



**The EC Feed Hygiene
Regulation (183/2005)
The EC Food Hygiene
Regulation (852/2004)**

**Record- Keeping
Requirements For
Farmers in Scotland**

Version 1.0 September
2010

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Summary

Intended audience:	This guidance has been produced for feed and food businesses, many of which are small or medium sized enterprises. It is also aimed at bodies responsible for the enforcement of Regulation (EC) 852/2004 and Regulation (EC) 183/2005.
Regional coverage:	This guidance applies to Scotland only. Guidance has been produced in England, Wales and Northern Ireland.
Legal status:	<p>These guidance notes provide informal, non binding advice on the legal requirements of Regulation (EC) 852/2004 and Regulation (EC) 183/2005 and should be read in conjunction with the legislation itself.</p> <p>The text should not be taken as an authoritative statement or interpretation of the law, as only the courts have this power.</p>
Purpose:	To provide guidance for business and enforcement bodies on record keeping requirements i.e. the areas which records will be required to be kept, and the standards expected for business to comply with the legislation. This document will be made available to all stakeholders including primary producers and enforcement bodies to enable them to understand and comply with the legislation.

REVISION HISTORY

Revision No.	Revision date	Purpose of revision	Revised by
0.1	January 2010	Draft Guidance	Jacqui Angus (FSA)
0.2	March 2010	Draft Guidance	Jacqui Angus (FSA)
0.3	July 2010	Draft Guidance, amended based on consultation comments	Jacqui Angus, Carolyn Ainsbury (FSA)
1.0	September 2010	Finalised Guidance version 1	Peter Midgley(FSA)

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1. REGULATIONS REFERRED TO IN THIS GUIDANCE

These guidance notes cover requirements set out in European legislation and give effect to regulations in Scotland. Details are given below of how these regulations are referred to in the text, plus the full name and number of the respective regulations for Scotland.

Regulation (EC) 852/2004, on the hygiene of foodstuffs

Regulation (EC) 183/2005 on hygiene of feed

National legislation is required to give effect to the provisions of the EC Feed Hygiene Regulations 183/2005 and EC Food Hygiene Regulations 852/2004.

These regulations have been introduced in Scotland as the Feed (Hygiene and Enforcement) (Scotland) Regulations 2005 (SSI 2005/608) and The Food Hygiene (Scotland) Regulations 2006 (SSI 2006/3).

2. INTENDED AUDIENCE

Primary producers, farmers, crofters, trade organisations, and bodies responsible for the enforcement of Regulation (EC) 852/2004 and Regulation (EC) 183/2005.

3. PURPOSE AND LEGAL STATUS

Guidance on regulations

These guidance notes have been produced to provide informal, non-binding advice on the legal requirements of the Regulation (EC) 852/2004 and Regulation (EC) 1831/2003 and should be read in conjunction with the legislation itself. The text should not be taken as an authoritative statement or interpretation of the law, as only the courts have this power. Every effort has been made to ensure that these guidance notes are as helpful as possible. However, it is ultimately the responsibility of individual businesses to ensure their compliance with the law. Businesses with specific queries may wish to seek the advice of their local enforcement agency, which will usually be the trading standards/environmental health department of the local authority.

4. GUIDANCE

Background

The EC Feed Hygiene Regulation was introduced in 2006 to help ensure that feed provided to animals is safe and thus livestock products (milk, meat and eggs) do not pose a risk to human health. The Regulation applies to most farms that feed livestock and farms that produce crops for use as animal feed.

The EC Food Hygiene Regulation was also introduced in 2006. Its aim is to ensure that food is safe for human consumption, and it includes safety measures which must be followed on farm.

These Regulations require farmers to follow appropriate hygiene procedures to ensure that hazards are properly controlled.

Record-keeping

The Regulations require farmers to carry out a certain amount of record-keeping. Accurate record-keeping is important so that if a feed or food-related problem occurs its origins can be quickly identified, and it can be handled with minimal disruption to the farm business. In many cases, it should be possible to use existing documentation rather than create new records.

Guidance on maintaining records

This guidance provides advice on how farmers can keep records to comply with the legislation without duplication or unnecessary input. Guidance on the specific requirements is set out below.

a) The source and quantity of each input of feed and destination and quantity for each output of feed

Keep a record of:

<i>Feeds purchased</i>	<i>Feeds sold</i>
<ul style="list-style-type: none"> • Type (e.g. compound feed , barley) • Quantity • Supplier • Batch number(s) • Date received 	<ul style="list-style-type: none"> • Type • Quantity • Identity of person/business supplied • Date Sold

This information should usually be available as part of a business's normal accounting procedures and found in invoices, receipts and feed labels.

b) Any use of plant protection products and biocides

This covers the application of pesticides or herbicides to crops intended to be used or sold as food or animal feed. This includes applications for both prevention and treatment.

This requirement also covers biocides such as products to disinfect equipment in contact with food or feed, and areas where animals are kept or transported.

To comply with this requirement it should only be necessary to keep a record of:

- the product name;
- the date purchased; and
- the date used and crops or other surfaces or equipment treated;

Names of products and batch numbers are normally found on product labels and the retention of these labels would fulfil this record-keeping requirement. A suggested format for recording information is also set out in the Code of Practice for Using Plant Protection Products, Annex F issued by the Health and Safety Executive but note that this includes the recording of some items that are not necessary to comply with the Feed Hygiene Regulation or the Food Hygiene Regulation.

c) Use of veterinary medicinal products

Keep a record of any veterinary medicines that are administered to animals. This will include:

- name of medicine and batch numbers
- date of use
- identification of animals treated
- withdrawal period

As above, the retention of product labels will meet some of these requirements.

d) Any occurrence of pests and diseases that may affect the safety of primary products

The presence of certain pests (e.g. vermin) and diseases of crops (including mycotoxins) or animals can adversely affect the safety of livestock and livestock products and, as a result, human health. Therefore records should be maintained of such occurrences.

- e) *The results of any laboratory analyses on samples of feedingstuffs that may have importance for food or feed safety.
The results of any laboratory analyses on samples taken from animals or plants that may have an importance for human health.*

This might include analyses for contaminants such as aflatoxins, heavy metals (lead, mercury etc) or prohibited materials such as meat and bone meal.

To fulfil this requirement it should only be necessary to retain a copy of the analysis supplied by the laboratory and link it to details of the feed or food.

(If you find feed or food to be contaminated you should not use it and must take steps to protect the feed and food chain and inform your local authority of the matter).

In the case of animals, you should retain the analysis from the laboratory and discuss with your vet, who will be able to advise on next steps. You must ensure that animals do not enter the food chain which could have an adverse effect on human health.

f) *Pasture Grazing / Animal Foraging*

The grazing of pastures and croplands requires to be managed in a way that minimises the combination of foods of animal origin by physical, biological or chemical hazards.

An adequate rest period needs to be observed before allowing livestock to graze on pasture, crops and crop residues and between grazing rotations to minimise biological cross-contamination from manure, where such a potential problem exists, and to ensure that the withholding periods for agriculture chemical applications are observed.

g) Use of genetically modified (GM) seeds

Keep a record of:

- the variety and amount of any GM seeds bought and planted for feed crops. (Note however, that in the UK at the present time, no GM seeds are authorised for commercial planting).

h) Any relevant reports on checks carried out on animals or animal products (e.g. veterinary checks)

- the results of analyses carried out and the health status carried out
- the health status of animals sent to slaughter (fallen stock)

Records on measures to control hazards

The Regulation includes a general requirement for farmers to keep records relating to measures put in place to control hazards, It may be that for many farms the records maintained to comply with the requirements at Sections (a) – (h) above cover many of the measures put in place to control hazards relating to feed and food.

Please retain any additional documentation that demonstrates where specific hazards have been addressed. This might include, for example, papers from contractors that a pest control system has been implemented or building work has been undertaken or material has been purchased to protect supplies of feed or food.

Format and availability of records

The above guidance emphasises that, as far as possible, existing documents will be sufficient as the basis of records. It is not intended that it should replace any existing systems that farmers have in place and which fulfil other requirements (e.g. farm

assurance schemes). Both paper and electronic records are acceptable. The important point is that the records should be readily available for checks by inspectors responsible for feed or food controls.

To help you keep records you may wish to use the 'Farm Notes' booklet which is available from the Food Standards Agency in Scotland (contact details on page 12).

In certain cases, third parties may hold copies of relevant records (e.g. your feed supplier or laboratories). However, it is your responsibility to ensure any details are available for inspection.

Some of livestock records described above are also needed to fulfil the Food Chain Information requirements, which are required for all livestock:

<http://www.food.gov.uk/foodindustry/guidancenotes/meatregsquid/fcguidance>

How long do you need to keep records?

This will depend on a number of factors, For example:

- the livestock species for which feed is used, and the length of the production cycle.
- The production cycle of the crop
- The expected shelf life of the primary product
- The expected shelf life of the finished product (livestock products may be stored for some time – either frozen or as a processed product – before being consumed).

As a general rule, they should be retained until the produce has been consumed. For some livestock enterprises (e.g. broilers) it may only be necessary to keep records for six months; whilst for beef farmers it may be necessary to retain records for up to two years.

Where to find further information

A summary version of this guidance has been produced and can be obtained from the Food Standards Agency's website at <http://www.food.gov.uk/>

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Copies of Legislation

A copy of the EC Feed Hygiene Regulation (183/2005) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2005:035:0001:0022:EN:PDF>

A copy of the EC Food Hygiene Regulation (852/2004) can be found at:

<http://www.food.gov.uk/multimedia/pdfs/hiojregulation.pdf>

(Annex I, Part III of this Regulation for the record-keeping requirements for primary producers).

A copy of the Code of Practice for Using Plant Protection Products, Annex F issued by the Health and Safety Executive can be found at:

http://www.pesticides.gov.uk/safe_use.asp?id=64

We welcome feedback on this guidance, which can be sent to the contact details above