Special Sheep Sales

Instructions for AVIs

These instructions cover the roles which AVIs play in the export of animals through “Special Sheep Sales”

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\(^1\) CPR = Central Point of Recording
1. Introduction

“Special Sheep Sales” are sales usually of pedigree sheep organised at Market Premises which have been approved as Export Assembly Centres (EACs). All sheep entering these sales must be eligible for export to EU for breeding (see Annex 1). The sheep leaving these sales may be exported to ROI/EU, GB or moved to Northern Ireland farms.

These instructions cover two areas in which Authorised Veterinary Inspectors (AVIs) may be involved.

1.1 Production of a Veterinary Service Support Certificate relating to the sheep and the premises of origin and a Movement Licence to accompany them to the Special Sheep Sale. (See Section 3)

N.B. Any AVI with access to eSAVI could be approached by a farmer wishing to move sheep to a Special Sheep Sale in order to get a “Veterinary Support Certificate” and Movement Licence. These are also available through DARD Direct/DVO offices this year (2012)

1.2 Being the AVI responsible for a “Special Sheep Sale”

In this case the AVI’s responsibilities include:

- Initiating the Special Sheep Sale by applying to the DVO using eSAVI for a Veterinary Support Certificate for the EAC premises (Section 4)

- Ensuring that only sheep eligible for export for breeding to the EU are allowed to enter the EAC where the “Special Sheep Sale” is taking place (Sections 5& 6)

- For non-CPR EACs moving the sheep into the EAC flock using eSAVI (Section 6.1)

- Blood Sampling Rams intended for EU trade for Brucella ovis, if this testing has not already been done prior to entry

- Providing export certification for sheep being exported from the sale to GB and ROI/EU

- Confirming the exported animals on eSAVI and declaring the export. (Section 7)
2. Special Sheep Sales - Summary of Process

These sales are normally held by pedigree breed societies in Market Premises operating as Export Assembly Centres (EACs). All sheep entering the sales must be eligible for export to other EU Member States. Sheep farmers must obtain a Veterinary Service Support Certificate (VSSP) and a Movement licence (ML) prior to moving to the Sale. These can only be produced if the sheep meet various eligibility criteria (these are listed in Annex 1). The (VSSP) and (ML) can be obtained either from DARD or from the farmer’s Authorised Veterinary Inspector (AVI) by completing an Owner’s Declaration which incorporates an application form.

The steps in the process are as follows:

<table>
<thead>
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<th>Action</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td><strong>Step 1</strong> Farmer completes Owner’s Declaration (OD) which incorporates an application for a Veterinary Service Support Certificate and Movement Licence.</td>
<td>This has the details of the farm of origin and the EAC, the individual ID numbers and sex of the sheep. Available on the DARD Internet.</td>
</tr>
<tr>
<td><strong>Step 2</strong> Farmer brings or sends (OD) and Scrapie Genotype Certificates to either DARD or AVI.</td>
<td>Scrapie Genotype Certificates only required for flocks which are not in Scrapie Monitoring Scheme</td>
</tr>
</tbody>
</table>

The following steps refer to the actions when farmer comes to their AVI

<table>
<thead>
<tr>
<th>Step 4</th>
<th>AVI checks (OD) and (if provided) Scrapie Genotype Certificates and if satisfactory proceeds with the process.</th>
</tr>
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<tr>
<td>Step 5</td>
<td>AVI creates an “Intention to move to an SSS” on e-SAVI using the information on (OD). APHIS will perform eligibility checks regarding residence/movements into flock/restrictions etc.</td>
</tr>
<tr>
<td>Step 6</td>
<td>AVI prints out the movement licence and the Veterinary Service Support Certificate (VSSPT). This can be printed from the ‘Licence Approved’ tab</td>
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</tbody>
</table>
| Step 7 | AVI issues (VSSPT) and (ML) and reminds farmer what paperwork (s)he needs to take to sale i.e.  
  - Veterinary Service Support Certificate  
  - Movement Licence  
  - Owner’s Declaration  
  - Scrapie Genotype Certificates (if applicable)  
  - B. ovis results (if applicable)  
  and points out that eligibility of animals could change before the sale- see right column.  
  Things which could render animals ineligible after issue of the (VSSPT) and (ML) include:  
  1. Movement of animals into flock (unless an AIF is in place)  
  2. Disease or other restriction being placed on flock.  
  3. Processing of APHIS documents for moves which had happened prior to production of the (VSSPT) and (ML). |
3. Application to Move Sheep into a Special Sheep Sale using eSAVI

On eSAVI, a new tab “Intention to move to SSS” has been added to allow the “Advance Notification of sheep into a Special Sheep Sale”, to be created. After clicking on “Intention to move to SSS” the following screen appears:

The AVI inputs the flock number of the EAC where the sheep sale will be held into the “SSS flock number “ box and the flock number from which the sheep are intended to move into the “from flock” box.

The system will confirm the name and address of the SSS.
Hit “OK”. The list of animals in the flock will appear in the left box. Enter the date the sheep will be moving to the SSS into “Movement date” box. This can be up to 10 days before the sale. Select and add each the tag number of each sheep going to the special sale, specifying its sex M or F, before adding into the right hand box.

When ‘enter’ is clicked, checks are done to ensure that the animals selected are eligible.

If the animal numbers selected pass the eligibility checks, the following message box will appear, provided the flock is registered with DARD under the Scrapie Monitored Flock Scheme. Click OK to create a licence.
If the flock is not registered under the Scrapie Monitored Flock scheme the following message appears stating the AVI must be in possession of Scrapie genotype certificates which confirm the animals to enter the sale are ARR/ARR genotyped.

If the AVI clicks OK to create a licence, the following message will appear to state that the licence has been created.

Click OK.
When the intention to move is created, it will then appear on the ‘Licence Approved’ tab from where the licence and support certificate can be printed. The notification will be valid for 10 days from the date it was created.

The documents can be accessed and printed by clicking on the Sellers Document No. which is the blue ‘A’ number underlined in the left hand column.

By clicking ‘print’ the movement licence and farm of origin support certificate can be printed. The farm of origin support certificate will have the name and address of the AVI automatically printed on it, therefore no written signature is necessary and it is ready for the AVI to issue if they are satisfied with the application.
Once approved, the animals can be presented to the SSS any day up until 10 days after the notification was created. Sheep can be presented before or after the proposed move date, within the 10 day validity of the ‘A’ document.

When the animals are actually presented at the SSS, the export checks will be carried out again to ensure nothing has changed to affect movement eligibility and the animals can then move into the SSS.

4. Procedure for Initiation of Special Sheep Sale by the Sale AVI

The special sheep EAC sale must be pre-initiated and should be set to a destination of ‘EU’ for type of trade ‘Breeding’.

Hit ‘Initiate Assembly’ on eSAVI. Enter EAC flock no and Business ID

This brings up a screen with a check box Special Sheep Sale. Click on this check box so that a tick appears. The “Destination” drop-down will default to EU and the
“Type of Trade” drop-down will default to BREEDING. It will not be possible to edit either drop-downs while the Special Sheep Sale check box is selected.

Unlike “normal” EAC’s it will not be possible to initiate an SSS by recording the 1st move into the assembly. This also means that it will not be possible to initiate an SSS if any animals are residing in it i.e. if animals have been moved into the EAC before it was initiated as an SSS.

Hit “Enter”. A message will appear showing that the application has been sent to the DVO for approval.

It will not be possible to move sheep to an SSS either by eSAVI or the web service, until the sale has been approved at the DVO on main APHIS.

Once approved by a VO, the assembly centre support certificate will be available for printing via the ‘Assembly’ tab.

On clicking the ‘Assembly’ tab the following screen appears (hit “ok” on the message which flashes up to confirm the name and address of the SSS).
Click on “EUBPSC” in the Assembly Support Certificate column. This will bring up the Assembly Centre Support certificate for printing.

5. Procedure for entry of sheep to a CPR EAC

N.B. a CPR EAC is an export assembly centre which meets the conditions for approval as a Central Point of Recording and has the software to electronically scan the sheep tags numbers and upload them to the EAC flock on APHIS performing the eligibility checks for export of breeding sheep to the EU in the process.

The sheep should arrive at the EAC accompanied by:

- a. Veterinary Service Support Certificate
- b. Movement Licence (No longer a need for a self written SG2 document)
- c. Owner’s Declaration
- d. Scrapie Genotype Certificates (if applicable)
- e. Results of Brucella ovis testing (if done on farm –at some sales this can be done if required at the EAC)

- Prior to entry of the sheep to the EAC the operator scans sheep tags on to the EAC system and uploads to APHIS.

- APHIS checks IDs against Movement Licence and confirms eligibility for export.
These steps should be done prior to entry of the sheep into the EAC to ensure that ineligible animals do not enter the EAC and jeopardise the whole sale.

- If all in the batch are OK, all may physically enter the EAC.

- If any in the batch are ineligible, then none should be allowed to physically enter the EAC.

6. Procedure for entry of sheep to a Non CPR EAC

N.B. a Non CPR EAC is an Export Assembly Centre which does not meet the definition of a CPR EAC given at Section 5

The sheep should arrive at the EAC accompanied by:

a. Veterinary Service Support Certificate
b. Movement Licence (No longer a need for a self written SG2 document)
c. Owner's Declaration
d. Scrapie Genotype Certificates (if applicable)
e. Results of Brucella ovis testing (if done on farm – at some sales this can be done if required at the EAC)

- Prior to entry to the EAC the operator should read the tag numbers and check off against the movement licence.
- If the numbers are correct the AVI for the EAC using eSAVI should move the sheep into the EAC flock (see section 6.1)
- At this point APHIS will again carry out eligibility checks.

These steps should be done prior to entry of the sheep into the EAC to ensure that ineligible animals do not enter the EAC and jeopardise the whole sale.

- If all in the batch are eligible, all may physically enter the EAC.
- If any in the batch are ineligible, then none should be allowed to physically enter the EAC otherwise the animals already in the EAC will become ineligible.
6.1 eSAVI Procedure for entry of sheep to Non-CPR EAC

A new tab “Move in to SSS” has been added to eSAVI to allow the sheep to be moved into the EAC flock.

The user only needs to key in the “Advance Notification Number” into the ‘Movement Document’ box and hit Search. All the other boxes will be automatically completed by the system using the information already provided by the AVI or DVO.

When the ‘Search’ button is selected, the system will ensure that the movement is to an SSS that has been initiated and approved; and the movement document is valid i.e. unused and created within the last 10 days.

If the movement document is not valid an error message will be displayed.
If the movement is valid, then the SSS name and address will be displayed for confirmation.
(All boxes are pre-populated with the information retrieved from the system).

On the actual movement screen, it will be possible to de-select animals so that they are not moved into the SSS, but it will not be possible to add any animals to the movement.

Select those animals moving into the SSS and add them across to the box on the right hand side.
When you click ‘Enter’ the eligibility checks will be done again to ensure the animals are still eligible for entry. If the sheep are still eligible you will get a message saying the movement has been recorded.
7. Procedure for Moving Sheep out of a Special Sheep Sale

For an EAC which is not a SSS, the user does not need to select the Type of Trade or Destination when completing the “Export from EAC” screen, since this was already defined when the EAC was initiated.

If the EAC is an SSS, then the user will need to select the Type of Trade and Destination from the drop-downs.

In other words animals can be permitted out of the EAC to GB or EU at any time without the need to for GB animals to wait until all animals to EU/ROI are processed first.

Please note: the Type of Trade drop-down will not contain Direct Slaughter or Fattening since animals in an SSS will only be exported for Breeding, or Breeding & Production.

Hit “Export from EAC” tab. When the flock number and business id is inputted, the name and address of the sale is displayed for confirmation.

Click “OK” and the following screen appears.
This screen allows the AVI to change the type of trade and destination. The screen default which automatically appears is GB and breeding. **Be careful, you must change this every time as this screen default will be the wrong combination!** Choose either GB with Breeding and Production OR EU with Breeding.

Select the required sheep from the SSS flock list on the left and use the “Add” button to transfer them across to the "Animals to be exported" box on the right as shown below:

Complete the additional details for the move out of the sale; Intended date of Export, Consignee Name and Address (this is the destination name and address that will appear on the licence) and (if applicable) NI Port of exit and Sailing Time.

Hit “Enter” and a message will appear telling you that the licence for the move out of the sale is ready for printing.
Open the “Licence Approved” tab and the licence will appear as a blue “A” number.

Click on the blue licence number to allow printing. A pop up screen will show the animals on the licence. Click “Print” to print licence.

This licence should be signed and the original must accompany the exported animals along with the original Export Health certificate. These are the only two AVI
generated documents that travel with the exported sheep. A “true” copy of each should be retained by the AVI - (The exporter will need either an Animal Transport Certificate or a Journey Log, depending on the destination, to fulfil welfare requirements).

The export health certificate can be obtained for GB exports by printing directly from the ESAVI website using the “Documents” tab. For Exports outside GB the Intra Trade Animal Health Certificate must be printed off from the TRACES website. For GB exports the TRACES system must still be used to send notification of the export. For all exports a TRACES number is required to complete the final stage, which is the declaration confirming the movement out of the sale.

8. Declaration of the Export
The final step in the process is the declaration of the export. This must be done after the AVI has inspected the animals for fitness for export.

Open the “Export Declaration tab”

Input the Licence number for the move out of the SSS and hit “Enter”. This will bring up the screen below.
Enter the TRACES number in the box marked “INTRA”, in the format AA.1234.1234567. Enter the certificate number of the GB or EU export health certificate.

Any animals which were not exported should be removed by unticking the small box which appears beside their number. **Note, these animals will remain in the sale flock list until a fault report requesting their removal has been sent to APHIS SUPPORT UNIT and has been processed.**

Hit confirm to move the animals out of the SSS to export.

Before the system will confirm the move it requires you to complete the Annex 10 checklist as per the screenshots below.
When the Annex 10 checklist has been submitted the following message will appear, allowing you to print the Annex 10 document.

The system will produce a message that the export has been successful. When there are no remaining animals it will invite you to close the assembly.
Eligibility Criteria for Sheep moving to a Special Sheep Sale

(APHIS performs these checks)

1. The sheep must have been born and reared, since birth, in the United Kingdom or in any other Member State of the EC; or were imported legally from a third country in accordance with Community rules; or were imported legally from a third country in accordance with an import licence issued by the Department of Agriculture and Rural Development.

2. Animals in the flock are not due to be destroyed under a scheme to eradicate a contagious or infectious disease.

3. The flock has not been restricted for the following diseases within the specified timeframes: Brucellosis (B.Melitensis), Rabies or Anthrax - 42, 30 and 15 days respectively.

4. The flock is not situated in a protection zone pursuant to Community legislation and from which animals are prohibited to leave.

5. Animals in this flock are not restricted in respect of Foot and Mouth Disease and vaccination against Foot and Mouth Disease is prohibited in Northern Ireland.

6. The sheep have been continuously resident for at least 30 days immediately prior to the date of dispatch (or since birth if the animal is less than 30 days old) on the holding of origin.

Either: (i) no sheep or goats have been introduced onto the above holding of origin during a period of 21 days immediately prior to the date of dispatch; and no bi-ungulate animal(s) imported from a third country has/have been introduced onto the above holding of origin during a period of 30 days immediately prior to the date of dispatch; or (ii) An Isolation Facility is approved for the above flock/herd in order that any animals introduced in accordance with para 6(i) can be kept completely isolated from all other animals on the holding.
7. The flock is officially Brucellosis free (B. melitensis).

8. In the case of **BREEDING RAMS**: No case of contagious epididymitis of rams (*B. ovis*) has been confirmed in the flock in the past 12 months; and

   Breeding rams going to the sale have been continuously resident in the flock for at least 60 days immediately prior to the date of dispatch.

   N.B. Rams for export to another member state will have to have a negative test for *Brucella ovis* within 30 days of export. (For some sales this can be done at the EAC.)

9. The following diseases have not been officially recorded in the flock within the timeframes specified:
   - Contagious agalactia (sheep or goats) – 6 months;
   - Johne's disease (paratuberculosis) & Caseous lymphadenitis – 12 months;
   - Jaagsiekte (pulmonary adenomatosis) – 3 years;
   - Maedi-visna/Caprine viral arthritis/encephalitis - 3 years (or 12 months in the case of maedi-visna or caprine viral arthritis encephalitis where infected animals have been slaughtered and the remaining animals subjected to testing laid down by the Department)

10. Either the flock/herd is registered with DARD under the Scrapie Monitoring Scheme or the sheep moving to the sale were tested by a Private Veterinary Practitioner and are Genotype ARR/ARR
SUMMARY OF MANAGEMENT OF DOCUMENTS GENERATED FOR SPECIAL SHEEP SALES.

Documents which travel with the sheep to the sale:

- Original APHIS Generated Movement licence
- Original Veterinary Service Support certificate
- Original Owner’s declaration (either alone or combined with application form)
- Original Scrapie Genotype Certificates and Bovis results (if applicable)

Documents retained by DARD (this year only) or AVI of flock-keeper wishing to present sheep to the sale:

- “True^2 copy” of Movement licence
- “True” copy of Veterinary Service Support certificate
- “True” copy of Owner’s declaration (either alone or combined with application form)

Documents which travel out of the sale with the export:

The only two documents generated by the AVI which travel with the sheep from the sale to export whether to EU or GB are:

- Original movement licence for export out of sale plus a copy

N.B. To fulfil welfare requirements the exporter will also need either an Animal Transport Certificate [http://www.dardni.gov.uk/pubs_animal_transport_certificate.pdf](http://www.dardni.gov.uk/pubs_animal_transport_certificate.pdf) or a “Journey Log” if journey is greater than 8 hours and to another EU member state.

Documents retained by the AVI of the sale:

The AVI responsible for the sale retains for 2 years:

- Veterinary Service Support certificate for Assembly Centre (generated on ESAVI when sale initiated)
- Annex 10 (available for printing on eSAVI when processing export declaration)

Annex 2

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^2 True Copy means a photocopy, scanned copy or carbon copy of the original document.
For each movement into the sale;

- Original APHIS Generated Movement licence
- Original Veterinary Service Support certificate
- Original Owner’s declaration (either alone or combined with application form)
- Copy of Scrapie Genotype Certificates/Brucella ovis results (if applicable)

For each movement out of the sale;

- “True Copy” of movement licence for export out of sale (printed from eSAVI)
- “True Copy” of export health certificate/Intratrade Animal Health Certificate (Generated through eSAVI / TRACES
- Original Transporters Declaration (available to print from” Documents” tab on ESAVI)
- Copy Checklist for export (EU exports only) -available from DARD Website

The next page contains a flowchart summarising the movement and retention of documents involved:
Flowchart showing management of paperwork for Special Sheep sales;

Flockkeeper wishes to bring sheep to a Special Sheep Sale

Chooses to go to DARD  Chooses to go to AVI

AVI prints off combined Owner’s Declaration and Application form from Internet

Flockkeeper completes and returns to AVI along with Scrapie Genotype Certificates (if applicable)

AVI produces and signs Movement licence for intention to move to SSS on eSAVI, and electronically signed Veterinary Service Support Certificate and gives to flockkeeper. AVI keeps copies of these and of Owner’s Declaration and Scrapie Certificates (if applicable)

Original Owner’s Declaration, Veterinary Service Support Certificate, Movement Licence and Scrapie Genotype Certificates (if applicable) and Bovis results (if applicable) travel with sheep to sale.

These documents are given to the AVI responsible for the Special Sheep Sale who retains them for two years along with the other documents generated at the sale.

Sheep are sold to local NI Market

Sale operator processes move

Sheep are sold for export

AVI responsible for special sheep sale generates export paperwork.

See next page
AVI for Special Sheep Sale Generates Export Paperwork

Movement Licence for export created on eSAVI. AVI makes 2 "True Copies"

- Original signed licence and "True Copy" travel with animals
- AVI keeps "True Copy" for own records

Export Health Certificate /ITAHC (created on TRACES for EU export or from Documents tab on eSAVI)

- AVI makes "True Copy" and keeps for own records.

- Annex 10 (available for printing through eSAVI when processing export declaration)
- Veterinary Support Certificate for Assembly Centre (generated through eSAVI when sale initiated)
- Transporter Declaration for each export (available to print from "Documents" tab on eSAVI)
- AVI Checklist for each EU export (available on DARD Internet)