

k) After cleaning and disinfection, carry out a thorough visual inspection to verify the effectiveness of the cleaning.

3. Post Cleaning Checks for Maintenance Work

a) Check for cracks in floors, walls or roof and mark for repair and sealing.

b) Check for openings around pipework/electrical cabling and fill/seal to prevent insects.

c) Check for presence of beetles and, if found, conduct remedial action (it is recommended that a pest control specialist be involved in this).

d) Check for sealing of doors and repair.

4. Disinfect House and Equipment

a) Select a suitable broad-spectrum disinfectant and dilute it with clean water. Follow the recommendations from the manufacturers. (Disinfectants are effective only on clean surfaces).

b) Set the pressure washer or orchard sprayer at a low pressure and saturate all surfaces (house and equipment) for the recommended contact time.

c) Return disinfected equipment to the disinfected house.

Note: Fumigating, misting or fogging are only effective when carried out in an airtight house. Wear protective clothing and follow product usage instructions. Fumigation with formaldehyde is potentially damaging to health.

d) Allow surfaces to dry fully.

e) Check that all equipment is in good working order.

f) Close the house securely to prevent recontamination.

g) Put a rodent control programme in place (see 3.15.a).

5. Disinfest

a) Consider spraying the perimeter of the houses with a suitable insecticide.

b) Treat the wall-floor junctions of the interior of the houses with a suitable insecticide to eliminate beetles and other insects (insects can transfer Salmonella from one crop to another).

6. Free Range: Additional Requirements

a) Wash concrete apron/hard core/stone strip outside the pop-holes.

b) Skim topsoil from area adjacent to hard core to expose soil to air and sunlight.

c) Re-seed when appropriate.

d) Refill potholes.

e) Check and repair perimeter fencing.

7. House Hygiene Check

a) Once the house is satisfactorily cleaned, advise the Field Officer

b) Replace/wash the protective clothing.

c) Assist in conducting the hygiene check

d) Address any issues identified

Note: The house must be certified/passed for re-stocking by the Field Officer on achieving an effective cleaning (see 3.3.c).

Note: As part of the Campylobacter Performance Improvement programme that the Processor is required to create and implement, detailed checks will be required against the effectiveness of the terminal hygiene programme. See also 6.1.a&b)

Appendix 9 Inspection Checklists

Producer Flock Inspection Checklist

Minimum Requirements for Producers Flock Inspection Checklist

House Identification Number	
Date housed	
Number of birds originally housed	
Number of birds currently housed	

Checks	Check Frequency	Result/Comment
Ventilation: functioning as per settings	Twice daily	
Feed lines: clean and charged with feed	Twice daily	
Drinkers: clean and operational	Twice daily	
General flock inspection of all birds for health and welfare purposes	Twice daily	
Maximum and minimum house temperatures	Daily	
Water meter reading	Daily	
Lighting: functioning as per programme	Daily	
Mortalities and causes (e.g. culls, leg weakness, injuries)	Daily	
Corrective actions, where required	Daily	
Litter Quality Scoring 1. Wet and unsatisfactory, possible ammonia odour 2. Capping evident 3. Some capping evident 4. Dry and friable	Daily	
Generator: functional	Weekly	
Alarms: functional	Weekly	
Fire extinguishers: present and in good condition	Weekly	
Foot dips: present and replenished	Weekly	
Electrical equipment	Annually	
Water test	Annually	

Breeder Flock Inspection Checklist

Minimum Requirements for Breeder Flock Inspection

House Identification Number	
Date housed	
Number of birds housed	

Checks	Check Frequency	Result/Comment
Ventilation: functioning as per settings	Twice daily	
Drinkers: clean and operational	Twice daily	
General flock inspection of all birds for health and welfare purposes	Twice daily	
Maximum and minimum house temperatures	Daily	
Feed lines: clean and charged with feed	Daily	
Nestboxes: open and operational	Daily	
Water meter reading	Daily	
Lighting: functioning as per programme	Daily	
Litter quality	Daily	
Mortalities and causes (e.g. culls, leg weakness, injuries)	Daily	
General flock appearance	Daily	
Corrective actions, where required	Daily	
Generator: functional	Weekly	
Alarms: functional	Weekly	
Fire extinguishers: present and in good condition	Weekly	
Foot dips: present and replenished	Weekly	
Electrical equipment	Annually	
Water test	Annually	

Appendix 10 Medicine Storage

Note: This is a list of recommendations for the safe storage of animal remedies. It is not intended as a definitive or exhaustive guide to the safe handling and storage of animal remedies and does not replace any applicable statutory requirement.

- Ensure that the medicine store is of a sufficient size and strength to hold all animal remedies (whether unopened or partially used) that may be in stock at any one time.
- The medicine store should contain only those animal remedies that are recommended to be stored at room temperature.
- The medicine store should be located indoors and should be out of reach of children.
- The medicine store should be kept locked at all times. The key should be kept in a safe location. This location should be communicated to all relief farm workers.
- The medicine store should contain a clear warning label.
- The medicine store should not be located in direct sunlight or adjacent to any source of heat or cold.
- All spillages should be removed immediately from the medicine store and disposed of in accordance with manufacturers' recommendations.

Appendix 11 Chemicals - Safe Handling and Storage

Safe Handling of Chemicals: Guideline

- Purchase only approved chemicals.
- Store in designated storage facilities, which are labelled and locked, and located well away from food.
- Do not transfer chemicals to other storage containers, especially soft drinks, bottles or food containers.
- Maintain only minimum stocks of chemicals (to avoid out-of-date chemicals).
- Read the label before opening the chemical and observe all safety precautions. Use chemicals in accordance with manufacturers' recommendations.
- Wear the correct personal protection equipment for the chemical and operation involved.
- Have a supply of clean water for washing off splashes.
- Wash hands and exposed skin before eating or drinking, and shower down after the job is complete.
- Thoroughly rinse all equipment used, and store it safely.
- Unused chemicals should be disposed of in a safe manner and so as not to harm personnel, animals or the environment.

At all times, treat chemicals as dangerous substances and identify the hazards associated with their use in the Farm Safety Statement/Farm Safety Risk Assessment.

Safe Storage of Chemicals: Guideline

- Purchase only approved chemicals.
- Store in external designated storage facilities, which are labelled and locked, and well away from food. Chemicals may be stored in a washable cabinet or shelf, but may also be placed on a clean concrete platform or non-corrosive frame at least 300mm from the floor.
- Ensure that the chemical store is secure storage and dedicated to the storage of chemicals; is constructed to ensure that leakages or spillages are retained within the store (bunded); and where shelving is provided, the shelving is made from non-absorbent materials.
- Put a clearly visible warning sign at the entrance to the store.
- Ensure that facilities are available that include at least:
    i. a list of key emergency contact numbers displayed near the entrance of the store (e.g. doctor, fire service);
    ii. facilities for soaking up small spillages or leakages e.g. bucket of sand or peat);
    iii. recommended protective clothing and equipment (cleaned and properly maintained);
    iv. calibrated weighing scales and measures for liquids/PPPs.
- Ensure that powdered products are either separated from or stored above liquids.
- Only store products in their original container (see www.pcs.agriculture.gov.ie for advice on storing chemicals).
- Do not transfer chemicals to other storage containers, especially soft drinks bottles or food containers.
- Maintain only minimum stocks of chemicals (to avoid out of date chemicals).
- Read the label before opening the chemical and observe all safety precautions. Use chemicals in accordance with manufacturers' recommendations.
- Wear the correct personal protection equipment for the chemical and operation involved.
- Have a supply of clean water for washing off splashes.
- Wash hands and exposed skin before eating or drinking and shower down after the job is complete.

- Thoroughly rinse all equipment used, and store safely.
- Unused chemicals should be disposed of in a safe manner and so as not to harm the environment.
- Chemicals should only be used in a manner that protects hedgerows and waterways, and prevents drift and run-off.
- Fertilisers and pesticides should be applied in a manner that:
    i. Avoids non-target areas and crops/pasture by applying at low wind speed conditions;
    ii. Avoids water-logged, steep, cracked, compacted, or frozen ground;
    iii. Takes into account the weather forecast before application;
    iv. Minimises the amount applied by selecting optimum nozzle characteristics.

Chemicals: Intended Use

Chemicals are designed to have a significant effect. As such, they can be dangerous to use, and can seriously damage the environment if mishandled.

A list of all chemicals intended for use on the farm should be maintained and include the following information:

Product (Trade Name)	**PCS No**	**Intended Use**	**Mixing/Dilution**	**Method of Application**	**Handling Comments**
Storm	*93137*	*Rat bait*		*In bait boxes*	*Use gloves*
ChlorosWT	*94430*	*Surface steriliser*	*100ml/gallon*	*Direct application*	*Use gloves*
Rosate36	*03616*	*Clearing vegetation*	*Check label*	*Spray*	*Use*

Appendix 12 Heat Stress Avoidance

To be interpreted as applicable to the enterprise.

Risk Times

- May to September (when the birds are 25 days old and more)
- During catching and while crated from May to September
- During first catch all year round

Ensure that:

- Computer-monitored maximum temperature alarm settings are at 3oC above house set temperature
- Fail-safe temperature alarm settings are at 4oC above house set temperature
- The processor is consulted regarding stocking densities for summer months
- Ventilation equipment is sufficient and capable of operating at full capacity

During summer months, once the birds are 25 days old or more, ensure that:

- The birds are frequently observed for signs of heat stress and any necessary action is promptly taken
- The covers are removed from auxiliary fans and the fan thermostats are set to 2oC above the house set temperature
- Weather forecasts are observed for temperature extremes
- On very hot days, the auxiliary fans are used to prevent temperature climb
- Water supply is adequate, and pressures are optimum

During catching, and especially during the first catch, ensure that:

- Birds are observed for signs of stress throughout the catching and loading process, and house temperatures are monitored
- Doors are kept closed so as to ensure even airflow throughout the house
- Catching is stopped if heat stress is observed, with all fans set to maximum to reduce temperatures quickly

In hot weather, ensure that:

- Bird numbers per crate are reduced
- Trailers are removed to the processor as soon as they are loaded
- Catching is avoided at the hottest times of the day

Appendix 13 Manure Management

1. Operation of Production House

- Ensure that there are no dead birds in the manure. Where there is a risk of this, the manure cannot be used for land application.
- Operate an effective hygiene programme in the unit to minimise odours.
- Have well-designed house and ventilation system with wash water storage facilities.
- Maintain buildings in good repair, especially guttering and down-pipes.
- Have well-designed feeders and drinkers, so that feed wastage and spoilage are kept to a minimum.
- Minimise waste packaging materials and containers.

2. Manure Spreading

Keep a record of the date restrictions for applying manure and fertiliser that apply to the area being farmed by you.

- Ensure compliance with the Nitrates Directive when applying manure to the home farm and any other land under your care.
- Where the manure is used on the farm for crop production, ensure that the manure is evaluated for nutrients and ensure that these values are used in calculating nutrient delivery to the crop.
- When cleaning out the house and removing manure and/or emptying liquid manure from the pit, ensure that account is taken of the weather conditions in order to minimise the impact of odour and run-off.
- Transport the poultry manure in covered vehicles.
- Spread the manure more than 200 metres downwind from the nearest poultry house.
- Do not spread poultry manure or wash water on land in use for the production of ready to eat crops or on land to which free-range flocks have access.
- Poultry manure and wash water should be applied to land observing the following "buffer zones":

Area	Buffer Zone (m)
Hospitals, schools, churches	**200**
Dwelling houses	**100**
Lakes and main river channels	**20**
Small watercourses and field drains	**10**
Public roads	**10**
Domestic wells	**50**
Public water supply (depending on vulnerability)	**50-300**

Table 4: Buffer zones for spreading poultry manure

Note also the need for recording set out in the criteria in Section 3.11 in relation to manure records.

3. Conditions to Avoid

Avoid spreading manure in the following conditions:

- During the period specified for the farm/area.
- On heavy, wet soils, when heavy rain is forecast within 48 hours.
- When the wind direction is towards population centres or 'neighbouring' houses.
- When the risk of causing odour nuisance to the public is greatest, e.g. Sundays or public holidays.
- After daylight hours.

4. Documentation/Records.

A record of the spreading activity on the land under the management of the Producer must be kept, detailing (at a minimum):

- Date;
- Land area used (as identified on the map);
- Amount of manure spread.

Where the Participant uses a contractor or neighbour to dispose of their litter, then a record must be kept detailing at a minimum:

- Date;
- Quantity (tonnes or gallons);
- Name of contractor or neighbour;
- Destination of load.

5. Manure Treatment Guidelines

Where a serious disease has occurred in a flock, the manure must be treated with special caution. The following options must be considered in conjunction with the competent authority and veterinarians:

Composting of solid manures is a particularly effective method of controlling microbial pathogens, but for best results the process needs to be actively managed. The manure should be treated as a batch and turned regularly (at least twice within the first 7 days) either with a front-end loader or preferably with a purpose-built compost turner. This should generate high temperatures over a period of time (e.g. above 55^{o}C for 3 days) which are effective in killing pathogens and this temperature should be monitored.

Allow the compost to mature as part of the treatment process. The whole process should last at least 3 months.

Lime treatment of liquid manure (addition of quick lime or slaked lime to raise the pH to 12 for at least 2 hours) is an effective method of inactivating bacterial pathogens. Allow the slurry to mature as part of the batch treatment process for at least 3 months prior to land spreading.

Batch storing solid manures and slurries should be for at least 6 months (i.e. no additions of fresh manure are made to the store during this period) in order to be effective in killing pathogens.

See also Guidelines on safe use of manures, which is available from DAFM and Teagasc.

Note: The disposal of poultry manure in the event of an outbreak of either Avian Influenza (AI) or Newcastle disease (ND) is covered by EU legislation i.e. Council Directive 2005/94/EC for AI, and Council Directive 92/66/EC for ND.

Appendix 14 Biosecurity Protocol

All personnel that enter the house must understand that both birds and the environment must be protected from cross-contamination.

Cross-contamination, whether accidental or intentional, can have a serious negative effect on the health and welfare of the birds, as well as significantly reducing feed conversion efficiency.

The following biosecurity protocols are in operation on this farm. These apply to ALL personnel, including:

- Maintenance personnel;
- Field Officers;
- Veterinarians; and
- All regular personnel, including regulatory personnel.

Note: Personnel must comply with this house entry protocol Appendix 14.

1. House Entry Protocol

To prevent contamination of the house and to help control the incidence of diseases in the birds (including pathogens, Campylobacter and organisms harmful to bird and human health), all personnel entering the house must follow the following protocol for entering the house:

- Create a clean and dirty area in the anteroom of the bird house as follows:

Figure 9: Illustrations by www.mikaelskotting.dk

- Immediately close the outer door to exclude flies.
- Remove outer clothing and footwear outside the step-over barrier in the “dirty” area.
- Wash hands (ideally with water premixed to 44oC) outside the step-over barrier in the manner indicated in the instructions, posted beside the hand-washing station.
- Step over the barrier into the “clean” area and put on the protective clothing provided, which must cover all clothing worn outside (Note: protective clothing and footwear need only be site-specific for company-controlled duck production sites).
- Put on the house-specific footwear.

Figure 10: Illustrations by www.mikaelskotting.dk

- Put on a mob cap to ensure that all head hair is fully covered (ideally snoods would also be used to cover a beard).
- Sanitise hands with the hand sanitiser provided.
- Sanitise the boots in the boot-dip which is maintained free of visible organic matter build- up in the solution and is refreshed at least weekly.
- Only after completing ALL these steps, in the order listed above, may personnel enter the house.

2. House Exit Protocol

To help control the spread of diseases in the birds (including pathogens, Campylobacter and organisms harmful to bird and human health), all personnel exiting the house must follow the following protocol:

- Clean the soles of the boots to remove litter, manure and other material as much as possible (ideally there should be a boot scraper installed)
- Disinfect the boots in the boot dip (maintained as above)
- Remove house-specific footwear.
- Remove the house-specific protective clothing,
- Remove and dispose of head covering.
- Step over the hygiene barrier.

Figure 11: Illustrations by www.mikaelskotting.dk

- Wash/sanitise hands.
- Put on outer clothing and footwear.

3. Visitor Control Protocol

- Visitors that need to enter the house must follow the house entry and house exit protocols as outlined above.
- All visitors must complete the visitor record in the visitors' book and declare their commitment to observing all biosecurity measures on the farm, including the Biosecurity Protocols.

4. Catching Staff Protocol

- All catching staff must be trained in hygienic catching of birds.
- The training programme must be Bord Bia approved and must comply with the provisions of Appendix 4 of the SPPAS and where there is a risk of heat stress of the birds during catching, the catching team must be made aware of the requirements of Appendix 12: Heat Stress Avoidance Procedures.
- A current certificate of training in catching must be available for each person in the catching team.
- The catching team leader must sign the visitors record, declaring his or her commitment to observing the biosecurity protocols.

5. Externally Stored Litter Protocol (Poultry Producer)

- All litter suppliers must be registered on Bord Bia's approved list.
- Litter stored outside the house must only be brought into the house in accordance with the following protocol where there are birds in the house:
  - Place the litter at the entrance to the house.
  - A staff member that has entered the house in accordance with the House Entry Protocol takes the bale of litter and distributes it inside the house as required.
  - Once there is sufficient litter brought into the house, the staff members co- operate in closing the door so that there is no contact between the outside and inside of the house.

Appendix 15 Farm Sampling and Test Procedures

1 Introduction

All required sampling must be carried out in accordance with recognised procedures and in accordance with the requirements of this Standard.

All procedures outlined in this document are clearly identified either as mandatory (i.e. must be complied with) or as advisable only.

1.1 Mandatory Sampling/Frequencies Summary

Sample Type	Test[26]	Sampling Frequency	Acceptable Criteria
Boot swabs and/or dust samples	Salmonella	All broiler, turkey and duck flocks must be operator sampled within 3 weeks of moving to slaughterhouse In addition, official samples are taken once per annum from 10% of broiler holdings with >5000 birds and 10% of turkey holdings with > 500 turkeys	Salmonella Enteritidis or Salmonella Typhimurium not detected
Water	E.coli and Enterococci	Per annum, between May 1st and Sept 30th.	E.coli and Enterococci - absent in 100ml
Feed	A Statement that the Feed Supplier is listed on Bord Bia's approved list of feed mills	Per delivery or for current production	Salmonella not present
Air (Chicken Production Only)	Ammonia CO_2	Monthly to include a period of peak stocking density	< 20 mg/l (ppm) <3000 mg/l (ppm)

Table 5: Sampling Frequency – Meat Producing Birds

[26] ISO methods: E. coli (ISO method 9308-1) absence in 100ml, Enterococci (ISO method 7899-2) absence in 100ml, or equivalent validated methods.

Sample Type	Test[27]	Sampling Frequency	Acceptable Criteria
Box liner sample	Salmonella	Turkey breeders and broiler breeders during rearing phase: On day of delivery of the chicks to the holding (minimum of one box-liner sampled for every 500 chicks delivered; each sample to consist of at least one centimetre square from each liner	Salmonella not detected
Dead chicks		Samples to be taken of the carcases of all dead chicks, up to a maximum of 60, found dead on arrival on the day of the delivery to the holding.	
Dust sample		Dust sample at 4 weeks of age	
Faecal samples		Boot swab or pooled faecal samples to be taken within 2 weeks of movement of the birds to laying phase/laying site	
Faecal samples		**Adult Broiler Breeders during laying phase:** - Every 2 weeks operator boot swab samples taken	
Faecal samples		**Adult Turkey Breeders during laying phase:** -Every three weeks operator samples	
Water	E.coli and Enterococci	Per annum, between May 1st and Sept 30th.	E.coli and Enterococci - absent in 100ml
Feed	A Statement that the Feed Supplier is listed on Bord Bia's approved list of feed mills	Per delivery or for current production	Salmonella not present
Air (Chicken Production Only)	Ammonia	Quarterly or once per Crop to include a period of peak production	< 20 ppm

Table 6: Sampling Frequency – Breeding Farms (Rearer and Layer)

Note: The specific ISO methods for testing and sampling must be used where available and as specified in the Standard.

Note: The limits as set out in the criteria specified in the Standard apply.

[27] ISO methods: E. coli (ISO method 9308-1) absence in 100ml, Enterococci (ISO method 7899-2) absence in 100ml, or equivalent validated methods.

2. Guidelines

2.1 Sampling Procedures

2.1.1 Faecal Sampling (Salmonella)
2.1.2 Dust Sampling (Salmonella)
2.1.3 Water Sampling
2.1.4 Feed Sampling
2.1.5 Environmental Sampling

2.1.1 Faecal Sampling

Faecal Sampling maybe conducted using pooled faecal sampling or by boot swab sampling.

Pooled faecal samples:

- These are made up of separate samples of fresh faeces each weighing not less than one gram taken at random from a number of sites in the building in which the birds are kept.
- The number of sites from which separate faeces samples are to be taken in order to make pooled samples must be as follows:

Number of birds kept in a building	Number of faeces samples to be taken in the building or group of buildings
1 – 24	Number equal to number of birds, up to a maximum of 20
25 – 29	20
30 – 39	25
40 – 49	30
50 – 59	35
60 – 89	40
90 – 199	50
200 – 499	55
500 or more	60

Boot swab sampling is done as follows (DAFM method):

- Divide house in two.
- Wear plastic long plastic over-boots on top of wellies.
- Enter house, bringing in hairnet boot covers, Maximum Recovery Diluent (MRD) and gloves.
- Put on gloves.
- Place hairnet boot covers on top of over-boots.
- Pour one vial of MRD on each of the hairnet boot covers to moisten them (one vial for each foot).
- Walk length of house – step on wet droppings.
- Remove the hairnet outer boot covers after first half of house covered.
- Place the hairnet boot covers in a Whirl-Pak bag and 'whirl' (twist the top3-4 times, then fold over the tabs) to close.
- Repeat sampling in second half of house and place covers in a second Whirl-Pak bag before leaving house.
- When sampling is complete step outside house.

- Remove and dump plastic over boots and gloves.

The results of the analysis of all samples must be kept at the farm for 3 years, together with the date and place of sampling, as well as the identification details of the sampled flock. DAFF officials will inspect the results records from time to time.

Samples must be dispatched for testing on the day of collection to a laboratory accredited under ISO 17025 for the test in question. Samples should be taken on the first 3 days of the week, in order to ensure same-day dispatch and analysis as soon as possible thereafter. The taking of samples at the weekend should be avoided.

2.1.2 Dust Sampling

Sample type: Composite dust sample, 25 grams.

To meet the requirements of this Standard, sampling must be done monthly, either as a composite dust sample or faecal swab. However, where the pooled faecal sample (as required by the legislation and described above) is due, it (the faecal sample) alone will suffice.

Sampling – general guideline:

- Wash and dry hands on arrival at farm.
- Record name, date, time and vehicle registration number in visitors book.
- Fill in details i.e. name, address of farmer, house code, time and date and samplers name on the label of the sealed sterile sample bag to be used in each poultry house.
- Change into protective clothing (disposable) i.e. coat, boots, headgear, gloves before entering the poultry house.
- After entering the poultry house, put on sterile disposable gloves.
- Open sealed sterile bag and collect, by gloved hand, sample types as described above. Seal the bag before leaving the house. Remove the gloves and dispose in facility provided.
- Record details in duplicate sampling book, i.e. name of farm, address, type of sample and number, size and age of flock, house code, date and time of sample and signature.
- Attach by stapling one copy to sample bag at sealed edge and retain duplicate in book for reference.
- Remove protective clothing and dispose in facility provided.
- When sampling is completed put all sample bags with attached forms into separate plastic self-sealing bag. Attach a label along the sealed edge and staple in 2 – 3 locations. Sign initials and date to this label, so that tampering is self-evident.
- Store safely in tamperproof packaging and dispatch to an approved laboratory on the day of collection in a manner that ensures the integrity of the sample.
- Follow the above procedures for sampling each poultry house.

2.1.3 Water Sampling[28]

Purpose: To monitor E. coli and Enterococci levels in drinking water/water used on the farm.

Sample Type: Sterile water sample (100 ml)

Sample period: Between May 1st and September 30th

Sampling frequency: Minimum yearly, except in the case of high levels of contamination, when the cause should be established and corrective action taken. The supply should be re- sampled within a month and repeated until satisfactory results are obtained.

Notify the Processor and the local authority if the third consecutive sample results are above quality limit.

Use a sterile glass or polypropylene bottle with tamper evident sealing. If chlorine treatment is used on the water supply add a neutraliser to the bottle e.g. sodium azide.

Water sampling guideline

- Samples should be rotated between taps and storage tanks/outlets at production house/site.
- The bottles should not be opened until required for filling with the water.
- Bottles should not be previously rinsed out before taking the sample.
- In collecting the sample the bottle should be held near its base with one hand and with the other the cap should be loosened. On no account must the stopper be laid down or allowed to touch anything. Remove cap without touching the rim or its internal surfaces.
- Fill bottles completely and recap.
- Label the bottle with the name and address of the owner, the house identification code, source of supply, date and name of sampler. Specify test requirements.
- Place the bottle in suitably secure packaging supplied by laboratory and seal using tamper-evident seal. Seal should be initialled and sealed.
- Transport to laboratory, holding the temperature below 4°C during a maximum transport time of 6 hours.
- If results are required for legal purposes maintain chain of custody.

Sampling from taps guideline

- Select a tap that is fed from the service mains and not from a cistern or holding tank.
- When a sample of mains water is to be taken from a tap, any external fittings, such as an anti-splash nozzle or rubber tube should be removed.
- The outside and inside of the tap should be carefully cleaned with particular attention to removal of collections of grease inside the nozzle. The tap should then be turned on full and the water allowed to run to waste for two to three minutes in order to flush the interior of the nozzle and to discharge stagnant water in the service pipe.
- After water run off turn off the tap, and dry the outer surface with a clean cloth.

[28] The sampling must be done independently (e.g. by a Field Officer) and the analysis by a laboratory accredited to ISO 17025 for testing against these specific organisms.

- Sterilise the tap either by a blowlamp, or by soaking a piece of cotton wool in methylated spirit, igniting and holding with a pair of tongs close to the nozzle.
- Allow the tap to cool by allowing water to run to waste for a few seconds. Fill the sample bottle from a gentle stream of water, taking care to avoid splashing. Seal label and transfer to laboratory for testing as described under General above.

2.1.4 Feed Sampling

Sample Type: Composite meal sample (500 grams)

Sample frequency: One per delivery

Retain the meal sample provided by the feed supplier. Where the mill is owned by the Processor, the meal samples may be maintained by the mill.

2.1.5 Environment Sampling

Sample Type	Limit
Ammonia	20mg/l
Carbon dioxide	3000mg/l

The Producer must ensure that the levels of Ammonia in the House are monitored using recognised monitoring equipment (such as Draeger sampler and analysis tubes). The result of the test must be entered in the House Management Checklist.

The frequency of monitoring must be such as to verify that the legal limits are being met (as per EC/98/59, Annex. 10: air circulation must be within limits which are not harmful to the animal).

Appendix 16 House Specification

Breeder Rearer Specifications

House No.	
Female Bird Numbers	
Male Bird Numbers	

Fan Capacity	**Required**	**Provided**
Fan Capacity per Bird		
Fan Capacity (m^3 per Hour)		
Drinkers	**Required**	**Provided**
Birds per Bell Drinker		
Bell Drinkers		
or		
Birds per Nipple Drinker		
Nipple Drinkers		
Feeders	**Required**	**Provided**
Feeder Space per Male		
Male Feeder Space		
Feeder Space per Female		
Female Feeder Space		
Miscellaneous	**Required**	**Provided**
Total Floor Area m^2		
Header Tank Capacity		
Backup Water Source		

Breeder Layer Specifications

House No.	
Female Bird Numbers	
Male Bird Numbers	

Fan Capacity	**Required**	**Provided**
Fan Capacity per Bird		
Fan Capacity (m^3 per Hour)		
Drinkers	**Required**	**Provided**
Birds per Bell Drinker		
Bell Drinkers		
or		
Birds per Nipple Drinker		
Nipple Drinkers		
Feeders	**Required**	**Provided**
Feeder Space per Male		
Male Feeder Space		
Feeder Space per Female		
Female Feeder Space		
Nest Boxes	**Required**	**Provided**
Nest Box Area in m^2		
Females per M2 of Nest Box		
or		
Number of Nest Boxes		
Females per Nest Box		
Floor Area	**Required**	**Provided**
Slat Area m^2		
Scratch Area m^2		
Total Floor Area m^2		
Kg per m^2	*30 kg/m^2*	
Miscellaneous	**Required**	**Provided**
Header Tank Capacity		
Backup Water Source		

Broiler Specifications

House No.	
Bird Numbers	

Fan Capacity	**Required**	**Provided**
Fan Capacity per Bird	*3m^3 per kg per Hour*	
Fan Capacity (m^3 per Hour)		
General flock inspection of all birds for health and welfare purposes		
Drinkers	**Required**	**Provided**
Birds per Bell Drinker	*100 per Bell Drinker*	
Bell Drinkers		
or		
Birds per Nipple Drinker		
Nipple Drinkers		
Feeders	**Required**	**Provided**
Feeder Space per Bird		
Feeder Space		
Miscellaneous	**Required**	**Provided**
Total Floor Area m^2		
Kg per m^2	*39 Kg/ m^2*	
Header Tank Capacity		
Backup Water Source		

Appendix 17 Restricted Access Signage Guideline

It is the responsibility of the farmers involved (both suppliers and purchasers) to ensure that visitors to the farmyard are controlled and managed, in order that these personnel are aware of their responsibilities regarding health and safety and biosecurity when visiting the farm. This is a key aspect of Food Protection (see Introduction, sub-section 1.5). Closed gates at the entrance to the farmyard, upon which suitable signage is displayed, can help to achieve this.

It is not intended that these guidelines should apply to personnel who visit the farmyard on a regular basis with the permission of the farmer, unless they need to enter the production Houses.

The signage ought either to be affixed to the entrance gate or placed in a prominent position in the farmyard, so as to be seen immediately on entry to the site/farmyard by visitors.

The sign must contain the following statements:

- No access beyond this point without permission OR No unauthorised access beyond this point
- A health and safety statement is available on request
- This is a food producing farm – please observe the biosecurity measures OR Access to the poultry site is prohibited unless accompanied by the farmer.

Note: Please consult local providers for suitable signage.

Appendix 18 Animal Remedies

1. Sourcing Animal Remedies

Where can I buy animal remedies?

This depends on the sales category (route of supply) given to the product when it was licensed:

- If it is a 'Licensed Merchant' (LM) product, you can buy it from any Licensed Merchant outlet, from a pharmacy (which stocks animal remedies) or from the vet who looks after your animals - you do not need a prescription for such products.
- If it is a 'Pharmacy Only' (PS) or 'Prescription Only Exempt' (POM(E)) product, you can buy it from a pharmacy or from the vet who looks after your animals - you do not need a prescription for such products.
- If it is a 'Prescription Only' (POM) product, you first have to have a written prescription for the product from the vet who looks after your animals and you are then free to purchase the medicine from that vet, from a pharmacy or, for certain 'POM' products from a Licensed Merchant's outlet.

How will I know the sales category of an animal remedy?

Licence holders are required to show the route of supply (in the above format) on the labelling and associated packaging. Product without this information on the label is likely to be not licensed for the Irish market; if you are supplied with such incorrectly labelled product, you should contact your local District Veterinary Office as possession of such a product may be an offence.

Can I buy animal remedies from salespersons calling to my farm?

Salespersons are not allowed to call to farms selling and supplying animal remedies. However, certain suppliers have licences under which their salespersons are allowed to call to farms to take orders for 'non-POM' animal remedies which are supplied subsequently through a separate delivery service. These salespersons are required to carry a copy of their 'solicit order' licence and farmers should ask to see a copy of the licence.

Can I buy animal remedies from a mail order catalogue?

Yes, but only if the seller is authorised to do so. A limited number of suppliers are licensed to sell 'non-POM' animal remedies by mail order. Before buying from any such supplier, you should look for confirmation that the seller has a mail order licence, or if, in any doubt, you should contact the Department.

Can I buy animal remedies on the internet?

In general, farmers should be very careful about buying medicines on the internet, because of the risk of buying unauthorised products. The Department licenses suitable Irish-based internet sites to sell 'non-POM' animal remedies. Such sites are required to display a DAFM authorisation reference. If in any doubt about a particular site, you should contact the Department.

Note: The content above is extracted from the DAFM website.

2. Restrictions on Use of Highest Priority Critically Important Antimicrobials

Highest Priority Critically Important Antimicrobials are antibiotics that are medicines of last resort in human medicine for the treatment of bacterial disease. Some classes of antibiotics in this group are also licensed for use in animals. DAFM has published a policy document which sets out those antimicrobials classified as HP-CIAs and the conditions under which they should be used in veterinary medicine. The policy document based on best available scientific evidence categorises the following as HP-CIAs:

- Fluoroquinolones,
- 3rd and 4th generation Cephalosporins,
- Colistin
- Macrolides

See the Table 1 below for examples of trade names of products containing HP-CIAs. In order to ensure that these antimicrobials remain effective for people and animals into the future, these antibiotics should only be prescribed by your vet to treat bacterial disease in poultry when no other treatment will work. The use of these HP-CIAs on farm must be justified by demonstrating a lack of any alternative effective treatment, as shown by the results of laboratory culture and susceptibility testing of samples taken from clinically affected animals. In the case of macrolides, these antibiotics can be used once in a 3-month period without culture and susceptibility testing.

Note: Please see https://www.agriculture.gov.ie/amr/ for further information.

Antimicrobial Family	Active	Examples of Product Trade names
Fluoroquinolones	Enrofloxacin	Enrofloxacin, Enrox-K, Enro-Sleecol, Enrotron, Floxamax, Kariflox, Lanflox, Solu-Flox, Spectron,
Polymixins	Colistin	Coliscour, Colfive, Hydrocol,
Macrolides	Tylosin	Pharmasin, Tylan,
	Tilmicosin	Pulmotil, Pulmovet, Tilmovet

Table 1: Antibiotics licenced for sale in Ireland containing HP-CIAs source HPRA website accessed August 2019

3. Animal Remedy Purchase Record Template

Date of Purchase	Medicine Name	Quantity Purchased	Supplied By (Record the full name/address of the supplier at least the first time you purchase the product)	Medicine Batch Number (Optional)	Expiry Date of the Animal Remedy (Optional)	Withdrawal Period (Optional)		Enter date when product is all used up or expired (Optional)	Comments (Optional)
						Meat	Eggs		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

4. Animal Remedy Usage Record Template

Date of Administration	Name & quantity of animal remedy administered per animal		Animal identity Clear reference to the group or House. State Number of birds in the group.	Date of end of withdrawal period (if any)		Name of person administering remedy	Name of prescribing Veterinary Surgeon (if applicable)	Slaughter Date of Crop/Flock (Mandatory for POM Administrations)	Justification for use (Mandatory for POM Administrations)
	Remedy Name	Quantity		Meat	Eggs				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Appendix 19 Welfare in the Workplace

Employers must provide adequate and appropriate welfare facilities for employees while they are at work. The minimum statutory conditions applicable in Ireland are set out by the Labour Court in the Joint Labour Committee notice AGRI 2010 No. 3 (see Appendix 1 reference Information).

Acceptable working conditions take into account payment for work undertaken and the ability of the worker to balance their commitments to work, family and community. Working hours, employee health and safety, and the potential of employees to fulfil the needs of others within their environments have been considered. The text in the page below contains a sample policy as a guideline to operators/farmers who wish to implement a 'welfare in the workplace' policy. This must be reviewed for suitability to the enterprise and updated on an annual basis.

Note: This document is based on the Sustainable Agriculture Initiative (SAI) principles published by the Sustainable Agriculture Initiative (SAI) Platform Working Group on Dairy, which has adopted the Guide to Good Dairy Farming Practice – a joint publication of the International Dairy Federation (IDF) and the Food and Agriculture Organization of the United Nations (FAO), published in January 2004.

Welfare in the Workplace Policy

1. Wages and benefits received by employees/workers will comply with the minimum required under local and national legislation and are paid according to an agreed schedule.
2. There will be no discrimination of employees on any grounds recognised in Irish law (e.g. gender, age, race etc.).
3. All employees are equally free to fulfil their religious and cultural needs in their leisure time.
4. All employees will not be subject to threatening or abusive behaviour, and will not be allowed to use threatening or abusive behaviour against others.
5. Employees are encouraged to report complaints without fear.
6. All workers (permanent or temporary) are assisted to obtain information regarding their legal rights and obligations, and are issued with a work contract that complies with National and local legislation and that specifies the conditions of work including those related to Health and Safety (see also relevant sections relating to assessment of risks in Sections 3–7).
7. All workers (permanent and temporary) are given a work contract. The work contract ensures that the weekly hours worked are limited (maximum 48 hours), that overtime is voluntary and limited (maximum 12 hours), that work breaks and shift breaks and rest days are agreed, and that access to toilet facilities is available at all times.
8. Work is provided on an equal opportunity basis and pay is based on skill level.
9. The work contract for full time employees is based on the living wage as set out in National and local legislation
10. When promotional opportunities are available, this is offered on a performance basis.
11. The work contract sets out the employee's right to paid leave, holiday pay, sick leave, work related sick pay and parental leave.
12. Wage deductions are clearly set out so as to be clearly understood and are not used as a disciplinary measure.
13. Workers are encouraged to have independent health insurance.
14. Workers have a right to association and to join labour unions and the effective functioning of unions is facilitated.
15. Workers right to collective bargaining is acknowledged.
16. Children under 15 years of age are not allowed to be employed.

17. Language and cultural barriers are taken into account to ensure understanding of signs, instructions, safety procedures and important communications.
18. Workers that are vulnerable (i.e. are under 18 years of age, or have physical or mental disabilities, or are pregnant, or are inexperienced, or are physically unable, or are ill, or have a respiratory difficulty) are not required to handle hazardous chemicals or engage in unsuitable or hazardous work (including working in unhealthy situations, or when alone).
19. Workers from the ages of 15 to 18 are not required to engage in work that is hazardous, or that could jeopardise physical, moral or mental well-being.
20. No bonded or forced labour is allowed.
21. Accidents are recorded and where necessary, communicated to the Health and Safety Authority; prompt medical treatment is made available and corrective action is taken to prevent a recurrence.
22. Where workers are required to handle fuels, chemicals or potentially hazardous materials, medical testing for workers is provided as necessary and training on spill prevention and handling of such materials.
23. Access to safe drinking water is provided for all personnel.
24. Workers' children under 18 years of age are encouraged to attend school.
25. Employees and workers are encouraged and supported to become involved in general educational activities and to undertake training on all aspects of sustainable practices.
26. In so far as it is possible, the activities will contribute to the economic and social benefit of the local community.
27. Access to clean accommodation and cooking facilities is provided to the workers where necessary.

Appendix 20 Litter Approval Criteria

It is a requirement of the SPPAS (criterion 3.7.a) that litter must be sourced from a Bord Bia approved supplier. The following are the Bord Bia approval criteria:

a) Wood shavings must only be derived from untreated white wood.

b) Litter must not be produced from wood that has been treated with any wood preservatives or other compounds that could impart an additional odour or taint.

c) Hard wood or its by-products must not be used.

d) Where straw is supplied commercially, it must be milled to less than 25–30mm length and must then be treated to minimise the presence of pathogens.

e) Where straw obtained directly by a farmer, the farmer must be able to demonstrate that it has been milled and effectively treated (disinfected/fumigated, other) with approved products so as to minimise the risk of contamination.

f) Other materials may be used only after approval by Bord Bia.

The list of approved litter providers is published in www.bordbia.ie/litterproviders

Note Unchopped straw is high risk for the development of Foot Pad Dermatitis in broiler chickens.

Note Home chopped straw is not recommended for breeder populations.

Appendix 21 Animal Health and Welfare Plan

Note: See also the relevant criteria in the Standard for those aspects which are required to be checked.

Areas to be addressed by the Producer's Health and Welfare plan and supporting documentation must include the following at a minimum. Documented details as required under all the headings below must be maintained.

Flock Health

- Veterinary Health Plan
- Disease Investigation Protocol
- Notifiable Disease incidence (including Avian Influenza Contingency Plan)
- Biosecurity on Farm
- Sample Submission
- Group disease control/vaccination programme and administration requirements
- Management practices to deal with various conditions (e.g. aggression)
- Responsible use of remedies (where used)
- Nominated Person capability of administering remedies

Hygiene Programme

- Terminal hygiene programme
- Water system sanitation

Zoonotic Pathogen Control

- Salmonella monitoring
- Water sampling

Welfare Parameters

- Assessing lameness in flocks
- Humane culling
- Feather loss assessment
- Environmental measurements

General

- Training of staff
- Beak trimming (Rearing only)
- Sourcing of chemicals
- Management of visitors
- Control of catching teams

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