

Guidance for keepers in England

Rules for identifying sheep and goats

January 2008



**Please read this guidance carefully.
It is important that you follow the new rules as:**

- it will help us trace where animals have come from;
- it will help us stop the spread of animal diseases;
- animals that are not properly identified may not be allowed into the food chain;
- if you do not follow the rules, you may not be able to collect your full subsidy payment; and
- if you do not follow the rules, you may not be allowed to move your animals.

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January 2008

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A Short Summary of the Requirements

Ear tags (see paragraphs 11 to 22)

- Animals must be tagged before 9 months old (or 6 months if housed indoors) and, in any event, before they leave their birth holding.
- Two UK tags with the same identification number must be applied if it is intended that the animal will live to 12 months of age or more or will be exported.
- A single UK tag can be applied if an animal is intended for slaughter in the UK before 12 months of age.
- If a single tagged animal is retained and reaches 12 months of age, it must then be double tagged.
- Replace lost or illegible tags within 28 days of noticing loss or damage.

Flock or herd registers (see paragraphs 40 to 45)

You must:

- Start a new record each year (start on 1 December to run until 30 November the following year);
- make a record of the movement within 36 hours of moving the animals on or off your holding; and
- use one line to record the details of the movement for each batch of animals.

Movement documents (see Annex B)

You must:

- fill in a movement document each time you move animals between your holding and another holding; and
- fill in all sections of the movement document which relate to you.

You don't need to fill in a movement document for moves to see a vet.

If you are the keeper receiving the animals, please send the movement document to the local authority within three days of the move. You should also retain a copy of the movement document for three years.

Holding registration (see paragraphs 1 to 10)

If you have any land that only you manage or control, but which is over five miles from your main site, we now treat this as a separate holding so you must get an extra County Parish Holding (CPH) number for it. Under certain circumstances you can apply for a temporary CPH number. This is generally used when you rent land from someone else and they are not willing to let you get a permanent CPH number. In this situation, if animals are born on this land, then you should apply tags bearing the flock or herd mark of your home holding. If animals are never born on this land then a temporary CPH number is also sufficient.

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Why we are introducing new identification rules for sheep and goats

On 9 July 2005, a new European law came into force which introduced a new system of identifying sheep and goats. At the time, the UK obtained temporary permission not to follow the requirement to double-tag animals. However, this permission has not been renewed so the UK now has to introduce a system of double tagging.

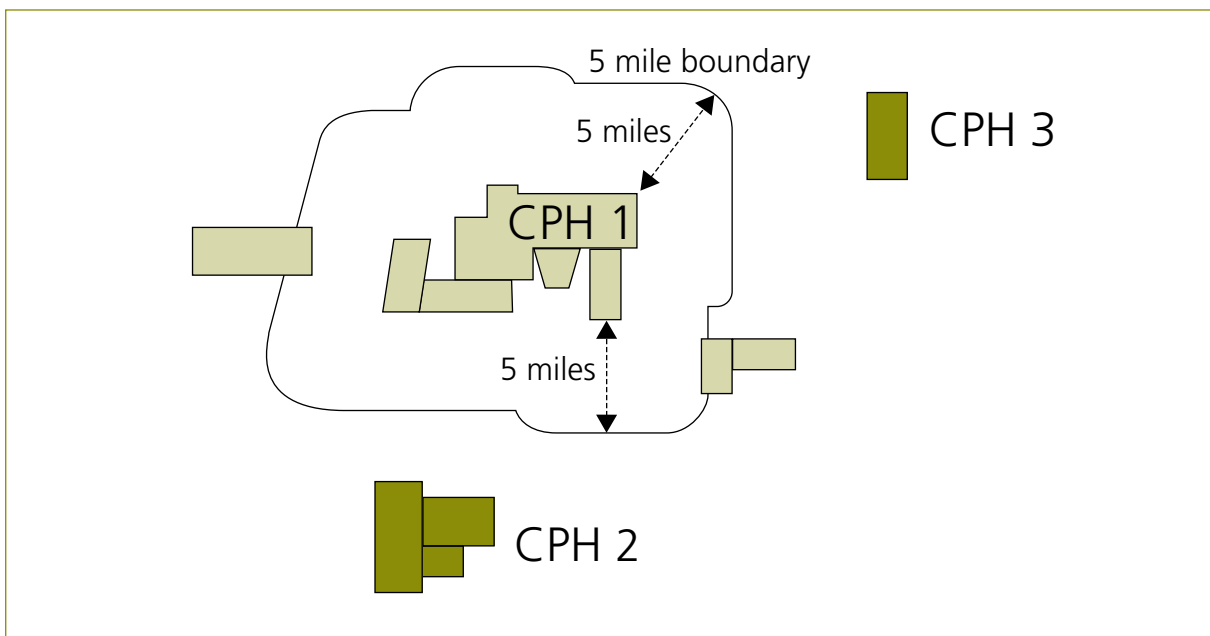
A summary of the main changes

- Animals, born on or after 11 January 2008, must have two identifiers if it is intended they will live to 12 months of age or more or will be exported. One identifier must be an ear tag and the other can be an ear tag or a tattoo (animals bearing a tattoo cannot be exported).
- Animals, born on or after 11 January 2008, which are intended for slaughter in the UK before 12 months of age can continue to be single tagged.
- Animals, born but not officially identified by 11 January 2008, should be double tagged if it is intended they will live to 12 months of age or more or will be exported.
- Animals, which have already been officially tagged with an individual animal number before 11 January 2008, do not require any further tags.
- If a single tagged animal, which was identified after 11 January 2008, is retained so that it reaches 12 months of age, it must then be double tagged.
- S tags, S baseline tags and F tags will no longer be used.
- Animals for export will no longer require two identical holding of birth tags. The exporter may instead apply two new identical UK tags, provided they cross-reference the new number to the number on the holding of birth tag.
- The flock or herd register and movement documents have been revised to make them easier to complete.

Holding registration

1. A holding is any land on which you keep sheep and goats. This includes any outlying land which lies within five miles of the main site. Each holding must be identified by a unique County Parish Holding (CPH) number.
2. Figure 1 below shows how the “5-mile rule” works.
3. You should measure the five-mile distance ‘as the crow flies’ (in a straight line) from the nearest borders between the main site and the land. We consider any land that is partly within five miles of the main site to be within the main holding. All fields that we consider to be part of the same holding are shown as light green in the diagram. We consider fields shown as dark green to be separate holdings.

Figure 1: What a holding is made up of and how to work out the five-mile boundary



Registering holdings

4. All land where sheep and goats are kept must be registered. This means your land is given a CPH number. Even if you keep only one or two animals, you must register your holding within one month from the time you first keep animals there. Any separate parcels of land over five miles from your main site will need a separate CPH identifier.
5. You can register land by:
 - getting a full CPH number; or
 - getting a temporary CPH number.

Full CPH number

6. You must apply for a full CPH number for the main place where you keep sheep or goats. You can get a CPH number by telephoning the Rural Payments Agency on 0845 603 7777.
7. The next step is to register with Animal Health. To do this, contact the local office of Animal Health. You can get details from our website at: **www.defra.gov.uk/corporate/contacts/ahdo.htm**. Once your animals are registered, you will be given a flock or herd mark.

Temporary CPH number

8. You may apply for a temporary CPH if you move animals to another piece of land where:
 - they do not mix with other livestock; and
 - no animals are born on this land.

Also, if you rent land from another keeper and they are not willing to let you have a full CPH number for that land, you should apply for a temporary CPH number. You must use this number, when reporting movements to and from that land. If we have issued a temporary CPH number and animals are born on this land, you will need to apply an appropriate tag with the flock or herd mark of your main site to identify the stock. Temporary CPH numbers do not have a flock or herd mark.

9. You can get a temporary CPH number from your local office for Animal Health. You can get details from our website at: **www.defra.gov.uk/corporate/contacts/ahdo.htm**

Common land

10. All common land has a CPH number. If you are a commoner and have the right to graze your animals on a piece of common land, please contact your local Animal Health Divisional Office to find out the CPH number for the common land. You will need to record this number on your movement document and flock or herd record when you move animals to and from the common land.

Identification requirements

How to identify an animal born on your holding

11. UK tags are used to identify animals on their holding of birth. Animals must be identified.

- within six months of birth, if the animals are housed overnight;
- within nine months of birth, if the animals are not housed overnight; OR
- before the animal moves from its holding of birth, (whichever happens first).

This includes **all** moves, including those to slaughter, temporary grazing, common grazing, markets and so on.

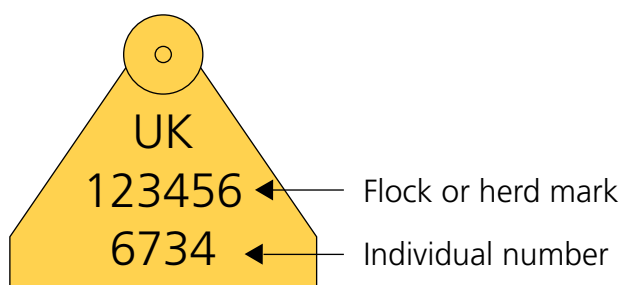
For animals which have not already been officially identified by 11 January 2008, the following applies:

- animals which are intended for slaughter in the UK before they are 12 months old require only a single UK tag
- within all other animals require two UK tags or a UK tag and a tattoo (animals for export require two tags). The two identifiers must have the same number.

If an animal has been imported from outside the EU, UK tags must be applied within 14 days and, in any event, before it leaves the holding of import. You must also enter the details of the tags applied in section 2 of your flock or herd register and cross-reference the full identification number of the UK tags with that on the identifier applied in the animal's country of origin.

UK (holding of birth) tags

12. What does a UK tag look like?



The UK tag should have the following information:

- UK
- Flock or herd mark
- Individual identification number

The individual identification number must be unique to your flock or herd and can be up to six digits.

The flock or herd mark on the UK tag must be that of the holding where the animal was born. There are four exceptions to this:

- a) when the animal is born on common land, you should use the flock or herd mark of your home holding;
- b) when the animal is born on a temporary CPH, you should use the flock or herd mark of your home holding;
- c) when a bought-in single-tagged animal reaches 12 months of age and you decide to apply two of our own UK tags rather than an identical “match-up” tag; and
- d) when an exporter chooses to apply to an already single-tagged animal two new UK tags which bear the flock or herd mark relating to where the animal was double tagged.

Identifying older animals

13. Before 1 January 2001, sheep and goats did not need to be identified with a permanent identification mark. Between 1 January 2001 and February 2003, sheep and goats were identified with a UK mark made up of the letters ‘UK’ followed by the flock or herd mark, but no individual number. As a result, you may own animals that do not have an identification number needed by the new European legislation. The following table shows how to identify these animals before they move off your holding.

Table 1: Identifying animals born before February 2003

	Animals still on holding of birth	Animals not on holding of birth
No UK tag (born before January 2001)	Two new UK tags with the same individual ID number	Two new R tags Note: these tags will have different individual numbers
UK tag without individual ID (born between 2001 and 2003)	Two new UK tags with the same individual ID number	a) Two new R tags Note: these tags will have different individual numbers b) Enter details of the tags applied in section 2 of your flock or herd register and cross-reference the full identification numbers on the R tags with the letter (UK, R, etc.) and the flock or herd mark on the original tag.

Note: Existing tags should not be cut out.

Identification requirements

14. Animals born between February 2003 and 11 January 2008, which have already been officially tagged with a tag bearing an individual animal number, do not require any further tags. This includes animals with S baseline tags.

Identifying animals born on common land

15. Common land will have a CPH number but will not have a flock or herd mark allocated to it. If your animals are born on common land, you should apply tags bearing the flock or herd mark of your own home holding

Identifying animals born on temporary grazing land

16. The requirement to tag animals born on land you rent from another farmer depends on the distance of the land from your main site. If the land is more than five miles from your main site, you must get a separate CPH number or temporary CPH number (see "Registering holdings"). If the land has a full CPH number, you must apply UK tags with the associated flock or herd mark. If the land has a temporary CPH number, you must apply UK tags with the flock or herd mark of your home holding.

What happens if a single-tagged animal is not slaughtered by 12 months of age?

17. If you keep a single-tagged animal which has reached 12 months of age, then you must double-tag the animal. You have a choice about how you do this. You may:
 - a) apply an identical "match-up tag", i.e. one with the same identification number. If you are "matching up" an R tag, then the additional tag you are applying must also be an R tag.
 - b) apply two new UK tags, bearing your own UK flock or herd mark. In this case you must cross-reference in your flock or herd register the full identification number on these UK tags with the letter (UK, R, etc.) and the flock or herd mark on the existing single tag.

How to replace lost or illegible tags

18. If your animal loses a UK tag or a UK tag or tattoo becomes difficult to read, then you must replace that tag or tattoo. This must happen within 28 days of the loss or damage being noticed and, in any event, before the animal leaves your holding.
19. If your animal loses or damages a tag and it was born on your holding, then you can replace it with an identical tag or another UK tag. You need to make a record of the replacement in your flock or herd register (see tables 2 and 4).

20. If your animal loses or damages a tag and it was not born on your holding then you should either

- replace it with an identical tag or
- with another UK tag obtained from the keeper who bred the animal or
- with an R tag (see paragraph 22).

You need to make a record of the replacement in your flock or herd register at section 2 (see tables 2, 3 and 4).

21. Tables 2, 3 and 4 explain how lost or illegible tags should be replaced for the different types of animals you may keep.

Table 2. Rules for replacing lost tags (animals born in the UK first identified on or after 11 January 2008)

Note: In all cases where a tag is replaced you must complete columns 1-3 of the table at section 2 of your flock or herd register. Cross-referencing in columns 4-6 is also necessary in certain circumstances, as explained in the table.

		Animal still on birth holding	Animal not on holding of birth
Single-tagged animal destined for slaughter in UK before 12 months of age	If you know number of the lost or illegible tag	Replace with an identical tag OR apply another UK tag with a different individual number.	a) Replace with either: <ul style="list-style-type: none"> • an identical tag OR • another UK tag obtained from the keeper of the animal's birth holding OR • a single R tag. b) If you apply an R tag, cross-reference in your flock register table the full identification number on the R tag (in column 4) with the letter (UK, R, etc.) and the flock or herd mark on the lost or illegible tag (in columns 5 & 6).
	If you don't know the number of the lost or illegible tag	Apply another UK tag with a different individual number.	Apply a single R tag.

Identification requirements

		Animal still on birth holding	Animal not on holding of birth
Double-tagged animal born in the UK	If one tag is lost or illegible and another tag remains	Replace with an identical tag OR apply another UK tag with a different individual number.	<p>a) Replace with either:</p> <ul style="list-style-type: none"> • an identical tag OR • another UK tag obtained from the keeper of the animal's birth holding OR • a single R tag. <p>b) If you apply an R tag, cross-reference in your flock register table the full identification number on the R tag (in column 4) with the letter (UK, R, etc) and the flock or herd mark on the remaining tag (in columns 5 & 6).</p>
	If both tags are lost or illegible & you know the number of the lost or illegible tags	Replace with two identical tags OR apply two new UK tags with the same individual number as each other.	<p>a) Replace with either:</p> <ul style="list-style-type: none"> • two identical tags OR • two UK tags obtained from the keeper of the animal's birth holding OR • two R tags (these will have different individual numbers) <p>b) If you apply R tags, cross-reference in your flock register table the full identification numbers on the R tags (in column 4) with the letter (UK, R, etc.) and the flock or herd mark on the lost or illegible tags (in columns 5 & 6). If the numbers on the lost or illegible tags are different, select the UK tag, if possible.</p>
	If both tags are lost or illegible & you don't know the number of the lost or illegible tags	Replace with two new identical UK tags	Apply two new R tags. Note: the R tags will have different individual numbers.

Note: a) For double-tagged animals – provided the animal has one tag, the second identifier may be a tattoo (but animals require two tags to be exported).

Identification requirements

Table 3. Rules for replacing lost tags for double-tagged animals imported from another EU country

Note: In all cases where a tag is replaced you must complete columns 1-3 of the table at section 2 of your flock or herd register. Cross-referencing in columns 4-6 is also necessary in certain circumstances, as explained in the table.

<p>If one tag is lost or illegible and another tag remains</p>	<p>a) Replace with an identical tag or with an R tag. b) If you apply an R tag, cross-reference in your flock register table the full identification number on the R tag (in column 4) with the full identification number on the remaining tag (in columns 5 & 6).</p>
<p>If both tags are lost or illegible & you know the number of the lost or illegible tags</p>	<p>a) Replace with two identical tags or with two R tags. Note: the R tags will have different individual numbers. b) If you apply R tags, cross-reference in your flock register table the full identification numbers on the R tags (in column 4) with the full identification number on the lost or illegible tags (in columns 5 & 6). If the numbers on the lost or illegible tags are different, select the tag applied in the country of origin, if possible.</p>
<p>If both tags are lost or illegible & you don't know the number of the lost or illegible tags</p>	<p>Apply two new R tags. Note: the R tags will have different individual numbers.</p>

Notes: For double-tagged animals – provided the animal has one tag, the second identifier may be a tattoo (but animals require two tags to be exported).

Identification requirements

Table 4. Rules for replacing lost tags for single tagged animals first identified before 11 January 2008.

Note: In all cases where a tag is replaced you must complete columns 1-3 of the table at section 2 of your flock or herd register. Cross-referencing in columns 4-6 is also necessary in certain circumstances, as explained in the table.

		Animal still on birth holding	Animals not on holding of birth
If a UK tag needs replacing	If you know the number of the lost or illegible tag	Replace with an identical UK tag OR apply another UK tag with a different individual number	<p>a) Replace with either</p> <ul style="list-style-type: none"> • an identical UK tag OR • another UK tag obtained from the keeper of the animal's birth holding OR • an R tag. <p>b) If you apply an R tag, cross-reference in your flock register table the full identification number mark on the R tag (in column 4) with the letter (UK) and the flock or herd mark on the lost or illegible tag (in columns 5 & 6).</p>
	If you don't know the number of the lost or illegible tag	Apply another UK tag with a different individual number	Apply an R tag.
If an S baseline tag needs replacing	If you know the number of the lost or illegible tag	N/A	<p>a) Apply an R tag</p> <p>b) Cross-reference in your flock register table the full identification number on the R tag (in column 4) with the letters (UK + S) and the flock or herd mark on the lost or illegible tag (in columns 5 & 6).</p>
	If you don't know the number of the lost or illegible tag	N/A	Apply an R tag.

Identification requirements

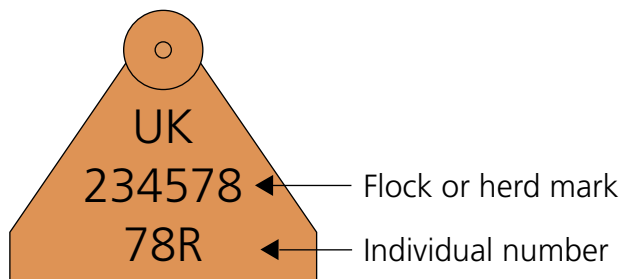
		Animal still on birth holding	Animals not on holding of birth
If an S (movement) tag needs replacing	If you know the number of the lost or illegible tag	N/A	No need to replace
	If you don't know the number of the lost or illegible tag	N/A	No need to replace
If an R tag needs replacing	If you know the number of the lost or illegible tag	N/A	a) Apply another R tag. b) Cross-reference in your flock register table the full identification number on the R tag (in column 4) with the letter (R) and the flock or herd mark on the lost or illegible tag (in columns 5 & 6).
	If you don't know the number of the lost or illegible tag	N/A	Apply another R tag.
If an F tag needs replacing	If you know the number of the lost or illegible tag	N/A	a) Apply another R tag. b) Cross-reference in your flock register table the full identification number on the R tag (in column 4) with the letter (UK + F) and the flock or herd mark on the lost or illegible tag (in columns 5 & 6).
	If you don't know the number of the lost or illegible tag	N/A	Apply an R tag.

Note: an illegible tattoo may be replaced by an R tattoo.

Identification requirements

Replacement (R) tag

22. What does an R tag look like?



An R tag must be red and should contain the following information:

- UK
- Flock or herd mark
- Individual identification number
- R

If a single-tagged animal is identified with an R tag, it cannot later be exported. The same applies to double-tagged animals which have lost both UK tags and consequently bear two R tags.

Ear tag approval and number allocation systems

Ear tag approval system

23. We officially approve all ear tags that manufacturers produce. All approved ear tags have completed the approval procedure and will have 'PAS 66' printed or embossed on them.

Ear tag allocation system

24. All sheep and goat ear tag numbers are allocated by ETAS (Ear Tag Allocation System), which is a government-run computer system. Eartags should be ordered from suppliers as normal.

Recording movements

Moves to another keeper's holding (including markets and abattoirs)

25. If you are moving animals to another keeper's holding, even if the move is less than five miles from your main site, you should:

- make sure your animals are correctly identified;
- record the movements in your flock or herd register; and
- fill in a movement document.

If your animals are not correctly identified when they arrive at a market or abattoir or the movement document is not correctly completed, your animals may be rejected.

Moves to and from a holding that only you manage and control, and which is outside the five-mile boundary from your main site

26. When making moves such as this, you should:

- ensure the animal is correctly identified;
- record each move in your flock or herd register; and
- fill in a movement document for each move and return a copy to the local authority if you are the keeper receiving the animals.

This applies whether or not you are the owner of the land your animals are grazing on.

Moves to a vet

27. Ordinarily your animals should be correctly identified before the move. However, in an emergency, you can move animals to a vet without being identified. You should record the move to the vet in the flock or herd register, but you don't need to fill in a movement document.

Moves to and from common land

28. Animals must be correctly identified before they leave their home holding. You must record movements to and from common land in your flock or herd register and fill in a movement document.

Moves within a holding

29. If you are moving animals within a holding as defined in paragraph 3, you do not need to fill in a movement document or report the movement to the local authority or record the movement in your flock or herd register.

30. If your holding borders registered common land which you use for grazing, you can apply to have your holding “linked” to that common land on the central computer database. This will mean that you will be exempt from completing movement documents and updating your flock register every time your animals move directly between your holding and the common land. To apply to have your holding linked you need to contact the Defra Helpline on 08459 33 55 77.
31. You can move animals between common land and any holding with grazing rights to the common land. You must record these movements in your home holding register and also complete a movement document. However, if you are going to move animals off the common land to any other holding, including a market, you must first make sure that no other animals at all have moved onto the common land in the past six days. Also, animals cannot be consigned for intra-community trade from common land.

Animals brought in from Scotland and Wales

32. If you bring sheep or goats into England from Scotland or Wales, they must be identified in line with the law in those countries. When animals arrive at your holding, you must record details of the move in the flock or herd record. You should also finish filling in the movement document that arrives with the animals and return it to your local authority.

Animals brought in from Northern Ireland

33. If you bring sheep or goats into England from Northern Ireland, they must be double tagged if they are breeding animals which have been born after 11 January 2008. Animals born before that date or any slaughter animal may be single tagged. You must also fill in a movement document and return it to your local authority. To move these animals off your holding, you must follow the domestic identification rules – that is, you must record the movement in the flock or herd register and complete a movement document.

Animals imported from other European Union (EU) countries

34. Sheep and goats imported from other EU countries must be double tagged. When animals arrive at your holding, you must register the movement in your flock or herd register. To move these animals off your holding, you must follow the domestic identification rules – that is, you must record the movement in the flock or herd register and complete a movement document.

Animals imported from countries outside the EU

35. If you are the first keeper in the UK to receive animals from outside the EU, you must tag the animals with two identical UK tags within 14 days of their arrival and, in any event, before they leave your holding. You must enter the details of the UK tags applied in section 2 of your flock or herd register and cross-reference the full identification number on the UK tags with the animals existing identification number from its country of origin. If the identifier applied in the country of origin is subsequently lost, it does not have to be replaced. You must also record the details of the move in the flock or herd register within 36 hours of their arrival. You must fill in a movement document and return it to your local authority within 3 days.

Exporting animals (no matter when they were born)

36. If you are exporting sheep and goats either to another EU country or to a country outside the EU, you must double-tag the animals. Animals must have two identical UK tags applied before they leave the holding on which they completed their 30-day residency.
37. For a single-tagged animal, you may apply an identical “match-up” tag or you may choose to apply two new UK tags which bear the flock or herd mark relating to the holding where they were applied. If you apply two new tags you must also record details of the tags applied in section 2 of your flock or herd register and cross-reference the full identification number on these tags with that on the original UK tag. If you chose to apply two new UK tags you should first check with the importing authorities that this is acceptable to them. Single-tagged animals bearing an R tag are not eligible for export.
38. Double tagged animals can be exported provided they retain at least one UK tag (the other tag can be an R tag). Double tagged animals with two R tags are not eligible for export.
39. You must record the full identification number(s) of the animals in your flock or herd register when you move them onto and off the holding where they complete their 30-day residency requirement. When the animals are exported you must record the full address of the overseas keeper on your movement document (which you must return to your local authority) and in your flock or herd record.

Flock or herd register

40. To protect the health of your farm and livestock and to make it easier to trace your animals, you must keep a flock or herd register on your farm. This will hold information about your holding, about tag replacements/additional tags and about all sheep and goat movements on and off your holding.
41. You must:
- have a separate flock or herd register for each different holding where you keep sheep or goats;
 - complete the information on the front page relating to you and your holding;
 - record details of any replacement tags or additional tags that you apply to your animals (including cross-referencing numbers, where appropriate)
 - enter your yearly inventory count for sheep and goats present on your holding on 1 December each year;
 - fill in the movement record within 36 hours of moving animals on or off your holding (use one line for each batch of animals you move)
 - start on a new page on 1 December every year.
 - keep the records for three years from the date you made the last entry;
42. The movement record must contain the following information:
- the date you move the animals.
 - the number of animals you move.
 - details of the holdings the animals are moving between.
 - for “off” movements only, the haulier’s name and vehicle registration number.
 - where animals are being imported from outside the EU or exported, the individual identification numbers of those animals.
43. If you remain the keeper of the animals even after they have moved off your holding, you must ensure that a record of the move is made in the flock or herd register for both the departure and the destination holding. These movements include the following:
- moves to and from temporary grazing land where the animals remained under your management and control.
 - moves to and from common grazing land (no separate register is required for common land)
 - moves to and from dipping and shearing.

44. Instead of recording details of “off” movements in your flock or herd register, you may retain a copy of your completed movement document. If you choose to do this, you must keep it with the flock or herd register, filed in date order. These documents must be made available for inspection at any time. All “on” movements however must **always** be recorded in your flock or herd register.

Yearly inventory

45. European law requires keepers to carry out a yearly inventory of the sheep and goats on their holdings. We have spoken to your industry representatives, and 1 December has been agreed for doing this. As a result, we will contact you each year to ask you how many sheep and goats you keep.

You can get a master copy of the flock or herd register from our website at:
www.defra.gov.uk/animalh/id-move/sheep-goats/index.htm

Advice on how to correctly identify animals to reduce the risk of injury, distress and infection

Best practice for ear tagging

A.1 What type of ear tag should I order for my animals?

There are many brands of tag designed to be suitable for sheep and goats. We now officially approve all ear tag designs using a set of quality standards and tests. As a result, you can still choose the style and brand. Remember, it is important to choose one that is suitable for the breed, size and age of the animal.

You can get a list of ear tag manufacturers from our website at:

www.defra.gov.uk/animalh/id-move/sheep-goats/eartag_makers.htm

A.2 What about the welfare of my animals?

It is important that you carry out ear tagging correctly to protect the welfare of your animals. Following the recommended procedures will also reduce the number of ear tags that are lost as well as any associated problems. **Please follow these guidelines carefully to make sure you correctly apply the ear tag and to avoid unnecessary pain or distress to your animals.**

A.3 Guidelines for fitting ear tags

- The law does not set out which ear you should use for single-tagged animals, but industry representatives have recommended that the left ear of the sheep or goat should be used wherever possible. Double-tagged animals should have one tag in each ear.
- Make sure your operator is properly trained and competent.
- Think carefully about the best type of tags for your animals. Use a suitable style and size of tag for the breed, size and age of the animal.
- Make sure tags are fitted correctly by following the manufacturer's instructions and use the correct pliers for the model of tag you are fitting.
- Fit tags in cool weather (where possible) to reduce 'fly strike' and infections.
- Make sure the animal's head is secure to prevent jerking during tagging.
- Apply tags under hygienic conditions. Make sure the ear, tag and applicator are clean. You may want to consider using disinfectant to clean your equipment and the area you are tagging in. You may also want to consider using an insecticide on your animal, but you must take care to follow the instructions for each product used so that you meet health and safety regulations and avoid residues in meat or milk.

- The tag should be placed through the ear, avoiding the main blood vessels and ridges of cartilage. The different styles of tag are designed for different places in the ear. As a result, you should follow the manufacturer's instructions for the specific tag design. Remember to allow for ear growth when fitting loop tags.
- When fitting two-piece plastic tags, always make sure the male part of the tag is fitted from the back of the ear as centrally as possible. After inserting the tag, the female part of the tag should be on the inside of the ear.
- Store unused tags in a clean container.

A.4 If you are having problems with ear tags

If you have problems with tags falling out, make sure you are fitting them strictly in line with the manufacturer's instructions. In many cases, tags fall off because they have not been inserted correctly. If you have problems with sheep or goat tags, you should discuss these with your supplier. You should consult a vet in cases of infection. If you are still not satisfied with the performance, or if there are welfare issues, please report your findings to RPA Workington (BCMS) using the ear tag comment form which is sent out with all ear tag orders.

A.5 More information

If you need more information about ear-tagging sheep and goats, please contact your local Animal Health Divisional Office.

Guidance on filling in a movement document for reporting the movement of sheep or goats

You must fill in all sections of the movement document

If you are the keeper receiving the animals, you must send a copy of the movement document to your local authority within three days of the move taking place. The exception to this is when animals are being imported or exported – see paragraphs B4 – B6.

When to use this document

- B.1 You must record all sheep and goat movements by filling in the movement document. If you are moving sheep and goats together, you must fill in a separate movement document for each species.
- B.2 You must not record more than one move on this document. If you are moving many animals at the same time and you are planning on moving them in more than one trip, you must fill in a new movement document for each trip.
- B.3 If you transport your animals in more than one vehicle, each vehicle should carry a separate movement document. Each movement document should list the animals on that vehicle.

For animals imported from another country arriving at an English port

- B.4 As receiving keeper you must fill in sections A, B, C and D of the movement document. Section A must state which port the animals came from and you must also add the country and holding address where the animals have come from in the 'Name and postal address of owner' box. You must then send the movement document to your local authority.

Animals imported into England through Scotland

- B.5 Animals moving into England through Scotland will not be accompanied by a movement document. Instead, they will have an export health certificate. The receiving keeper must complete either a movement document and send it to their local authority, or send them a copy of the export health certificate. Note – the movement document must state which port in Scotland the animals were moved from.

Animals intended for export or transfer to Northern Ireland

- B.6 If you are exporting animals or sending them to Northern Ireland, you must complete sections A, B, C, and D of the movement document. You must also enter the name of the port and the country and holding address where the animals will be moved to in the 'Name and postal address' box in section C. A copy must be sent to your local authority.

Moves out of Scotland and Northern Ireland

- B.7 If you receive animals moving from Scotland or Northern Ireland, you must send the movement document which came with the animals from Scotland or Northern Ireland to your local authority. You must do this within three days of the move taking place.

Movements into Scotland

- B.8 Animals moving in to Scotland must have a movement document. The keeper at the holding the animals are going to must send a copy of the document to the Scottish Animal Movements Unit (SAMU) at the Scottish Government Rural Directorate (SGRD).

Movements into and out of Wales

- B.9 These are subject to the same rules as movements within England.

Moves to shows

- B.10 All movements to and from a show must have a movement document for the movement to the show, and a separate movement document for the return journey. You are responsible for completing both movement documents and returning them to your local authority.

Who fills in each section?

- B.11 The keeper at the holding the animals are leaving must fill in **sections A and C** of the movement document. This includes artificial-insemination centres, collecting centres, assembly centres, markets (but see B.16–B.18), shows and farms.
- B.12 The transporter (or the farmer, if moving his or her own animals) must fill in **section B**. He or she is also responsible for making sure all the details in this section are correct before signing.
- B.13 The keeper at the holding the animals are going to must fill in **section D**. This includes artificial-insemination centres, collecting centres, assembly centres, markets, shows and farms.

What each section should contain

Section A

- The keeper at the holding the animals are leaving must give the address and CPH number of where the animals are moving from. The CPH number does not apply if the animals are moving from an assembly centre or a port. In these circumstances, the assembly centre reference number or port name must be given.
- If the address of the keeper of the animals is different from that of the holding the animals are leaving, the keeper's details must be included in Section A. This information must be given under the Welfare of Animals (Transport) (England) Order 2006 (WATO).
- The keeper at the holding the animals are leaving should fill in section C before the movement takes place.

Details of sheep and goats

- You must clearly give the species and number of animals.
- By signing section A, the keeper at the holding the animals are leaving is confirming that he or she is moving the animals under the Sheep and Goats (Records, Identification and Movement) (England) Order 2007 and the Disease Control (England) Order 2003.

Section B

- You must clearly give the transporter's name and address, along with their Assured Scheme Number if they have one. If you are transporting your own animals you must give your own details.
- The start time and date should be the time and date the first animal is loaded onto the vehicle. The finish time and date should be the time and date the last animal is unloaded from the vehicle.
- The expected duration of the intended journey must be completed
- You should clearly give the vehicle registration details or the trailer identification (or both) for the vehicles moving the animals.
- You must give details of rest stops for moves that are likely to last eight hours or more.
- The telephone number can be either a mobile number (preferably) or a landline.
- If the vehicle used to transport the animals breaks down after the animals have been collected and the animals change vehicles, the transporter should tell the local authority within three days of the move that the animals had to be transferred to a different vehicle. They should also give the local authority the vehicle registration or trailer identification (or both) of the new vehicle.

Section C

- The keeper at the holding the animals are leaving is responsible for checking that the details in this section are correct before signing.
- If the animals are being moved to markets and collecting centres, you must tick the correct box.

Section D

The keeper at the holding the animals are going to, or the new keeper, must fill in section D. You must give the CPH number unless the destination is an assembly centre or a port. If the destination is an assembly centre or a port, you must give the assembly centre reference number or the port name. The keeper at the holding the animals are going to, or the new keeper, must sign section D to confirm that the details in this section are correct. Note – if section C is blank this must not be completed by the receiving keeper or the new keeper.

Who has a printed copy of the movement document?

- B.14 The keeper at the holding the animals are going to must send the **white copy** of the filled-in movement document to the **destination's local authority** within three days of the move taking place. The keeper at the holding the animals are leaving must keep the **yellow copy**, and the keeper at the holding the animals are going to must keep the **pink copy**, which he must retain for three years.
- B.15 The transporter must keep a copy of the record of the movement for six months. This can be the transporter's own document or the **blue copy** of the movement document.

Movements from a market

- B.16 If you are moving sheep and goats from a market, you may fill in a movement document and report the move to the local authority. Or, you may report the move using any document that contains all of the compulsory information on the movement document in the same format that the market provides. Whichever document you use, it must stay with the animals while they are being transported. The keeper receiving the animals must send the form to the local authority within three days of the animals arriving at the new holding. Instead of filling in each movement document individually (at the end of each market), market operators may give local authorities signed and dated declarations, which should be attached to the movement document.

The operator must confirm:

- what type of market has been held; and
- that the movement forms attached (those signed by the farmer and, where appropriate, the transporter) represent all movements into the market that day.

Annex B

- B.17 Market operators may instead fill in an electronically produced document for moves from markets as long as it contains all the compulsory details asked for on the movement document. If the document does not contain all these details, it will not be valid.
- B.18 If you are moving many animals from a market to a single destination, and several vehicles are involved, the movement document must list all the batches of animals. You should print off copies of the movement document and give one to each driver. As each batch of animals is loaded on to a vehicle, you should tick that batch off the movement document. This is to make sure that the movement document clearly identifies the animals in each vehicle. Also, the copy of the movement document held in each vehicle must show on it the number of animals of each species in that vehicle.

Where to get movement documents

- B.19 You can get more copies of the movement document from your local authority.

Data Protection Act 1998

- B.20 We and local authorities are the joint data controllers for any personal information you provide when you fill in this form.

We (or the National Assembly for Wales) will use the information on this form to record livestock movements and enforce the law on controlling disease. We may also use the information on this form to analyse, and produce statistics on movements, but we will not identify individuals.

In limited circumstances, we may have to release information, including personal and commercial information, if we are asked to do so under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, we will always keep your information confidential where possible, and meet our duties under the Data Protection Act 1998.

We (or our appointed agents) may use the name, address and other details on your application form to contact you for occasional customer research aimed at improving the services we provide to you.

If you would like a copy of the personal information we hold about you, please follow the procedure at:

www.defra.gov.uk/corporate/opengov/personaldata.htm. Our public service guarantee on handling information gives details of your rights and is available on our website. If you don't have access to the internet, please telephone our helpline on **08459 33 55 77** and ask to speak to the data protection officer.

More information

B.21 Other requirements relating to moving sheep and goats are set out in the Disease Control Order 2003 and the General License for the movement of Sheep and Goats. You can find details at:

<http://www.defra.gov.uk/animalh/id-move/index.htm>

Yearly inventory

A yearly count of the number of sheep and goats you keep, including lambs, tups, wethers, etc, as well as breeding ewes.

S Baseline tag

An official tag with an individual identification number applied in the past as a replacement for a UK tag. These tags are no longer used but they had the format S + flock or herd mark + individual animal number.

Common grazing

Registered common land used for grazing.

County Parish Holding (CPH) number

A unique number for your holding, which you must get from the Rural Payments Agency. Flock or herd marks are given with CPH numbers.

ETAS (or Ear Tag Allocation System)

A government run computer system which allocates numbers for official ear tags.

F tag

The tag applied to animals imported into Great Britain from countries outside the European Union. These tags are no longer used but they had the format UK + flock or herd mark + individual animal number + F.

Flock or herd mark

A six-digit mark to identify your particular flock or herd. This number is obtained from your local Animal Health Office.

Flock or Herd Register

Also known as the holding register. A booklet you must keep to record information about each holding on which you keep sheep and goats. This information includes details about the holding, movements of animals on and off the holding, and replacement and additional tags applied to your animals. Defra provides a model booklet for keepers to use.

Holding

All land only you manage and control, and which is up to five miles away from your main site.

Holding of birth (HOB)

The holding on which animals are born.

'Holding of birth' tag

The tag applied to an animal to identify the holding of birth. This is often called the 'UK' tag.

Holding of import

The first holding an animal arrives at after being moved into the United Kingdom.

Import

To bring animals into the UK from another country.

Individual identification number

The number (up to six digits) on UK and R tags which follows the flock or herd mark. It will be unique to each animal. We will set this number for you from a central computer system (ETAS).

Keeper

A person who looks after animals each day and who is legally responsible for them, even if this is only temporarily. This does not include staff at veterinary practices.

Movement Document

Otherwise known as an AML1 form. This is a document that keepers must complete when animals move between two separate holdings. The completed movement document must be returned to the Local Authority within 36 hours of the movement taking place.

'Match up' tag

An identical copy of an official eartag, which is applied to an animal with an existing single tag.

R tag

The replacement tag used when a UK, S baseline, F or previous R tag has been lost and an animal is no longer on its birth holding.

S tag

The tag applied, in the past, to animals being moved off a holding they were not born on. These tags are no longer used but they had the format S + flock or herd mark.

Sole occupancy authority (SOA)

This is a group of premises within the same management and control which are linked for the purposes of the disease control standstill arrangements. If your animal moves to other premises, animals on those premises cannot be moved for six days. However, if your premises are within a SOA, the standstill arrangements do not apply. The rules for identifying and recording and reporting movements are not affected by whether or not a holding is part of a SOA.

Temporary CPH number

A unique number for your holding, which you must get from your local Animal Health Office. Flock or herd marks are not given with temporary CPH numbers.

Temporary grazing

Land that sheep are moved to temporarily to be fed or pastured, but which is not part of the holding where the sheep are usually kept.

Notes



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