

Verified Beef

Cattle Care and Handling

Producer Requirements

1. Age & Source Verification (Prerequisite)
2. NHTC, NE3, or Grassfed (Optional)
3. Participate in a comprehensive on-site audit.
4. Beef Quality Assurance (BQA) Certification
 - a. Must be updated and not expired
5. CCH binder insert
 - b. This will list employee responsibilities and any designated persons for contact information
 - c. A supplement to your NHTC, NE3, or Grassfed binder (if enrolled)

Producer Forms

1. Enrollment Form (**ANNUALLY**)
2. Supplier Training Quiz (**EVERY THREE YEARS**)
3. Copy of BQA Certificate or Card (**ANNUALLY**)
4. Copy of acceptable calving record (*see supplier training for acceptable records*)

**Both the Enrollment Form and Supplier Training Quiz can be submitted via the Verified Beef website (www.verifiedbeef.net). Calving records can be faxed or emailed.*

Recommendations to Producers

1. Complete tag worksheets (sent with the box of RFID tags or electronically)
 - Ranch tag and RFID tag cross reference is necessary to replace a lost RFID tag
 - Send a copy to Verified Beef
2. Participate in Beef Quality Assurance (BQA) training
 - www.bqa.org
3. Provide feedback to Verified Beef through
 - Customer surveys
 - Questions, comments, and concerns



Pricing Schedule

209 S. 19th Avenue Suite 3
Bozeman, MT 59718
(406) 867-Beef (2333)
Fax: 888-500-0903

Age and Source Verification (includes EID Tag)

<100 head	\$5.00 per head
100 head	\$4.00 per head
125 head	\$3.75 per head
150 head	\$3.50 per head
175 head	\$3.25 per head
200 – 1000 head	\$3.00 per head
1000 – 2000 head	\$2.75 per head
2000+ head	\$2.50 per head
Tag Applicator	\$20.00
Tag Readers	Please contact VB Office for current pricing
Shipping and Handling	\$20.00 for most shipments

Non Hormone Treated Cattle (NHTC) Program*

Initial Enrollment Fee & Audit	\$1,000 per ranch
Annual Re-enrollment Fee & Audit	\$750 per ranch
Travel Expense for Annual Audit	Varies with Location**

Never Ever 3 (NE3), Grassfed, and Stocker program fees are the same price as the NHTC program fees.

***May include plane ticket, hotel, meals, mileage, etc.*

Cattle Care & Handling***

Initial Enrollment Fee & Audit	\$1,000 per ranch
Annual Re-enrollment Fee & Audit	\$750 per ranch
Travel Expense for Annual Audit	Varies with Location**

****If combined with NHTC, NE3 or Stocker program(s) the fee is \$250.**



Enrollment Form

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Ranch Name: _____ Producer Name: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

County: _____ Email: _____

BQA Number (optional): _____ USDA Premise ID (optional): _____

Authorized Alternative Contacts (if different from above):

1: _____ Title: _____ Phone: _____

2: _____ Title: _____ Phone: _____

Verification Services Requested:

- Reputation Feeder Cattle®** (*Includes Genetic Merit Scorecard®, A&S, and Calf Management*)
- Age and Source (A&S) Calf Management Cattle Care and Handling
- NHTC (No Hormone) NE3 (Natural) Grassfed

Tag Order Information: (*Panel tags are only an option if enrolling in Reputation Feeder Cattle*)

Panel Tag: RFID Tag: (*required for NHTC/NE3/Grassfed and Cattle Care & Handling*)

Number of Tags: _____ Date Needed: _____

840 Tags Requested (Requires USDA Premise ID): Yes No

Tag Applicator Needed: Yes No Non-VB Tag Source: _____
(PVP company name)

Check all that apply

This ranching operation consists of:

- Cow-calf Number of Breeding Females _____
- Yearling
- Stocker
- Registered

Have Any of the Following Been Purchased:

- Cow/Calf Pairs
- Graft Calves
- Yearling/Feeders
- None

Calendar year calves were born: _____ Start : _____ End: _____
MM/DD/YY MM/DD/YY

Calving information recorded:

- First Calf Born Bull Turnout Date
- Individual DOB AI Date:

Records are Maintained Using:

- Calving Book Calendar
- Software Program Spreadsheet
- Other Record

Does the ranch have more than one individually managed operation: Yes No
Please Contact Verified Beef Concerning Additional Operations

Are your cattle commingled with other herds: Yes No



Enrollment Form

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Expected Marketing Method:

- Private Treaty
- Video Auction _____
- Auction Market _____
- Retained Ownership

Marketing Representative/Buyer: _____

Expected Sale Date: _____ Expected Sale Weight: _____

Expected Shipping Date: _____

Cattle Identification Methods: (On calf crop only; Use attachment to explain if necessary)

- Brand – Draw brand(s) and location(s) (Ex. 42 in Quarter Circle on Left Rib)

- Visual Tags – Provide color(s) used and description of numbering/lettering of calf crop being marketed (Ex. Yellow Panel Tags, three digit number, matches cow number)

- Other – Please Describe (Ex. Crop right ear)

Verified Beef Producer Agreement

I have read and understand all Verified Beef’s participation requirements. I affirm that I am subject to all relevant trademark and patent laws. I agree to comply with all requirements, and understand that I am responsible for the accuracy of all information provided to Verified Beef. I agree to make available to representatives of Verified Beef all records pertaining to cattle enrollment. I agree to indemnify Verified Beef from any liability for errors, mistakes, or omissions in the information that I provide.

As a participant in the Verified Beef program I understand that I am subject to a random onsite audit by Verified Beef and/or the United States Department of Agriculture (USDA).

**In the event you default on your account, you agree to pay all costs of collection including but not limited to collection fees up to 50 percent of any unpaid balance which is turned over to a third party collection company in addition to attorney fees and court costs.*"

Producer Name (Printed)	Producer Signature	Date
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CONFIDENTIALITY: Animal disease trace back data may be accessed by State and/or Federal Animal Health Officials to support animal disease traceability systems. This data is limited to animal ID, date, place of movement from and place of movement to and is confidentially maintained in a relational database independent of PVP data. Animal traceability/movement data is only made available to State and/or Federal Animal Health Officials for individual animals in response to specific requests in the event of animal health issues that require such information to facilitate resolution of such issues critical to the protection of the national herd.

The Reputation Feeder Cattle® and Genetic Merit Scorecard® trademarks are wholly owned by Verified Beef, LLC
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Supplier Training Materials

Age and Source

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The *Verified Beef Supplier Training Materials* are designed to inform the producer (supplier) of Age and Source verified cattle about the policies and procedures of the Verified Beef program. Following the review of this material, each producer is required to pass the *Supplier Training Quiz*.

Definitions:

Purchased Pairs and Graft Calves: are **not** eligible for Verified Beef PVP program enrollment unless they were enrolled by the original ranch. Purchased calves must be uniquely identified and may not be enrolled in the same group as home raised calves.

Age and Source Verification: Qualifies cattle for certain US export markets. Animals must be traceable to the ranch of origin and meet age restrictions (under 30 months for Japan and Europe).

Program compliant Tag: A PCT is a 1-time use, tamper-evident tag, which contains a non-repeatable, unique number. The tag is unique and specific to the Program. It may be an RFID or a visual tag.

Third Party Verification: The verification of Age and Source of cattle by an entity other than the cow-calf producer, feedlot, stocker, or backgrounder that is qualifying cattle for export. Third Party verification must be completed by a USDA approved Process Verified Program (PVP) or Quality Systems Assessment (QSA).

Process Verified Program (PVP): USDA approved process for Age and Source verification by a third party. The PVP outlines the policies and procedures that must be followed for Age and Source verification.

Quality Systems Assessment (QSA): Similar to PVP but is specific to a particular operation, such as a feedlot.

Radio Frequency Identification Tag (RFID Tag): Ear tag with built in radio frequency chip. Each RFID Tag has a unique 15 digit identification number. No information other than the unique number is actually stored on the tag. The tag number is used to track cattle in the Verified Beef database.

Premise: The identification of each ranching entity enrolled under the Verified Beef PVP by physical address. The premise is for internal use only by Verified Beef. It is **not** the same as a USDA Premise ID. A USDA Premise ID is not required for enrollment in Verified Beef.

Calving Group: The calving group is used for the *Age Verification* of the cattle. The age of the calving group is the age of the earliest calf born in a given calving season.

Calving Season: The calving season is specific to the time the calves are born. In most cases calving season will be spring or fall.

A supplier with multiple calving seasons must be able to uniquely identify the individual groups.



Supplier Training Materials

Age and Source

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Verified Beef Policies and Procedures:

Tags

- All cattle enrolled under the VB PVP must be tagged with a program compliant tag purchased from VB or through another PVP. Program compliant RFID tags are required for Age and Source verification alone. Age and Source verification in combination with CM may be either RFID or Panel.
 - The program compliant tag must be applied **before** the animal leaves the ranch of origin.
 - Cattle may be tagged at birth, branding or weaning/pre-conditioning.
 - Tags are assigned to a specific calving group
 - Unused tags may be transferred from one calving group to another by the VB administrator.
 - The producer should report unused or destroyed tags to the VB Administrator so that they can be transferred to a different calving group.

Required Records

- Calving Records

The minimum requirement for the producer is to keep a record of the first calf born. This record must be written down or saved electronically. Qualifying records include but are not limited to:

 - Calendar / Journal
 - Calving Book
 - Spreadsheet
 - Cow Herd Management Software
 - VB Database (on the VB website)
- Each producer is required to keep calving records for a minimum of *3 years*.
- A copy of an acceptable calving record must be submitted to VB.

Audits

An audit consists of reviewing the records and production practices of each producer. The audit will verify the producer understands the policy and procedure requirements needed for VB PVP compliance. Calving records will be inspected, program compliant tag conformity will be evaluated, and the separation of individual calving groups reviewed. Producers who commingle different calving groups will be required to provide proof of the individual identification between groups.

Age and Source verification audits will be performed via a phone interview. On-site audits are only required for: 1) a **random 3%** of all Age and Source verification participants, and 2) any operations deemed to be high risk for non-compliance. Audits may be performed by Verified Beef and/or the USDA.

Services Provided by Verified Beef:

- USDA compliant Age and Source Verification. Enrolled cattle are eligible for Japanese export market if cattle are harvested prior to reaching 30 months of age.
- Database for tracking Age and Source verified cattle (on the VB website).
 - The database may also be used to maintain production records by the producers. The producer is responsible for the input of production records.



Age and Source Supplier Training Quiz

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1. Third party verification of Age and Source information is required to participate in the USDA export program? Yes / No

2. Which of the following are eligible for Age & Source Verification under the Verified Beef program?
 - a. Home Raised Calves
 - b. Purchased Pairs
 - c. Graft Calves (from another herd)
 - d. All of the above

3. Which of the following are required for USDA export verification?
 - a. Registered with an approved QSA/PVP program
 - b. Animals must be traceable to original premise
 - c. Age at harvest must be less than 30 months for Japanese market
 - d. Must maintain calving records for 3 years as a cow-calf producer
 - e. All the above

4. To gain initial approval for Age and Source verification as a cow/calf supplier, you must be audited **on-site** by Verified Beef? Yes / No

5. You must have a USDA Premise number to participate in the Verified Beef Age and Source verification program? Yes / No

6. As an approved cow/calf supplier, you must allow random on-site audits by Verified Beef and/or USDA? Yes / No

7. Verified Beef requires the use of Verified Beef issued program compliant tags to be used in its program? Yes / No

8. In order to meet Verified Beef Age & Source verification requirements, tags can be applied after the calves leave the original ranch? Yes / No

9. Program compliant tags are issued by Verified Beef by calving group and ranch identification? Yes / No

10. In order to use Verified Beef tags with a different calving group than issued, which is the correct procedure?
 - a. You paid for the tags, so yes use it where you want.
 - b. You move the tag to a different calving group in the database.
 - c. Request the tag is moved by the Verified Beef administrator.

11. The birth date used to identify calving group should be the latest birth date? Yes / No



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12. If you have a spring and fall calving herd, you must be able to uniquely identify each group?

Yes / No

13. Acceptable method to record calving records are?
(select all that apply)

- a. Calendar
- b. Calving book
- c. Electronic records (Spreadsheet, Cow Herd Management Software, etc.)
- d. Verified Beef database (on the Verified Beef website)

Producer Signature: _____

Date: _____



Supplier Training Materials

Cattle Care & Handling

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The *Verified Beef Supplier Training Materials* are designed to inform the producer (supplier) of Cattle Care and Handling cattle about the policies and procedures of the VB program. Following the review of this material the producer is required to pass the *Supplier Training Quiz*.

Definitions:

Beef Quality Assurance: a nationally coordinated, state implemented program that provides systematic information to U.S. beef producers and beef consumers of how common sense husbandry techniques can be coupled with accepted scientific knowledge to raise cattle under optimum management and environmental conditions. BQA guidelines are designed to make certain all beef consumers can take pride in what they purchase – and can trust and have confidence in the entire beef industry.

Producer Code of Cattle Care: a listing of general recommendations for care and handling of cattle.

- Provide necessary food, water and care to protect the health and well-being of animals.
- Provide disease prevention practices to protect herd health, including access to veterinary care.
- Provide facilities that allow safe, humane, and efficient movement and/or restraint of cattle.
- Use appropriate methods to humanely euthanize terminally sick or injured livestock and dispose of them properly.
- Provide personnel with training/experience to properly handle and care for cattle.
- Make timely observations of cattle to ensure basic needs are being met.
- Minimize stress when transporting cattle.
- Keep updated on advancements and changes in the industry to make decisions based upon sound production practices and consideration for animal well-being.
- Persons who willfully mistreat animals will not be tolerated.

Standard Operating Procedure (SOP): A documented procedure that all employees are trained on when handling and caring for cattle.

Process Verification Program (PVP): USDA approved process for Age and Source verification by a third party. The PVP outlines the policies and procedures that must be followed for Age and Source verification.

Quality Systems Assessment (QSA): Similar to PVP but is specific to a particular operation, such as a feedlot.

Radio Frequency Identification Tag (RFID Tag): Ear tag with built in radio frequency chip. Each RFID Tag has a unique 15 digit identification number. No information other than the unique number is actually stored on the tag. The tag number is used track cattle in the VB Database.

Designated Person/Employee: responsible for employee training and other functions described the Cattle Care and Handling Manual.



CATTLE HANDLING

Receiving Cattle (New Breeding Stock) Protocol: Receiving cattle is a key component in the life and management of beef cattle. Cattle are going through many adjustments during this period. Many times cattle are transitioning from one diet to another along with changing their social structure by gaining and losing herd mates. This is a stressful period both psychologically and physically.

Receiving Cattle SOP:

- Cattle will be unloaded once the loaded truck has been weighed (*if necessary*) and proper health papers or shipping orders have been received by (*designated person*).
- All cattle will be inspected for disease or injury as they are unloaded from the (truck/trailer) by (*designated person*).
- Cattle will be placed in a receiving pen that meets their well-being requirements while resting. In times of rain, snow or extreme cold, bedding will be placed in the receiving pens for the cattle to lie down and rest.
- Cattle will have free access to water immediately after being unloaded.
- Cattle will have free access to feed.

Protocol for Shipping Cattle: Two factors determine the effectiveness of cattle transport – qualification and quiet. Qualified cattle are ones that are free of any drug or vaccination withdrawal times. Quiet describes the desired approach to handling cattle during the shipping process. It has been documented that 50% of stress from transporting animals occurs during loading. Proper cattle handling at this time will reduce stress which will improve the quality of the beef products produced from cattle headed to harvest or the well-being of cattle in a breeding herd.

Shipping Cattle SOP:

- Examine pens, corrals, loading chute, etc. for loose boards, sharp objects, etc. prior to gathering and loading cattle.
- Refer to the Transportation BQA Program for additional information. DO NOT overload trailers or trucks. (Materials available at www.BQA.org for tractor trailers and stock trailers)
- All feeder cattle and market (cull) cows/bulls will be shipped quietly yet efficiently to avoid undue stress and potential injury such as muscle bruising.
- Electric prods should not be used on cattle (except for very resistant animals at the point of the load out chute).
- The (*designated persons*) are responsible for ensuring that only healthy cattle are transported and that any cattle that are not healthy enough to be shipped be removed and placed in (pen B-27).
- Cattle are much more susceptible to heat stress than cold stress. Shipping cattle increases body temperature. It is best to ship cattle in the cool portion of the day, and to avoid days in which a large increase in temperature is expected (especially days preceding extremely warm nights).

- The (*designated person*) will be responsible for inspection of all load out facilities at least (once per “x”) to ensure the safety of the employees and animals and to help ensure no facility-induced hide or carcass defects occur.
- The (*designated person*) will be responsible for ensuring that all members of the cowboy crew have been trained in and demonstrate proper cattle handling.

Working/Processing Cattle SOP:

- ✓ Processing is a quality, not quantity, driven task.
- ✓ Proper cattle handling and facilities are imperative to assuring cattle health and performance.
- ✓ (*Designated person*) will inspect the working facilities prior to use to ensure proper and safe operability.
- ✓ Any processing equipment malfunctions or issues that may cause animal or human injury should be reported to (*designated person*) immediately.
- ✓ The (*designated person*) will be responsible for ensuring that all employees have been properly trained on the operation of the equipment and/or instruments that they are using.
- ✓ Cattle are much more susceptible to heat stress than cold stress. Processing cattle increases body temperature. It is best to work cattle in the cool portion of the day, and to avoid days in which a large increase in temperature is expected (especially days preceding extremely warm nights).
- ✓ Electric prods will not be used unless the animal is extremely resistant. If the electric prods are used (on greater than 10%) of the cattle (*designated person*) will be required to (inspect the facilities for physical objects or other conditions that are impeding the cattle, or to retrain the employees on proper cattle handling, or remove those employees are contributing to cattle handling challenges).
- ✓ All crew members will be trained by the (*designated person*) on the proper Beef Quality Assurance guidelines on injections, injection techniques, and injection locations.
- ✓ No injections will be given anywhere but in the neck of cattle except by order of the herd veterinarian or as directed by the medication label.
- ✓ Each lot of cattle will be worked according to instructions given (*designated person*). Instructions will be adjusted according to the risk status of each lot of cattle.

Broken Needles SOP: Broken needles are classified as an emergency event. Broken needles can migrate very quickly and are considered an adulterant of the beef product. A broken needle found in a beef product could cause serious repercussions for the operation and the beef industry. The most common cause of broken needles is improper animal restraint. Proper animal handling is necessary to ensure the safety of beef products.

- ✓ As soon as a needle breaks off in an animal STOP all other procedures and attempt to locate and remove the needle.
 - a. Firmly, but carefully, rub your hand over the injection area to locate the needle. If it is found, remove it ensuring that the entire needle is retrieved.
 - b. If the needle is not immediately located, mark and record the area where the injection was given with paint or by clipping the hair in that area, sort the animal off

by itself, and contact (veterinary services) immediately. The contact information is: (*Dr. Joe Smith 555-123-9999*).

- c. If (*designated person*) cannot remove the needle surgically then the animal will be identified by (*a red eartag in both ears*) and placed (*in Pen "x"*) and should not be marketed commercially.
- d. At the time of harvest this animal should be processed by a small processor that has been made aware of the presence of a needle and where it is located and is able to trim a large area of that meat to ensure the needle is retrieved.

Remember

- Restrain Animals Properly.
- A Bent Needle is a Broken Needle.
- Replace Bent or Damaged Needles Immediately.

Handling of Non-Ambulatory Cattle (Downers:) All procedures conducted at (Operation Name) will be designed to prevent cattle from becoming injured; however in the event that any livestock becomes non-ambulatory, the cattle will be handled and cared for in a humane manner.

A non-ambulatory animal (commonly referred to as a “downer”) is unable to stand up or walk, even if assisted. A “cripple” is an animal which is obviously lame on one or more limbs but still able to get up unassisted and move about. Animals become downers or cripples due to events such as broken limb(s), back injury, calving paralysis, or metabolic/infectious conditions.

Protocol for Handling of Non-ambulatory Cattle:

- Assess whether the animal is in a safe place or needs to be moved. If moving is required move it to (*hospital pen*). Movement will be facilitated via use of the (*Yellow loader with dirt bucket*).
- Once the (*Yellow loader*) is by the down animal, the bucket will be placed on the ground.
- The animal will be gently rolled into the bucket, being careful to not get kicked while rolling the animal into the bucket. Do not scoop, force against a fence/gate, or drag the animal into the bucket.
- Move the non-ambulatory animal to (*the pen next to the barn*) and gently roll the animal out of the bucket. If weather conditions are adverse (snow, very cold, or wet), place the animal on some form of bedding.
- Feed and water will be supplied once the animal is moved to the hospital pen. An adequate supply of fresh water and feed should be supplied every 24 hours.
- Have (*designated person*) evaluate the animal and provide proper treatment.
- Reevaluate the non-ambulatory animal in 24 hours. If improvement is noted, continue to follow treatment plan or contact veterinarian. Be sure feed and water is being supplied. If not significantly improved and the chance of recovery is very low, or the condition worsened at any time, the animal may require euthanasia. Follow the Euthanasia protocol to humanely conduct this process.



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DO NOT DO ANY OF THE FOLLOWING AT ANY TIME TO A NON-AMBULATORY ANIMAL!

- a. NEVER use an electric prod to stimulate the animal to get up. (Unless its use is to prevent eminent death from suffocation or to prevent other injury. Example: An animal goes down in a chute and is choking/breathing restricted; an electric prod may be a life-saving device.)
- b. NEVER use chains or cables to pick up or suspend the animal. **DEFINITELY, DO NOT USE CHAINS OR CABLES TO PICK UP AND MOVE THE ANIMAL.**
- c. If animals are weak and are having trouble walking, provide supportive care and isolate them from other animals if practical. Never attempt to send these weak or severely lame animals to harvest/slaughter.
- d. NEVER let a non-ambulatory animal go without feed, water, and proper shelter.
- e. NEVER let a non-ambulatory animal stay in any area where they may get walked on or trampled.

Animal (Carcass/Mortality) Disposal: Carcass disposal for dead cattle is an important, and legal, consideration for any enterprise. Federal, state and local regulations concerning the disposal and handling of the carcasses from animal mortalities should be reviewed as they vary between locations. An often overlooked aspect of carcass disposal is employee safety. Employees should be familiar with equipment used to move a carcass. If possible, do not use the same loader for carcass disposal as you use for feed. If this is unavoidable, the carcass should be moved without use of the bucket (as possible) and the loader should be washed and disinfected immediately after moving the carcass.

Protocol for Animal Disposal:

1. If the dead animal will be moved, it should be done in the loader bucket or by using a chain that is wrapped around both hind legs between the ankle and the hock.
2. If the mortality is to be hauled, move it to (*the dead pile or compost pile*) located (*on the Southwest corner*) of the operation.

Remember

- A. Safety first when operating large equipment. Know your equipment and what is around you.
- B. When animals have been dead for a prolonged period of time, especially during warm weather, carcasses can decompose rapidly and become fragile to move.
- C. Do not use the same loader to move carcasses that is used for feed (if possible).



CATTLE CARE

Humane Euthanasia of Cattle: Euthanasia should be utilized when an animal’s condition is such that additional treatment options are unlikely to offer sufficient remedy for recovery. Euthanasia is used to prevent unnecessary suffering. To that extent, it is the responsibility of all who own or work with livestock to have the proper equipment and knowledge to conduct euthanasia effectively.

“Euthanasia” is a Greek term meaning “good death”. In this context, its objectives are met when death is induced which causes a minimum of pain and/or distress to an animal. Avoidance of pain and distress requires that euthanasia techniques cause immediate loss of consciousness followed by cardiac and respiratory arrest that ultimately results in loss of brain function.

Persons who perform this task must be technically proficient, trained and have an understanding of the relevant anatomical landmarks and the protocols used for humane euthanasia of animals.

Protocol for the Humane Euthanasia of Cattle:

1. (*Specific Names*) is/are the person(s) responsible for the euthanasia of any cattle, and making the final determination of the need to euthanize a particular animal.
2. Our operation will utilize one of the methods identified below for euthanizing cattle.

Animal/Firearm	Handgun	Rifle	Shotgun
Calves	.32 to .45 caliber Solid-point bullet	.22 LR caliber or larger Solid-point bullet	.410 to 12 gauge #4-6 birdshot or slug
Adult	.38 to .45 caliber Solid-point bullet	.22 magnum or higher caliber ¹ Solid-point bullet	20 to 12 gauge #4-6 birdshot or slug (within 3 feet)

3. (*Specific Names*) has/have been shown by (*Dr., Veterinarian or Euthanasia Training Modules*) the anatomical landmarks used for proper euthanasia.
4. (*Specific Names*) has/have been trained on the signs used for confirmation of the death of cattle by (*Dr. Veterinarian*).

Antibiotic Residue Avoidance Strategy:

1. Strictly follow label directions for product use.
2. Use newer technology antibiotics when possible.
 - A. Reduce unwanted depot effect. Select low volume products when available.
 - B. Select generic medications and vaccines with EXTREME CAUTION.
 - C. Avoid inferior products. They may cause performance loss or damage quality.
3. Select with short withdrawal time when antibiotic choice is equivalent.



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4. Never give more than 10 cc per IM injection site.
5. Never give subsequent SQ or IM doses closer than 4 inches from previous medication doses.
6. Avoid Extra-Label Drug Use (ELDU) of antibiotics.
 - A. Use label dose and route of administration.
7. Avoid using multiple antibiotics at the same time.
8. Don't mix antibiotics in the same syringe, especially if given IM or SQ.

BQA: All injections should be given in front of the shoulder slope and if possible avoid products that require IM use.

Intramuscular (IM) injections not only increase soreness compared to subcutaneous (SQ) injections, many of the products given IM cause significant muscle damage which subsequently causes a significant amount of expensive carcass trim. Knots or blemishes from SQ injections are much easier to find, examine and remove at the packers. Because of these, the national Beef Quality Assurance program adopted a policy that ALL injections (antibiotics, vaccines, parasiticides, vitamins, prostaglandins, hormones, and all other injectables) be given in front of the slope of the shoulder, that products with SQ labeling be selected in preference to products labeled for IM use only, and that IM injections if required, be limited to not more than 10 cc per injection site. These injection site guidelines have been adopted by all state BQA programs.

Almost all of our pharmaceutical and biological product suppliers and government agencies responsible for those product approvals have worked diligently to design and label products to meet the national BQA program injection guidelines. Every antibiotic developed and approved by the FDA-CVM for our use in the last two decades has included use approval other than for IM, including the development of injectables that may be given in the SQ space of the ear and around the head. It is important to remember the safety of the operator, other bystanders, the animal and the food supply must never be jeopardized.

A Producer's Guide for Judicious Use of Antimicrobials in Cattle

1. **Prevent Problems:** Emphasize appropriate husbandry and hygiene, routine health examinations, and vaccinations.
2. **Select and Use Antibiotics Carefully:** Consult with your veterinarian on the selection and use of antibiotics. Have a valid reason to use an antibiotic. Therapeutic alternatives should be considered prior to using antimicrobial therapy.
3. **Avoid Using Antibiotics Important In Human Medicine As First Line Therapy:** Avoid using as the first antibiotic those medications that are important to treating strategic human or animal infections.
4. **Combination Antibiotic Therapy Is Discouraged Unless There Is Clear Evidence The Specific Practice Is Beneficial:** Select and dose an antibiotic to affect a cure.
5. **Avoid Inappropriate Antibiotic Use:** Confine therapeutic antimicrobial use to proven clinical indications, avoiding inappropriate uses such as for viral infections without bacterial complication.
6. **Treatment Programs Should Reflect Best Use Principles:** Regimens for therapeutic antimicrobial use should be optimized using current pharmacological information and principles.



Supplier Training Materials

Cattle Care & Handling

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7. **Treat the Fewest Number of Animals Possible:** Limit antibiotic use to sick or at risk animals.
8. **Treat for the Recommended Time Period:** To minimize the potential for bacteria to become resistant to antimicrobials.
9. **Avoid Environmental Contamination with Antibiotics:** Steps should be taken to minimize antimicrobials reaching the environment through spillage, contaminated ground run off or aerosolization.
10. **Follow Label Directions:** Follow label instructions and never use antibiotics other than as labeled without a valid veterinary prescription.
11. **Subtherapeutic Antibiotic Use Is Discouraged:** Antibiotic use should be limited to prevention or control disease.

Withdrawal (WD) Time Considerations-Cattle Animal Health Products

- ✓ All WD times must be calculated from the last day of treatment and for the longest WD of the list of products used.
- ✓ If multiple doses of a single product are given the WD time should be the sum of the WD days for each administration. Example; Consider an antibiotic intended for a single application that has a 28 day WD. If a 2nd dose is given 3 days after the 1st dose, the WD would be $(28 - 3) + (28) = 53$ days from the last injection.
- ✓ Injecting greater than 10 cc per IM site will increase the potential for a violative residue.
- ✓ Off-label use of non-feed medications requires a veterinary prescription and the withdrawal time must be extended to ensure no violative residues will be present at the time of harvest.
- ✓ Generally, the extended withdrawal a veterinarian may assign will be at least an additional 60 days greater than the label withdrawal.
- ✓ Off-label use of medicated feed additives violates federal law and is strictly forbidden.

Medicated Feed Additives Protocol: The term “medicated feed” includes all medicated feed included in the diet of an animal. The term includes products commonly referred to as supplements, concentrates, premix feeds, and base mixes, and is not limited to complete feeds. An important responsibility of feed manufacturers is to ensure that the feed produced – whether medicated or non-medicated - meets all legal and intended specifications. Medicated feeds must contain the proper drug level and be fed at appropriate levels.

PRODUCT USE

Only FDA-approved medicated feed additives can be used in rations.

1. Feed only at recommended rates. Exercise caution when calculating rates for medicated feeds.
2. All medicated feed additives will be used in accordance with the FDA-approved label. Extra-label use of feed additives is strictly prohibited by federal law. No one has the authority to adjust the dose as labeled, including veterinarians. All directions for the use of a medicated feed additive will be on the label attached to the bag or will be supplied with a bulk order.
3. Ensure that all additives are withdrawn at the proper time to avoid a violative residue. If cattle are shipped prior to the proper withdrawal time as stated on

product label, contact (operation manager; phone). The sale facility and/or buyer should be contacted as soon as possible, to avoid the possibility of improperly treated cattle entering the food chain.

4. Pre-mixed or formulated supplements typically used by many smaller beef operations and most cow- calf operations do not require FDA registration of any type. Larger beef operations that use certain highly concentrated medications may be required to register with the FDA via a FD-1900 permit.
5. Identify individual animals, or groups of animals, which are being fed medicated feed, particularly if the medication requires a period of withdrawal prior to harvest/slaughter. Groups in pens or pastures can be flagged with colored ribbon to avoid shipping cattle prior to appropriate, required, withdrawal period. In the case of an improper medicated ration being fed to the incorrect group, contact (*veterinarian; phone & feedmill manager; phone*). If cattle are shipped prior to the proper withdrawal time as stated on the product label, contact facility and/or buyer.

STORAGE

- A. Medicated feed additives and other feedstuffs should be stored separate and now allowed to mix with any other materials (i.e. leaking fuel, oil, battery fluid).
- B. Prevent contaminated loader buckets, vehicles, and people from handling feedstuffs and/or stepping in feedstuffs.
- C. Take preventative measure to ensure rodents and birds are controlled in the storage area so the feedstuffs will not become contaminated.

Water Tanks and Ponds: Water is the most important nutrient for general animal well-being. If water or water tanks/sources are not clean cattle may refuse to drink from them. Cattle that don't use the water tank/source will be stressed, dehydrated, and have decreased feed intakes. This is a preventable problem through the regular monitoring and cleaning of water tanks/sources. The receiving period is often a critical time to ensure the adequate supply of fresh water as cattle/calves may be dehydrated when they arrive.

Water Tank Protocol

1. (*Manager*) will ensure that pens/pastures have water tank space that is sufficient and with adequate water flow rate to supply the cattle's daily water requirement, or that the cattle have ample access to water from a pond/stream/other source.
 - a. Ensure that the water in the tank is accessible by calves (ex. Too tall of sides on tank for baby calves to reach the water)
2. (*The manager*) will make sure that water tanks are functional and filled with water before cattle are placed in any pen or pasture.
3. (*Watertank Cleaner*) will be responsible for cleaning all permanent tanks at least every (two weeks) and before a new set of cattle are placed in a pen or pasture.

Other Management Practices: Assuring the health of a calf crop by following these management practices will give calves the chance to grow at their potential and reduce unneeded stress at a later time in their life.

1. Castration



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- a. Castrate early in life as possible (between birth and 4 months of age).
2. Dehorning
 - a. Remove between birth and 4 months of age.
3. Branding
 - a. Take care in proper iron temperature and time on the hide as an iron that is too hot or held on too long can scar the underlying muscle tissue.



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Verified Beef Policies and Procedures:

RFID Tags

- All cattle enrolled under the VB CCH PVP must be tagged with RFID tags purchased from VB or through another PVP.
 - The RFID Tag must be applied before the animal leaves the ranch of origin.
 - RFID Tags are assigned to a specific calving group
 - Unused tags may be transferred from one calving group to another by the VB administrator.
 - The producer shall report unused or destroyed RFID tags to the VB Administrator.

Required Records

- Cattle Care and Handling Program Manual: *Additional requirements described below:*
 - A program manual must be constructed and kept up to date at each supplier location.
 - An approved card/certificate of completion of the BQA program must be on file.
 - All suppliers must document fall-out procedures used to establish unique identification and control any non-conforming cattle in a specified group. The fall-out procedure may include notching hang tags, attaching a new hang tag, etc. The procedure must be approved by VB before a supplier will be approved.
 - Fall-out cattle from one program may be eligible for compliance in another program. *For example:* A CCH calf that is given an improper injection is still eligible for NE3, NHTC, or Age and Source.
 - A VB shipping document must accompany each shipment of CCH animals that occurs due to sale or transfer of custody. Suppliers should keep a copy for their own records.
- The producer is required to keep records for a minimum of 3 years.

Audits

An audit consists of reviewing the records and production practices of each producer. The audit will verify that the producer understands and meets the policy and procedure requirements needed for VB PVP compliance. Cattle handling facilities will be inspected, RFID tag compliance will be evaluated, and producer paperwork will be examined for compliance

Cattle Care and Handling verification audits will be performed via an on-site audit. On-site audits are required and can be completed in conjunction with NHTC/NE3/Grassfed audits. This on-site audit must be completed prior to shipment of any animals from the operation.

Promotional Material

Any advertisement of cattle as CCH must be submitted to VB for USDA approval before that promotional material is made public.



Cattle Care & Handling Supplier Training Quiz

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1. Third party verification of cattle care and handling information is required to participate in the CCH USDA program. Yes / No
2. Cattle should be inspected for disease/injury when they are received on the ranch. Yes / No
3. Trucks and trailers should be overloaded so as to prevent cattle from slipping during transport. Yes / No
4. Which of the following are parts of the Working/Processing SOP?
 - a. Processing is a quality, not quantity, driven task.
 - b. Facilities should be inspected to ensure proper and safe operability.
 - c. Injections should only be given in the neck.
 - d. Electric prods should be used sparingly.
 - e. Crew members should be trained before working cattle.
 - f. All the above
5. Bent needles should be straightened with a set of pliers and continued to be used for injection. Yes / No
6. A non-ambulatory animal should be left alone until it has healed. Yes / No
7. Animal carcasses should be disposed of in a designated area. Yes / No
8. Which of the following are proper euthanasia methods?
 - a. High caliber pistol, shotgun, or rifle
 - b. Hammer
 - c. Overdose of antibiotic
 - d. Strangling with a rope
 - f. All the above
9. If giving an IM injection, dosage should be no more than 20 cc per injection site. Yes / No
10. Medicated feeds can be fed at the producer's discretion. Yes / No
11. Clean water with sufficient tank space and flow rate is ideal for cattle. Yes / No
12. Castration and dehorning should be performed after 6 months of age. Yes / No
13. To gain initial approval for CCH verification as a cow/calf supplier, you must be audited **on-site** by Verified Beef? Yes / No

Producer Signature: _____

Date: _____



Fall-Out Procedures

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Producer Name:

Date:

PVP/QMS Program:

Fall-Out Procedure:

When is the animal identified?

How is the animal identified?

Is there a secondary identification procedure?

Who is in charge of identifying non-compliant cattle?

How are the records kept for fall-out cattle?

Verified Beef – Policies and Procedures	Policy Number:	OP 10
	Issue Date:	2/26/09
	Revision Number:	4
	Revision Date:	7/31/14
Shipping Procedures		
Approved by: Verified Beef, LLC.		

I. Purpose:

To define policy and establish procedures for transfer of possession or ownership (shipping) for cattle enrolled in, and certified under, one or more the following USDA PVPs; NHTC, NE3, Grassfed, or Cattle Care & Handling.

II. Policy:

VB is fully committed to the supporting all producers, backgrounder, grow yards and feedyards (facility) to meet all their requirements for shipping documentation and control and verification of cattle to comply with USDA requirements and regulations. It is also the policy to maintain a process that will control all quality system records.

III. General:

- A. Program participation consists of an enrollment certificate for the appropriate PVP/QSA program (NHTC, NE3, Grassfed, CM, or Cattle Care & Handling). A visual inspection of cattle being shipped with comments, head count, and verification of identification of non-conforming animals. The VB shipping document will include, trucking company, date, number of cattle shipped, producer plus origin of shipment, destination, driver's signature, and producer's signature. A copy of the official VB certificate will be forwarded to the destination of the cattle by VB staff.
- B. If the number of cattle loaded is less than a truckload, and the driver intends to load additional cattle, the driver must have procedures to segregate and/or clearly visually identify cattle on different manifests. A signed affidavit describing his procedure will be required.
- C. VB, as well as both shipping and receiving entities must maintain a copy of shipping records for the time period as outlined by USDA.

General information on quality management systems can be found at the American Society for Quality (ASQ) home page <http://www.asq.org/index.html>

Definitions

Compliance: All employees are required to comply with corporate policies and procedures as they relate to their job responsibilities.

IV. Procedures:

A. Prior to Shipment:

- 1. Notify VB that cattle from a given cattle group will be shipped on or about a given date.

Verified Beef – Policies and Procedures Shipping Procedures	Policy Number:	OP 10
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2. VB will verify that the supplier has identified non-conforming animals, confirm the shipping date, and number of cattle to be shipped.
3. VB will communicate with final destination and determine the appropriate date for providing the official PVP certificate.

B. At Shipment:

1. Producers and facilities will visually inspect all cattle being shipped for non-conformance, and ensure all shipping documents are provided to the driver. The shipping document will include, trucking company, date, number of cattle shipped, producer's or facility's full name, origin (location) of shipment, destination, driver's signature and the Operation Representative's signature.
2. Driver will transfer shipping document along with cattle from the point of origin to the final destination.
 - a. If cattle are to be unloaded at any point other than final destination the driver must contact shipper to make arrangements to maintain program conformance.
3. If the cattle loaded are less than full truck load, the driver will produce and sign his procedure to segregate and/or clearly visually identify cattle on different manifests.

C. After shipment:

1. A complete set of shipping documents will be delivered to VB by either USPS, facsimile, email or other means agreeable by both VB and the shipper.
2. All documentation will be maintained for the time period as outlined by USDA.
3. VB will inform the final destination of any updates to the official PVP Certificate as applicable.

V. Attachments:

None



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The following person(s) are responsible for employee training and other functions described in the Supplier Training Material.

Cattle Handling

Receiving Cattle SOP

Designated Person: _____

Shipping Cattle SOP

Designated Person: _____

Working/Processing Cattle SOP

Designated Person: _____

Broken Needles SOP

Designated Person: _____

Veterinarian Name and Number: _____

Handling of Downers

Designated Person: _____

Safe place for animal: _____

Downer moved with: _____

Hospital Pen: _____

Animal Disposal

Designated Person: _____

Designated location: _____



Cattle Care & Handling Person Designations

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Cattle Care

Humane Euthanasia

Designated Person: _____

Type of Euthanasia: _____

Trained by: _____

Antibiotic Residue Avoidance

Designated Person: _____

Medicated Feed Additives

Designated Person: _____

Who to contact when an improper ration fed? _____

Water Tanks & Ponds

Designated Person: _____

Other Practices

Designated Person: _____