

Chapter 11

Country of Origin Labelling and Authenticity

- Part 1 Country of Origin Labelling
- Part 2 Beef Authenticity Project

Part 1 - Country of Origin Labelling

Section 1	Purpose
Section 2	Criteria for Country of Origin
Section 3	Traceability and Labelling
Section 4	Labelling
Section 5	Exemptions
Section 6	Enforcement
Section 7	FBO Responsibility
Section 8	FSS Duties
Section 9	Annexes

1. Purpose

- 1.1 Purpose
- 1.2 Glossary of Terms and Phrases
- 1.3 European Regulations
- 1.4 Domestic Regulations

1.1 Purpose

1.1.1 Purpose

Under EU law full traceability of pre-packed fresh, chilled and frozen meat of swine, sheep, goat and poultry entering and moving within the EU markets is a legal requirement. These controls have been drafted in order to comply with the particulars surrounding 'country of rearing' and 'country of slaughter'. Pre-packed fresh, chilled and frozen meat of swine, sheep, goat and poultry for supply to the consumer or mass caterer require origin information to be printed on the product labels in order for them to meet legal requirements as set down in:

- Regulation (EU) No 1337/2013 for which the enforcement provisions are given in The Country of Origin of Certain Meats (Scotland) Regulations 2016 (SSI 2016 No 84)
- Regulation (EU) No 1169/2011 for which the enforcement provisions are given in The Food Information (Scotland) Regulations 2014 (SSI 2014 No 312 as amended)
- **Reference:** See guidance on labelling requirements at: <http://www.foodstandards.gov.scot/food-safety-standards/labelling> for additional information.
- **Reference:** See guidance on labelling requirements at: <http://www.foodstandards.gov.scot/food-standards-training-manual-january-2017> for additional information.

1.2 Glossary of Terms and Phrases

1.2.1 Group of animals

The size of the group of animals is defined by:

- the number of carcasses cut together which constitutes one batch for the cutting plant in the case of cutting carcasses
- the number of carcasses from which the meat has been cut or minced together and constitutes one batch; this may be from already deboned meat
- the establishments in which meat is cut or minced shall ensure that all carcasses in a batch correspond to the animals to which identical labelling indications apply; except where Article 7 of Regulation (EU) No 1337/2013 is applied

1.2.2 Reared in

An indication of the Member State or third country in which the rearing took place is referred to as 'reared in' (Member State or third country). There are different rearing criteria for each species.

1.2.3 Slaughtered in

The Member State or third country in which the animal was slaughtered is indicated as 'slaughtered in' (Member State or third country).

1.2.4 Origin

'Reared in' and 'slaughtered in' may be replaced by the single term 'origin' if the meat has been obtained from animals born, reared and slaughtered (wholly produced), in one single Member State or third country.

1.2.5 Exceptions

Where several pieces of meat, of the same or of different species, corresponding to different labelling indications in respect of 'reared in' and/or 'slaughtered in' are presented in the same pack to the consumer or mass caterer, the label shall indicate this.

1.2.6 Batch code

A batch code which identifies the meat supplier to the consumer or mass caterer must be given on the label. This code may be referenced with other information to enable food businesses to demonstrate the accuracy of the information on the label.

1.2.7 Derogation

An exemption from or relaxation of a rule or law: *countries assuming a derogation from EC law.*

1.2.8 Place or provenance

A place of provenance is any place where a food is indicated to come from that is not the 'country of origin' as determined in accordance with Articles 23 to 26 of Regulation (EEC) No 2913/92 (for example Tayside, Tuscany).

1.2.9 Pre-packed food

Pre-packed food is any single item for presentation to the final consumer and to mass caterers, consisting of a food and the packaging into which it was placed before being offered for sale. This applies whether such packaging encloses the food completely or only partially, but in any event in such a way that the contents cannot be altered without opening or changing the packaging.

1.3 European Regulations

1.3.1 Regulation (EC) No 178/2002

Article 18 of Regulation (EC) No 178/2002 requires that Food Business Operators (FBOs) must have systems and procedures in place to ensure that the traceability of food and food-producing animals can be established at all stages of production, processing and distribution. The FBO must be able to:

- identify any person from whom they have been supplied with a food producing animal
- identify the other businesses to which their products have been supplied
- make this information available to the competent authorities on demand

1.3.2 Regulation (EC) No 853/2004

Article 1 point 6 c states: This Regulation shall apply without prejudice to requirements concerning the identification of animals and the traceability of products of animal origin.

1.3.3 Regulation (EC) No 854/2004

During the exercise of official controls, the OV is to verify compliance with the FBO's duty pursuant to Regulation (EC) No 853/2004 to ensure that animals accepted for slaughter for human consumption are properly

identified. The OV is to ensure that animals whose identity is not reasonably ascertainable are killed separately and declared unfit for human consumption. Whenever the OV considers it necessary, official controls are to be carried out on the holding of provenance.

Regulation: (EC) No 854/2004, Annex I, Section II, Chapter III (1).

1.3.4 Regulation (EU) No 1169/2011

Article 26(2)(b) sets out the obligation to indicate the country of origin or place of provenance on the label of meat falling within the Combined Nomenclature codes listed in Annex XI to that Regulation i.e. fresh, chilled and frozen meat of swine, sheep, goats and poultry.

1.3.5 Regulation (EU) No 1337/2013

Article 1 of Regulation (EU) 1337/2013 lays down rules on the indication of the country of origin or place of provenance on the label of fresh, chilled and frozen meat of swine, meat of sheep or goats, and meat of poultry, which fall within the respective Combined Nomenclature codes listed in Annex XI Regulation (EU) No 1169/2011. Article 3 requires full traceability of any of the above entering the food chain, including:

- the FBO must have an identification and registration system
- the system must be robust and be able to show a link between the meat and the animal or group of animals from which it has been sourced
- transmission of the information with the meat to subsequent processors, distributors, mass caterers and consumers
- creating batch coding and full traceability of such codes
- recording arrival and departure of animal, carcass or cuts and ensuring correlations between arrivals and departures

Article 4 sets out the definition of how a group of animals may be defined.

Article 5 defines the criteria to follow to show which member state or third country in which rearing took place indicated as 'reared in' and slaughter took place indicated as 'slaughtered in'.

Article 7 states the derogations for minced meat and trimmings, detailing how 'reared in' and 'slaughtered in' should be applied.

1.4 Domestic Regulations

1.4.1 Domestic legislation

The Country of Origin of Certain Meats (Scotland) Regulations 2016 apply to pre-packed fresh, chilled and frozen meat of swine, sheep, goat and poultry for supply to the consumer or mass caterer.

The FBO must be able to:

- identify any person from whom they have been supplied with a food-producing animal
- identify the other businesses to which their products have been supplied
- make this information available to the competent authorities on demand

2. Criteria for Country of Origin

2.1 Criteria for Swine

2.2 Criteria for Sheep and Goats

2.3 Criteria Poultry

2.1 Criteria for Swine

2.1.1 Swine

The following criteria determine the place of rearing where:

- the animal is slaughtered *older than 6 months*, the Member State or third country in which the *last rearing period of at least 4 months* took place
- the animal is slaughtered *younger than 6 months* and with a live weight of *at least 80 kilograms*, the Member State or third country in which the rearing period after the animal had reached 30 kilograms took place
- the animal is slaughtered younger than 6 months and with a live weight of less than 80 kilograms, the Member State or third country in which the whole rearing period took place

2.1.2 Sheep and Goats

The following criteria determine the place of rearing where:

- the Member State or third country in which the last rearing period of at least 6 months took place
- animals slaughtered younger than 6 months, the Member State or third country in which the whole rearing period took place

2.1.3 Poultry

The following criteria determine the place of rearing where:

- the member state or third country in which the last period of at least one month took place
- animals slaughtered younger than one month, the Member State or third country in which the entire rearing period after the animal was placed for fattening took place

3. Traceability

- 3.1 Introduction
- 3.2 Identification and Registration
- 3.3 Batch Codes

3.1 Introduction

3.1.1 Definition and scope

Traceability, as defined by Article 3, paragraph 15 of Regulation (EC) No 178/2002, means ‘the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution’.

3.1.2 Regulation (EC) No 178/2002 Recital 28

Experience has shown that the functioning of the internal market in food or feed can be jeopardised where it is impossible to trace food and feed. It is therefore necessary to establish a comprehensive system of traceability within food and feed businesses so that targeted and accurate withdrawals can be undertaken or information given to consumers or control officials, thereby avoiding the potential for unnecessary wider disruption in the event of food safety problems.

3.2 Identification and Registration

3.2.1 System

A system must be in place to record a link between the meat and the animal or group of animals from which it has been obtained. It must have the ability to transmit the information as appropriate with the meat to the operators at the subsequent stages of production and distribution. The system must record, in particular, the arrival at and departure from the establishment of animals, carcasses or cuts, as appropriate, and ensure a correlation between arrivals and departures. Records of the above must be retained and available for 12 months from the end of the calendar year to which each record relates.

3.2.2 Regulation (EU) No 1337/2013

Article 3: FBOs must have an identification and registration system in place which must be applied to ensure, at slaughter stage, a link between the meat and the animals or group of animals from which it has been obtained. This is the slaughterhouses' responsibility.

3.2.3 Regulation (EC) No 178/2002

Article 18 (1): FBOs must have systems and procedures in place to ensure that the traceability of food and food-producing animals can be established at all stages of production, processing and distribution.

3.3 Batch Codes

3.3.1 Batch codes

Correlation between the final batch of meat and the constituent batch or batches of raw material must be coded in such a way as to provide full traceability.

4. Labelling

- 4.1 Carcase and Cuts Labelling Procedures
- 4.2 Boxed Product Labelling Procedures
- 4.3 Bulk Packaging Labelling Procedures
- 4.4 Packed ready for Sale Labelling Procedures

4.1 Carcase and Cuts Labelling Procedures

4.1.1 Swine, sheep and goats

Labels must be tamper-proof, tear-resistant and firmly attached to each quarter of carcase or cut. The labels must have printed on them in an indelible form the following:

- the approval number of the abattoir
- the identification or slaughter number of the animal
- the date of slaughter
- the weight of the carcass
- where applicable, that the classification has been carried out by using automated grading techniques

4.2 Boxed Product Labelling Procedures

4.2.1 Swine, sheep, goats and poultry

The labels must be firmly attached and have printed on them in an indelible form the following:

- name of food
- best before or use by date
- name & address of responsible person or business
- batch number
- any special storage conditions and/or conditions of use
- country of rearing (EU member state or third country)

- country of slaughter (EU member state or third country)
- net weight

4.2.2 Tamperproof

An ID mark label must be firmly attached in such a way to seal the box lid to base to prevent access and tampering of product.

4.3 Bulk Packaging Labelling Procedures

4.3.1 Swine, sheep goats and poultry

The product should be palletised and cling wrapped to completely seal in all products. The pallet should then have labels attached to all four sides. The labels must be clearly and firmly attached and have printed on them in an indelible form the following:

- best before or use by date
- name & address of responsible person or business
- batch number
- any special storage conditions and / or conditions of use

The remaining mandatory information may be provided in commercial documents either accompanying the goods or supplied prior to delivery.

4.4 Packed Ready for Sale Labelling Procedures

4.4.1 Label

Labels must contain all product information as laid down in Regulation (EU) No 1169/2011 as well as all specific requirements in Regulation (EU) No 1337/2013. When routinely checking packaging ensure that both 'reared in' and 'slaughtered in' are clearly displayed.

4.4.2 Health mark

Oval health mark and identification mark must be applied to all fresh meat produce in accordance with Regulation (EC) No 853/2004 Annex II Section IB points 5 – 8 amended by Regulation (EU) No 517/2013 and Regulation (EC) No 853/2004 Annex II Section IC points 9, 13 and 14.

See Annex 1 for labelling examples.

5. Exceptions

- 5.1 Rearing Criteria Not Met
- 5.2 Exceptions
- 5.3 Derogation for Meat from Third Countries
- 5.4 Derogations for Minced Meat and Trimmings

5.1 Rearing Criteria Not Met

5.1.1 Rearing criteria not met in one single country

In the situation where the FBO can prove to the enforcing authority the names of the Member States or third countries that the animal was reared in then these can be specified:

- Reared in UK and Ireland
- Reared in UK and Denmark
- Reared in Thailand and Ireland and UK

Where the rearing period as explained is not attained in any of the Member States or third countries where the animal was reared then the indication must be replaced by:

- Reared in several Member States of the EU
- Reared in several EU and non-EU countries

Where the meat or the animals have been imported into the EU:

- Reared in several non-EU countries

5.2 Exceptions

5.2.1 Exceptions

Where several pieces of meat, of the same or of different species, correspond to different labelling indications in respect of 'reared in' and or 'slaughtered in' are presented in the same pack to the consumer or mass caterer, the label shall indicate:

- the list of Member States or third countries in accordance with the requirements for each species
- the batch code identifying the meat supplied to the consumer or mass caterer

5.3 Derogation of Meat from Third Countries

5.3.1 Derogation of meat from third countries

Where meat is imported for placing on the EU market from a non-EU source and where the information in regards to the place of rearing is unavailable the label shall contain the indication:

- 'Reared in non-EU' and
- 'Slaughtered in (name of the third country where the animal was slaughtered)'

5.4 Derogation for Minced Meat and Trimmings

5.4.1 Derogation for minced meat and trimmings

The following indications may be applied:

- 'Origin: EU' – where minced meat or trimmings are produced exclusively from meat obtained from animals born, reared and slaughtered in different Member States
- 'Reared and slaughtered in: EU' – where minced meat or trimmings are produced exclusively from meat obtained from animals reared and slaughtered in different Member States
- 'Reared and slaughtered in: non-EU' – where minced meat or trimmings are produced exclusively from meat imported into the EU
- 'Reared in: non-EU' and 'Slaughtered in: EU' – where minced meat or trimmings are produced exclusively from meat obtained from animals imported into the EU as animals for slaughter and slaughtered in one or more different Member States
- 'Reared and slaughtered in: EU and non-EU' – where minced meat or trimmings are produced from:
 - meat obtained from animals reared and slaughtered in one or several Member States and from meat imported into the EU
 - meat obtained from animals imported into the EU and slaughtered in one or several Member States

6. Enforcement

6.1 Introduction

6.2 Enforcement

6.1 Introduction

6.1.1 Introduction

Depending on the circumstances, it may be possible to address minor non-compliances through informal advice and education. However, if informal measures are not appropriate to the labelling contravention or issue, the matter should be elevated to formal action by a report to the Procurator Fiscal.

6.2 Enforcement

6.2.1 Disposal of meat declared as unfit for human consumption

When the meat cannot be health marked due to absence of FCI or due to the information provided, the meat must be declared unfit for human consumption and the OV should seek voluntary surrender of the meat.

Where surrender is not forthcoming, the OV should put in writing the reasons why they are formally declaring the meat unfit for human consumption, in accordance with Regulation (EC) No 854/2004, Annex I, Section II, Chapter II, Paragraphs 3 or 4.

Note: Where the FBO continues to refuse to dispose of meat declared unfit, follow the ABP provisions relating to the treatment of meat that has been declared unfit for human consumption in Chapter 2.8.

6.2.2 Wrong or misleading FCI

The competent authority is to take appropriate action if it discovers that the accompanying records, documentation or other information do not correspond with the true situation on the holding of provenance or the true condition of the animals or aim deliberately to mislead the Official Veterinarian.

6.2.3 Regulation (EC) No 854/2004

Annex 1, Chapter 2, Part A1 states that the official veterinarian is to check and analyse relevant information from the records of the holding of provenance of animals intended for slaughter and to take account of the documented results of this check and analysis when carrying out ante- and post-mortem inspection.

7. FBO Responsibility

7.1 FBO Duties

7.1.1 Duty to ensure traceability

The FBO has a duty to ensure that all livestock submitted for slaughter are correctly identified. These checks should form part of the procedures that they have put in place in accordance with of Article 5 of Regulation (EC) No 852/2004 and Regulation (EC) No 853/2004 Annex II Section II (1&2) to meet the requirements of HACCP.

Reference: See the Meat Industry Guide (MIG) for additional information.

The FBO must have an identification and registration system in place which must be applied to ensure, at slaughter stage, a link between the meat and the animals or group of animals from which it has been obtained.

7.1.2 Record keeping

The FBO must ensure that records of all livestock delivered to the establishment contain the required rearing information in accordance with Article 5 of Regulation (EU) No 1337/2013. The records must be retained by the FBO and remain available for 12 months from the end of the calendar year to which each record relates.

7.1.3 Identity not established – FBO action

If the identity of the animal is not established to the satisfaction of the OV, the FBO must:

- slaughter the animal separately, then stain and dispose
- of the appropriate category of animal by-product under
- supervision by FSS operational staff

7.1.4 Disposal of carcasses

The FBO should dispose of the carcase as follows:

- carcase containing SRM should be slashed, stained with patent blue V E 131 and disposed of as SRM (Category 1 Animal By-Product)
- carcasses that have had all SRM removed should be slashed and stained with Black PN or Brilliant Black BN and disposed of as Category 2 Animal By-Product. The SRM should be stained and disposed of as (Category 1 Animal By-Product)

8. FSS Duties

8.1 OV Duties

8.2 MHI Duties

8.1 OV Duties

8.1.1 Ante-mortem

The OV is to verify that the FBO complies with Regulation (EC) No 853/2004 to ensure that animals accepted for slaughter for human consumption are properly identified.

Review and validate FCI/ rearing information during ante-mortem inspection.

8.1.2 Correlation

Ensure the FBO shows correlation of product throughout the process including final labelling.

8.1.3 Identity checks

Check identification/ batch marks of animals along with production labelling on a random basis spread throughout the day, every day. Checks should not fall into a pattern, for example, concentrated on a particular day or part of a day.

8.1.4 Record keeping

The OV should carry out monthly checks on all paperwork held by the FBO regarding the rearing and movement of product.

8.1.5 Requirement for proof of identity

The OV is to notify the operator of any carcasses without the correct identification without delay. The FBO should be given the opportunity to present evidence to allow the OV to be confident that the identity of the carcass was reasonably ascertainable.

Caution: Clear and unambiguous proof will be required and more than one piece of evidence may be needed to substantiate the identity of the animal.

8.1.6 Official controls on provenance

When the OV suspects there may be issues regarding:

- the identification of animals
- suspect fraudulent documents

they should contact the LAs (Trading Standards Department) who are responsible for enforcement of Animal Identification legislation and Trades Description legislation.

8.2 MHI Duties

8.2.1 Ante-mortem

Review and validate FCI/ rearing information during ante-mortem inspection, raising any issues of concern with the OV.

8.2.2 Correlation

Ensure the FBO shows correlation of product throughout the process including final labelling.

8.2.3 Identity checks

Check identification/ batch marks of animals along with production labelling on a random basis spread throughout the day, every day. The checks must validate that correct information regarding rearing and kill number/batch number are correct and clearly displayed.

Checks should not fall into a pattern e.g. concentrated on a particular day or part of a day.

8.2.4 Requirement for proof of identity

The MHI is to notify the OV and operator of any carcasses without the correct identification without delay. The FBO should be given the opportunity to present evidence to allow the OV to be confident that the identity of the carcass was reasonably ascertainable.

Caution: Clear and unambiguous proof will be required and more than one piece of evidence may be needed to substantiate the identity of the animal.

9. Annexes

Annex 1 Examples of origin labelling

Part 2 - Beef Authenticity Project

Collection of Beef Authenticity Project Samples

Section 1 Overview

Section 2 Sampling

Appendix 1

Appendix 2

1. Overview

1.1 Introduction

1.2 Legislation

1.3 FBO responsibility

1.4 FSS role

1.1 Introduction

1.1.1 Purpose

- This Food Standards Scotland (FSS) led project aims to provide analytical tools to authenticate origin-based claims in beef sold at establishments in Scotland. The tools will primarily be for the use of FSS. Collection of authentic beef reference samples of known origin is required to provide the basis for this approach.
- This section provides instruction for personnel collecting authentic reference samples and due diligence samples from abattoir slaughter lines.

1.1.2 Co-ordination and collection

- FSS is responsible for the coordination and management of sampling. FSS representatives undertake the collection of reference samples from approved slaughterhouses/processing plants.

1.2 Legislation

1.2.1 Regulation (EC) No 178/2002

- Article 18 of Regulation (EC) No 178/2002 requires that Food Business Operators (FBOs) must have systems and procedures in place to ensure that the traceability of food and food-producing animals can be established at all stages of production, processing and distribution.

1.2.2 Regulation (EC) No 1760/2000

- The regulation establishes a system for the identification and registration of bovine animals including the requirement for bovine animals to be identified by a minimum of 2 forms of identification. It also establishes requirements for labelling of bovine products.

1.3 FBO responsibility

1.3.1 Information on origin

- Only animals for which full information of the farm submitting for slaughter or source (e.g. market or collection centre) is available can be sampled. This information will be essential in ensuring the integrity of the analytical tools developed using these samples.
- Slaughterhouse operators are required to keep such records on all animals and it is an offence not to do so.

1.4 FSS role

1.4.1 Official veterinarian (OV)/ Authorised Officer (AO) responsibility

The OV/AO must:

- Ensure that only FSS authorised staff carry out the sampling
- Ensure continuity of evidence when samples are collected, prepared, labelled, stored, and despatched by correct use of supplied tamper proof evidence bags
- Obtain traceability information for the origin of the animals sampled such as copies of passports and other ID / movement documents.

2. Sampling

- 2.1 Sampling programme
- 2.2 Sampling equipment
- 2.3 Collecting samples
- 2.4 Storage and despatch of samples

2.1 Sampling programme

2.1.1 What samples to collect

- FSS have developed a testing plan for the beef authenticity project to provide representative coverage of Scottish beef production as well as imported beef production.
- OV / AO's will be supplied with instructions to sample for the beef authenticity project.
- Animals should be selected at random from each producer (It may be efficient to take samples from animals already being sampled for residue analysis or other analysis).
- There may be occasion that FSS will request samples from specific animals/producers to be collected as part of their due diligence testing plan. These samples should be clearly labelled as such.

2.1.2 When to collect

- OV / AO's will be asked to collect authentic reference samples when conducting audits / inspections as part of their normal duties.
- Samples should ideally be collected on the abattoir line post slaughter prior to chilling. Sampling from the chillers is permitted providing animals can still be individually identified (i.e. by carcass tags/labels).
- Avoid collecting multiple samples from a single producer unless otherwise instructed to do so.
- OVs may be asked to re-collect samples from specific producers at a later date to enable analysis of temporal variation in the beef population.

2.1.3 Sample security and continuity of evidence

- The results of analyses of authentic beef reference samples could be used as evidence to support legal proceedings and as such it is important that there is continuity of evidence. Samples collected must be accurately identified with all traceability information recorded as per section 2.3. and secured in tamperproof evidence bags provided to maintain sample integrity (see Appendix 1).

Note: Samples received by the testing laboratory will be checked for signs of tampering. Any samples provided unsealed or showing any signs of tampering will be discarded and reported back to FSS.

2.2 Sampling equipment

2.2.1 Use of containers

- It is important that only the specified sampling containers are used as failure to do so may result in the sample being rejected by the laboratory as un-assayable.

2.2.2 Supplies

- Collectors will be provided with: tamperproof evidence bags (see Appendix 1) and packaging supplies.
- Depending on the FBO policy, FBO supplied knives and PPE or FSS supplied knives and PPE should be used. Cleaning and disinfection procedures for knives / protective equipment are to be followed.
- Packaging supplies will be provided in advance. Depending on the number of samples collected this will either be a padded envelope or a self-seal box. Courier label windows are provided for both types of packaging.

2.2.3 Sampling equipment orders

- Sampling equipment can be re-ordered by contacting:

Food Forensics

fssanalysis@foodforensics.co.uk

01603 274456

2.3 Collecting samples

2.3.1 What to collect

- Where a sample has been identified for collection as per section 2.1.1. the approved collector should collect a sample of at least 200g of lean muscle tissue from the animal. The sample should be placed into a tamperproof evidence bag.
- During sample collection, precautions must be taken to ensure that contamination of the meat by actions such as palpation, cutting or incision is kept to a minimum. Minimum handling of the carcass should take place.
- Note: to ensure minimum inconvenience to the abattoir we recommend collecting samples from a low cost cut such as around the neck.

2.3.2 After sampling

- Immediately after collection the tamperproof evidence bag must be sealed (see Appendix 1).
- The collector should retain the tamperproof evidence bag “rip strip” barcode with their audit records for traceability (see Appendix 1).
- Email Food Forensics (FSSanalysis@foodforensics.co.uk) a list of samples collected and sample bag numbers so that they can be cross referenced on receipt at the laboratory.

NOTE: Check the bag is sealed properly before labelling.

2.3.3 Sample traceability

Labelling of the tamperproof evidence bag must be carried out immediately after each sample is taken. Complete the information required on the tamperproof evidence bag as follows:

Sample type – Record the sex, age and breed of the animal sampled, **ear tag number and kill number***

- Number of subsamples – Where multiple subsamples have been collected complete this. Otherwise “NA”.
- Production method – If production method (e.g. conventional, organic etc.) is known complete here. Otherwise “NA”.
- Supplier – Record the name of the supplier of the animal and the CPH number

- Production location – Record the address of the source of the animal
- Date of collection – Record the date of collection of the sample
- Collected by (Print) – Print the name of the collecting OV or AO
- Collected by (Signature) – Signature of the collecting OV or AO
- Company – The company that the OV or AO represent (e.g. FSS)

***NOTE: Immediately at collection record the carcass tag number and kill number. It is permitted to complete the remaining information later in the same day, ideally directly from cattle passports.**

2.4 Storage and despatch of samples

2.4.1 Sample storage

- Samples that have been collected and sealed should be stored until a courier has been arranged for despatch to the testing laboratory.
- Samples should be stored in a freezer until despatch. Where samples are to be despatched within 72 hours of collection it is permitted to store in a fridge where freezer space is not available.

NOTE: If other types of samples (e.g. RIM samples) are kept in the same fridge / freezer, care should be taken to prevent cross-contamination between samples.

NOTE: Where despatch of samples has been arranged for the same day as sample collection it is not critical that samples are frozen prior to shipping. Samples should be packed as per section 2.4.2.

2.4.2 Packing

It is recommended that samples are packed for despatch as follows:

- Place the samples (in sealed tamper proof evidence bags) into a suitable container for shipping (i.e. cardboard box or padded envelope)
- Seal the container
- Attach courier label to the outside of the parcel
- Label the parcel “Fragile”

NOTE: If ice blocks or pouches are available, it is recommended that one is included with samples, particularly in hot weather.

2.4.3 Despatching samples

Samples are despatched to the laboratory by the Food Forensics UPS courier despatch process:

- 1) Collecting officer should contact Food Forensics by email (fssanalysis@foodforensics.co.uk) or telephone (01603 274456) to arrange courier collection of samples
- 2) Samples can be collected on the same day if the courier is organised before 1200 hrs
- 3) The collecting officer is required to provide the following information to Food Forensics: Address for collection including postcode; Telephone number for site; Email address (to send the UPS label to); Approximate weight of package; Location on site for sample collection (e.g. reception, security, goods in etc.); Day/time parcel will be ready for collection. Collecting officers should also indicate that the samples have been collected as part of the FSS project.
- 4) Upon receipt of this information, Food Forensics will arrange a courier collection for the samples and email a UPS parcel label to the provided email address.
- 5) The UPS label should be attached to your sealed parcel. Please ensure the parcel is available at the collection location specified (e.g. reception, security, good in etc.) for the time allocated.

NOTE: Samples must not be sent on Fridays or on days preceding public holidays

2.4.4 Despatch failure

Should despatch fail (i.e. the courier fails to collect samples) you must rearrange despatch as soon as possible:

- Return parcel to the freezer/fridge if collection has not been arranged for the same day
- Contact FSS and FF to make them aware of the failed despatch

Appendix 1: Using the tamper proof evidence bags

Appendix 1.1 Use of tamperproof evidence bags

Tamperproof evidence bags are an important stage in maintaining continuity of evidence, since the samples collected may form part of legal proceedings.

Appendix 1.2 Sealing



From the INSIDE peel off the SILVER TAPE on the tamperproof evidence bag.

Ensure excess air is squeezed out from the bag and seal tightly along the adhesive strip. (The top blue section is the adhesive strip)

Do not attempt to reposition the seal as this will VOID the seal and the sample therein will be disposed. If a mistake has been made during sealing, always use a new tamperproof evidence bag or place inside another bag and send details of BOTH bags to Food Forensics as below.

Retain the tamperproof evidence bag "rip strip" barcode with their audit records for traceability.



Email Food Forensics (FSSanalysis@foodforensics.co.uk) a list of samples collected and sample bag numbers so that they can be cross reference on receipt at the laboratory.

Appendix 2: Contact Information

Food Forensics Limited

Address: Food Forensics Ltd., Norwich Research Park Innovation Centre, Colney Lane, Norwich, NR4 7GJ

Tel: 01603 274456 Email: FSSanalysis@foodforensics.co.uk

Food Standards Scotland

Dr Lynsey Scullion

Scientific Advisor

Food Protection Science & Surveillance

Food Standards Scotland

Pilgrim House, Old Ford Road, Aberdeen, AB11 5RL

Tel: 01224 285113 Mob: 07769 163444

Courier

Food Forensics provide a courier service through UPS. For any questions or problems relating to UPS please contact Food Forensics in the first instance.