



# American Humane Certified™ Farm Manual Dairy Cattle

## CONFIDENTIAL

The American Humane Certified™ program requires each farm to provide information in the following categories to be kept on file with the completed audit:

<u>Category</u>	<u>Item #</u>	<u>Page #</u>
Company Policy & Code of Conduct	M1-M2	4-5
Office Records & Documentation	M3-M6	6-11
Nutrition, Lighting, & Herd Health Plans	M7-M15	12-18
Bio-Security & Sanitation Plans	M16-M18	19-23
SOPs for Calves & Weaning	M19-M26	24
SOPs for Handling	M27-M33	25
SOPs for Care & Handling of Sick or Injured Animals	M34-M36	26
SOPs for Identification	M37-M38	27
Records of Stockperson Training	M39-M43	28-30
Inspections of Livestock	M44-M45	31
Inspections & Maintenance of Equipment	M46-M52	32-33
SOPs for Husbandry and Other Procedures	M53-M56	34-35
Euthanasia Policy	M57	36-38

The purpose of assembling a Farm Manual is to facilitate the audit process by aiding the producer in organizing and gathering the required information so that is ready for review at the time of the audit. Please complete the Farm Manual Information/ Checklist form on Page 2 that lists the required policies and procedures needed and where we may quickly find this information for your individual farm.

If this information is available in your own farm manual, you may include a copy of that and simply note the page number or section where the information can be found in the checklist on Page 2 of this document. If you do not already have a farm manual, you may fill out the manual template that follows the checklist. **You are not required to submit both.**

If you have questions as you fill out your responses to the standards or the required Farm Manual information, please contact the American Humane Certified™ Program at [FarmAnimalProgram@AmericanHumane.org](mailto:FarmAnimalProgram@AmericanHumane.org). Thank you for participating in the American Humane Certified™ program.



# American Humane Association Farm Animal Program



## Farm Manual Checklist

<b>Farm Manual Information/ Checklist</b> Please Complete This Checklist	<b>Producer's Farm Manual Section/ Page # Attached</b>	<b>American Humane Certified™ Template Forms Attached</b>
<b>Company Policy &amp; Employee Code of Conduct</b>		
Company Policy (p. 4)		
Employee Code of Conduct (p. 4)		
Animal Welfare Incident Report (p. 5)		
<b>Office Records &amp; Documentation</b>		
Records of Production (pp. 6-9)		
Building Checklists (pp. 10-11)		
Emergency Response Plan (p. 12)		
<b>Nutrition Plan &amp; Herd Health Plans</b>		
Nutrition Plan (pp. 13-14)		
Herd Health Plan (pp. 15-20)		
Policy for Control of Mastitis (p. 21)		
<b>Bio-Security Plan &amp; Cleaning Plans</b>		
Bio-security Plan (p. 22)		
Cleaning and Sanitation Plan (pp. 23-24)		
Waste Disposal Plan (p. 25)		
<b>SOPs for Calves &amp; Weaning</b> (p. 26)		
<b>SOPs for Handling</b> (p. 27)		
<b>SOPs for Care &amp; Handling of Sick or Injured Animals</b> (p. 28)		
<b>SOPs for Identification</b> (p. 29)		
<b>Records of Stockperson Training</b>		
Training of all Stockpersons (p. 30)		
Further Training (p. 31)		
Training of Outside Workers (p. 32)		
<b>Inspections of Livestock</b> (pp. 33-34)		
<b>Inspections &amp; Maintenance of Equipment</b>		
Equipment Inspections (p. 35)		
Inspections and Maintenance of Water Systems (p. 35)		
Inspections and Maintenance of Milking Machines (p. 35)		
Inspections of Auxiliary Power Supply (p. 36)		
Ventilation & Environmental Controls (p. 36)		
Monitoring of Air Quality (p. 36)		
Inspections and Maintenance of Fencing (p. 36)		
<b>SOPs for Husbandry &amp; Other Procedures</b> (pp. 37-38)		
<b>Euthanasia Policy</b> (pp. 39-41)		





## **American Humane Certified™**

### **Farm Manual Templates**

**Note: The following templates are provided for your convenience and to assist you in assembling your Farm Manual. You may use either the forms provided, or you may substitute forms from your own farm manual/ farm management software- you do not need to submit both.**

**Note: These templates may not address all required documentation. Additional documentation may be required that is not listed in the following templates. Refer to the *Animal Welfare Standards* for all required documentation.**



# American Humane Association Farm Animal Program



## Company Policy & Employee Code of Conduct

Name of Dairy: \_\_\_\_\_

- *Note: this form or a similar company document must be provided to, and be signed by, all personnel. Where necessary for understanding, this form must be provided and/or explained in the employee's native language*

### Company Policy

- As a participant in the American Humane Certified program, this company is committed to providing an environment which promotes high standards of animal welfare, through adherence to the requirements of the **American Humane Certified Animal Welfare Standards** and participation in the American Humane Certified program.
- This company has implemented a “zero-tolerance” policy regarding willful acts of abuse towards the animals or acts of neglect of the animals' care, and personnel in violation of this policy are subject to dismissal. Willful acts of abuse include but are not limited to: beating the cattle, slamming gates on the cattle, using any type of prod inappropriately, using the electric prod when neither the welfare of the animal or the handler are in immediate jeopardy, driving the animals atop one another, and goading or dragging a downer animal. If it is determined that any employee has engaged in willful acts of abuse or neglect towards the animals, the employee may be immediately dismissed.
- This company has implemented a “whistle-blower” policy. Any employee who reports animal welfare issues to his or her superiors will not be retaliated against.

### Employee Code of Conduct

- All personnel must handle the cattle in a positive and compassionate manner at all times.
- Each worker has the responsibility for, and is expected to contribute to, upholding high standards of animal welfare at all times as each performs his or her duties.
- In addition to the worker's assigned duties, each must also be aware that the basic requirements such as adequate feed, water, clean bedding areas, etc. must be provided to livestock at all times, and corrective action must be taken immediately and/or a supervisor or the dairy animal welfare officer (AWO) must be notified if any of these basic necessities is lacking.
- All personnel have access to the **Animal Welfare Incident Report** or a similar company document or company protocol for reporting incidences. Personnel must complete and submit this document or otherwise report whenever they observe incidences related to animal welfare which cause them concern.

- I, the undersigned employee, have read and understand my responsibilities under the Company Policy and the Employee Code of Conduct stated above. *(Check the boxes above to indicate that you have read and that you understand your responsibilities.)*

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor \_\_\_\_\_



# American Humane Association Farm Animal Program



## Animal Welfare Incident Report

Company and Farm Name \_\_\_\_\_ Location \_\_\_\_\_ Date of Report \_\_\_\_\_

Form to be filled out by witness. Please print.

Please list all animal welfare infractions witnessed including date, time, location of incident(s), incident details and employees involved. Be specific and include reference to the **American Humane Certified™ Animal Welfare Standards Checklist** item # (example: M15) if possible. Use back of form or additional paper if necessary and attach any relevant backup documentation.

➤ I, the undersigned, witnessed the above animal welfare infractions.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This form may be submitted in confidence to: **American Humane Association Farm Animal Program, 1400 16<sup>th</sup> Street NW, Suite 360, Washington, DC 20036** or fax: **202-450-2335**. Questions in regards to reporting farm animal welfare issues may be directed to: **800-227-4645**.

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### IF POSSIBLE, PLEASE COMPLETE THE FOLLOWING:

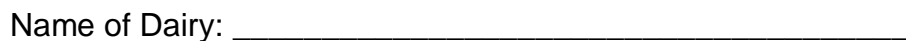
I received the above report from \_\_\_\_\_ on \_\_\_\_\_  
(witness) (date)

Printed name of supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Copy of report signed by supervisor and witness to be returned to witness.



## Records of Production Animal Movement Logs



Site Name: \_\_\_\_\_

[illegible]

**This form is provided for your use. Farm records with this information may be substituted.**

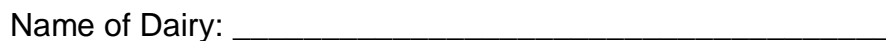






## Records of Production (cont.)

### Herd Culling Record



Site Name: \_\_\_\_\_

[illegible]

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American Humane Certified™ Animal Welfare Standards for Dairy Cattle  
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# American Humane Association Farm Animal Program



## Building Checklist / Farm Data

<b>PRODUCER:</b>		
<b>AUDIT FARM LOCATION:</b>		
<b>AUDIT FARM:</b>	<b>FARM MANAGER:</b>	<b>STOCKPERSON:</b>
Address:	Email:	Email:
City:	Office #:	Office #:
State:	Cell #:	Cell #:
ZIP:	Alt #:	Alt #:
Country:	Fax #:	Fax #:
<b>FARM DATA:</b>		
<u><b>MAIN PREMISES</b></u>	<u><b>SECONDARY PREMISES</b></u> <i>(Only if applicable)</i>	
Type of Housing: <i>(barn / outside / both)</i>	Type of Housing: <i>(barn / outside / both)</i>	
Audited Housing Space (ft <sup>2</sup> ): <i>(Only if applicable)</i>	Audited Housing Space (ft <sup>2</sup> ): <i>(Only if applicable)</i>	
Audited Grazing Space (acres): <i>(Only if applicable)</i>	Audited Grazing Space (acres): <i>(Only if applicable)</i>	
<b>FOR MAIN PREMISES ONLY:</b>	<b>FOR SECONDARY PREMISES ONLY:</b>	
Number of Milking Cows:	Number of Milking Cows:	
Number of Dry Cows:	Number of Dry Cows:	
Number of Heifers:	Number of Heifers:	
Number of Calves:	Number of Calves:	
Total Number of Cattle:	Total Number of Cattle:	
Milking Frequency:	Milking Frequency:	
Milking Times:	Milking Times:	
Total Milk Shipped/ month: <i>(lbs)</i>	<u><b>ALL LOCATIONS</b></u>	Milk Purchaser:
Name of Marketing/ Producer Group if under Forward Contract:		
List of Quality Assurance Programs:		

**This form is provided for your use. Farm records  
with this information may be substituted.**



# American Humane Association Farm Animal Program



# Building Checklist / Site Plan

Farm Drawing Location: \_\_\_\_\_

- Please indicate building name, size (sq. ft.), relative location, and any other information such as cattle class, stall count, head count. Also, please indicate which direction is "North" / i.e. provide a "North" arrow.

[illegible]



# American Humane Association Farm Animal Program



## Emergency Response Plan

Name of Dairy: \_\_\_\_\_

- *Note: Keep a copy of the Emergency Response Plan at the Main Office.*
- What are the contingency plans and precautions to cope with severe events/ emergencies in order to safeguard the welfare of the animals, and the procedures to be followed by responsible personnel in the event of severe events/ emergencies such as fire, floods, storms or other severe weather, interruption of power or water, interruption of supplies?

- Personnel responsible for reacting to emergencies (and if necessary, a “telephone tree” for notifying individuals):

<u>Emergency Contact</u>	<u>Telephone #</u>	<u>Alternate #</u>
1.		
2.		
3.		

- Local emergency service numbers:

<u>Emergency Service</u>	<u>Telephone #</u>
Local fire department:	
Emergency water supplies:	
Local Utility:	
Other:	



# American Humane Association Farm Animal Program



## Nutrition Plan

Name of Dairy: \_\_\_\_\_ Site Name(s): \_\_\_\_\_

Herd ID: \_\_\_\_\_ Diet Formulation/ ID: \_\_\_\_\_

Nutritionist (or other qualified individual): \_\_\_\_\_

➤ *Note: Any evidence to confirm the following statements are acceptable, such as providing a letter from the nutritionist or other qualified individual stating that they have been consulted to develop an appropriate diet for the producer that meets the requirements below; having the nutritionist or other qualified individual sign below that the following statements are true for the specified producer, sites, herds, and diet formulations; providing documentation from the feed mill which establish that the following statements are true; etc.*

- The diet noted above has been developed in accordance with the guidelines provided by the most recently published National Research Council (NRC) standards.
- Feedstuffs do not contain ruminant-derived protein sources with the exception of milk and milk products.
- Growth hormones/ growth promoters are not used as additives to the feed in the stated formulation for the stated producer.
- In-feed antibiotics or anti-parasitic agents are not used in the stated formulation for the stated producer, except and unless for individual animals for therapeutic reasons as prescribed by an attending veterinarian and as documented in the Animal Health Plan.

The Nutrition Plan must also include as a minimum:

- Specifications for a diet which is adjusted as appropriate to the age and breed of the cattle in order to promote balanced nutrition. In all cases, nutritional maintenance through feeding of quality forage, mineral concentrates, etc. must be provided as necessary to maintain good health.
- Cattle must not be maintained in an environment that is likely to predispose them to nutrient deficiency. Managers must be aware of any mineral deficiencies to correct these as appropriate.
- Specifications that changes in the type and quantity of feed must be introduced gradually in order to limit the risks of digestive problems such as acidosis.
- Adult cattle must be provided with a supplemental source of fiber as necessary to promote rumination. The fiber must be of such quality and length as to stimulate rumination and help avoid acidosis by aiding in proper digestion.

Dairy Nutritionist \_\_\_\_\_  
(or qualified individual/ feed mill)

Signature \_\_\_\_\_

Date \_\_\_\_\_



# American Humane Association Farm Animal Program



## Nutrition Plan (cont.)

### Feed Suppliers:

Name:

Address:

Telephone #:

Mills used:

Major source / minor source (*circle one*)

FDA-Licensed?

Y N

Name:

Address:

Telephone #:

Mills used:

Major source / minor source (*circle one*)

FDA-Licensed?

Y N

### Feed Documentation

Are feed documents available for at least one year?

Y N

(Keep a representative tag for each ingredient used,  
Replacing old with current tags as rations change)

Are there records of feed constituents?

Y N

Are there records of feed ingredients, and the inclusion rate of  
compound feeds and feed supplement?

Y N

Does the feed meet all FDA requirements for feed safety?

Y N

Describe feed storage: \_\_\_\_\_

Number of days' supply of feed is available on the farm: \_\_\_\_\_

Is feed free from all ruminant protein?

Y N

(with the exception of milk and milk products)

Does supplier carry out any tests and/or safeguards  
on raw materials or finished feed?

Y N



# American Humane Association Farm Animal Program



## Herd Health Plan

Name of Dairy: \_\_\_\_\_

Location(s): \_\_\_\_\_

- *Note: attach a copy of the Herd Health Plan. This plan must be reviewed yearly and updated (no less than once per year) in consultation with the herd veterinarian, with whom the producer has a valid Veterinarian Client-Patient Relationship:*

“The dairy must have a written Herd Health Plan (HHP) available at the main office. The HHP must document the activities affecting animal health for the year’s cycle of production, including as a minimum:

- ☐ Certification or proof that the HHP has been developed in consultation with the herd veterinarian:
  - ☐ The herd veterinarian and the producer must have a valid Veterinarian Client- Patient Relationship, and
  - ☐ The veterinarian and the producer must review the HHP at least yearly and update it as needed”

• Name of Veterinarian: \_\_\_\_\_

- |  |   |   |
|--|---|---|
| • Do the producer and the veterinarian have a valid Veterinarian Client- Patient Relationship? ( <i>Attach VCPR- refer to AVMA</i> ) | Y | N |
| • Has the HHP been reviewed at least yearly and updated as needed?   | Y | N |
| • Are records of vaccination protocols and vaccinations available?<br>( <i>see following</i> )                                       | Y | N |
| • Are records of treatment protocols and treatments available?<br>( <i>see following</i> )   | Y | N |
| • Are records of surgical procedures available?  | Y | N |



# American Humane Association Farm Animal Program



## Herd Health Plan (cont.) Vaccination Program

(calves <6 months; young stock 6-12 months; cows/steers/bulls = >12 months)

### Calves (<6 months)

Age	Vaccinating for:	Age	Vaccinating for:
-----	------------------	-----	------------------

### Young Stock (6 – 12 months)

Age	Vaccinating for:	Age	Vaccinating for:
-----	------------------	-----	------------------

### Cows/Steers/Bulls (>12 months)

Age	Vaccinating for:	Age	Vaccinating for:
-----	------------------	-----	------------------



# American Humane Association Farm Animal Program



## Herd Health Plan (cont.) Medication Inventory (for reference only)

Name of Dairy: \_\_\_\_\_

Herd Veterinarian: \_\_\_\_\_ Herd Manager: \_\_\_\_\_

Medication	Rx by Vet?	Indication	Dose	Milk Withhold (days)	Slaughter Withhold (days)

**This form is for your use. Farm records with  
this information may be substituted.**



# American Humane Association Farm Animal Program



## Herd Health Plan (cont.) Medication/ Treatment Records

Name of Dairy: \_\_\_\_\_

Herd Veterinarian: \_\_\_\_\_ Herd Manager: \_\_\_\_\_

Dates	ID Number	Reason for Treatment/ Diagnosis	Medication/Treatment (incl. route of admin/ qty)	Rx?	Responsible Person	Date of W/D

**This form is for your use. Farm records with  
this information may be substituted.**





## **Herd Health Plan (cont.)**

### **Action & Management Plans**

- *The following may be used as a framework to which information can be added in order to help with creating written and verbal Action and Management Plans and for training personnel:*

#### **Physical Maladies**

- Are responsible personnel trained in the prevention of physical maladies? **Y** **N**

#### **Foot Care**

- Is there a management plan in place for the prevention of acute foot conditions, such as the use of foot-baths, and inspections for signs of abnormal wear, infection, excessive growth? **Y** **N**
- Frequency of foot inspections/ trimming for adult cattle (at least annually):
- If a problem was identified, describe the plan that was used to mitigate the foot condition?

#### **Common Diseases**

- Are responsible personnel trained in the prevention, detection, and methods of control for common diseases? **Y** **N**
- Is there a policy in place for when quarantine of animals is required? **Y** **N**

#### **Internal Parasite Control Program & De-Worming**

- What are the methods used to prevent, detect, and control internal parasites?
- What are the policies for control of internal parasites for each age:

##### Calves (<6 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------

##### Young Stock (6 – 12 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------

##### Cows/Steers/Bulls (>12 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------





## **Herd Health Plan (cont.)**

### **Action & Management Plans (cont.)**

#### External Parasite Control Program

- What are the methods used to prevent, detect, and control external parasites?
- What are the policies for control of internal parasites for each age:

##### Calves (<6 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------

##### Young Stock (6 – 12 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------

##### Cows/Steers/Bulls (>12 months)

Age	Parasite/Application:	Age	Parasite/Application:
-----	-----------------------	-----	-----------------------

#### Recurring Injuries

- |  |          |          |
|--|----------|----------|
| • Are all animals monitored for signs of recurring injuries that suggest there is a common cause attributable to physical features of the environment? | <b>Y</b> | <b>N</b> |
|--|----------|----------|

#### Abnormal Behaviors

- If abnormal behavioral activities develop repeatedly and inhibit normal functioning of the animal in any particular area, a program of modification and enrichment must be developed and agreed upon together with the farm veterinarian. (This excludes the repeated rubbing of brushes designed for that purpose.)
  - *For observation purposes the following possible repetitive abnormal behavioral patterns may include repeated rubbing in the absence of disease, tongue rolling/aerophagia, bar biting/chewing, pica (licking/chewing solid objects), eating soil/sand/dirt, navel sucking, ear sucking, urine drinking. Observations are to be made over an extended period of time.*





## **Policy for the Control of Mastitis**

Name of Dairy: \_\_\_\_\_

Location(s): \_\_\_\_\_

- *Note: Policy for the Control of Mastitis. Attach records for SCCs per the requirements of the USDA or governing authority. Records must be available for a minimum of one year with the following information at a minimum:*

### Mastitis

- Are personnel in the milk parlor trained to recognize cows with mastitis? **Y** **N**
- What is used to identify cows with clinical cases of mastitis (such as leg bracelets)?
  - Are these cows milked separately, with their milk properly disposed of? **Y** **N**
- What is used to identify cows under treatment for mastitis (such as leg bracelets)?
  - Are these cows milked separately, with their milk properly disposed of? **Y** **N**  
(note this milk must not be fed to calves)
- Are records kept of all treatments and medications for mastitis, and proper withdrawal times observed? (*“Medication/Treatment Logs”*) **Y** **N**
- Are herd SCCs monitored routinely and recorded per the requirements of USDA and other jurisdictions? (*Attach copies of reports*) **Y** **N**
- Did herd SCCs exceed the target rate of 375,000 averaged over any 2-month period? **Y** **N**
  - If so, what were the specific organisms involved?
  - Describe the program of mitigation developed in consultation with the herd veterinarian:
- What measures are in place to minimize the risk/incidence of mastitis in dry cows?



# American Humane Association Farm Animal Program



## Bio-security Plan

Name of Dairy: \_\_\_\_\_

- *Note: provide details of the Bio-security Plan, Structural, which must include as a minimum the following provisions:*

Policy for animals coming from other farms:

- |  |   |   |
|--|---|---|
| • Do new animals have appropriate treatment and vaccination records from the vendor prior to the new stock being brought on site?    | Y | N |
| • If applicable, what is the timeframe for the segregation/ isolation of new animals prior to integration with the rest of the herd? |   |   |
| • Describe quarantine and processing of newly purchased stock:   |   |   |
| • Describe the isolation facility:   |   |   |
| • Are hired bulls used on the dairy?   | Y | N |
| ➤ If so, are the bulls screened for potential diseases?  |   |   |

If applicable, describe any other policies or procedures for maintaining bio-security:

Pest Control Policy: List methods/products used for control:

### Rodents

- |                      |   |   |
|----------------------|---|---|
| traps                | Y | N |
| bait                 | Y | N |
| limited access       | Y | N |
| covered feed storage | Y | N |

### Flies

- |   |   |   |
|---|---|---|
| bait  | Y | N |
| environmental control (e.g., frequent cleaning) | Y | N |



# American Humane Association Farm Animal Program



## Cleaning and Sanitation Plan

Name of Producer: \_\_\_\_\_

- *Note: provide details of the Cleaning and Sanitation Plan, which includes details for routine and scheduled cleaning procedures. In all cases ensure that the responsible worker is aware of their duties:*

### Feed and Water

#### Commodity feed area

- |  |   |   |
|--|---|---|
| ➤ Is feed fresh/ i.e. not stale or moldy or contaminated?    | Y | N |
| ➤ Are commodity storage areas cleaned between loads of feed? | Y | N |
| ➤ Describe commodity/feed storage:                           |   |   |
| separate           or           mixed                        |   |   |
| covered           or           uncovered                     |   |   |
| • How often are feed bunks/troughs cleaned, and by whom?     |   |   |

#### Water

- |  |   |   |
|--|---|---|
| • How often are water troughs cleaned, and by whom?  |   |   |
| • Are water troughs monitored to limit elevated levels of contaminants such as feed, algae, manure, pathogens, etc.? | Y | N |
| How frequently?  |   |   |
| • Are samples of water taken and tested and recorded periodically to ensure water quality is acceptable for cattle?  | Y | N |
| If yes, please list test performed:  |   |   |
| How frequently?  |   |   |

### Manure Removal

- What is the schedule for scraping/ flushing of the alleyways, and by whom?
- How is manure disposed of?
  - composting
  - lagoon
  - spread on land
  - other



# American Humane Association Farm Animal Program



## Cleaning and Sanitation Plan (cont.)

### Maintenance of Freestall Bedding/ Calf Houses

- What is the schedule for maintaining freestall bedding and calf houses, and by whom?
- How often is bedding replaced/refreshed, and by whom?

### Routine Cleaning (and Sanitation, if Required) of Equipment and Implements

- Are equipment and implements routinely cleaned (and sanitized, if required), and by whom?
- Are “clean to dirty” work routines used? Y      N



# American Humane Association Farm Animal Program



## Waste Disposal Plan

Name of Producer: \_\_\_\_\_

- *Note: provide details of the Waste Disposal Plan, which must include as a minimum the following provisions:*

“Each farm must maintain a Waste Disposal Plan which details protocols for the safe and proper disposal of medical waste, sharps, carcasses, and other waste that poses a potential threat to animal and human health and safety.”

- How is medical waste (needles, scalpel blades, medicine containers, syringes, etc.) disposed of?

Are sharps containers used?

Y      N

- Has farm completed a formal training program in waste management?

Y      N

Type of training:

Date of completion:



# American Humane Association Farm Animal Program



## SOPs for Calves & Weaning

Name of Dairy: \_\_\_\_\_

- *Attach SOPs for Calves & Weaning, which must include all provisions noted in the **Animal Welfare Standards** as a minimum.*

### Navel Disinfection (Dipping)

Are the navels of new-born calves dipped in an appropriate disinfectant per the herd veterinarian as soon as possible after birth? Y      N

Are the navels dipped a second time after 12 to 18 hours? Y      N

Notes:

### Colostrum

Is a source of colostrum available for calves that may need it? Y      N

If colostrum is given to a calf, when is it given? \_\_\_\_\_

Method used (bottle, tube): \_\_\_\_\_

Volume administered: \_\_\_\_\_

Does the frozen or dried colostrum source provide a minimum of 100 grams of IgG per dose? Y      N

Notes:

### Environment

Are calves maintained in a suitable environment and/or provided bedding and if needed artificial heat to prevent hypothermia ? Y      N

Are calves given appropriate natural or artificial light? Y      N

Notes:

### Pre-Weaning

Are calves given milk or milk replacer twice daily through the first 5 weeks of life? Y      N

Are calves given continuous access to clean, fresh water from 1<sup>st</sup> day? Y      N

Are calves given unlimited access to palatable starter feed after 7 days? Y      N

Notes:

### Weaning

Are calves at least 5 weeks old prior to weaning? Y      N

Are calves eating adequate quantities, at least 1 ½ lbs of calf starter or dry hay before weaning? Y      N

Notes:



# American Humane Association

## Farm Animal Program



## SOPs for Handling

Name of Dairy: \_\_\_\_\_

- *The following may be used as a framework to which information can be added in order to help with creating written and verbal SOPs for Handling, and for training personnel.*

Stockpersons/ handlers must take care to avoid causing unnecessary pain or distress towards the cattle. Cattle must be handled calmly at all times, and at no time are the cattle to be yelled at or screamed at. Cattle must be handled with the least amount of force needed. Efforts must be made to accustom/ familiarize the cattle to contact with stockpersons/ handlers.

### Use of Handling Aids

- ☐ Sticks and flags must be used only as benign handling aids (i.e., as extensions of the arm).
  - ☐ Sticks must not be used for excessive hitting, beating, or poking the cattle.
  - ☐ Electric prods must not be used except where animal and/or human safety is in jeopardy and it is the means of last resort.
  - ☐ Electric prods must not be carried by stock-keepers as a matter of course.
- ☐ Handlers must use tails gently only if necessary to direct the animal's movement.
- ☐ Cattle must not be driven unless the exit or the way forward for the lead cow is clear.
- ☐ Cattle should be moved at a walk and must not be rushed or run along alleyways, passageways, or through gateways.

### Cattle-Handling Unit

A cattle-handling unit must be available, comprised of a collecting system and a method of restraint, appropriate to the type, temperament, and numbers of stock to be managed.

### Use of Restraints

Cattle must not be closely restrained (i.e. tethered or stanchioned) except in the following circumstances, and then for not more than 4 hours. Cattle must not be deprived of water for more than 2 hours and sooner if the cattle are outside and/or if conditions are hot. Close restraint is permitted only for the following circumstances:

- For the duration of any examination, routine test, blood sampling, or veterinary treatment.
- While they are being fed.
- For the purpose of marking, washing, or weighing.
- While facilities are being cleaned.
- During artificial insemination.
- Awaiting entry into the milking parlor.
- During milking.
- During hoof-trimming.
- Awaiting loading for transportation.

### Immobilization of Cattle

- ☐ Tranquilizers (chemical immobilizations) may be used only when mechanical restraint is not an option (such as to immobilize an aggressive animal), and are only to be administered by the farm veterinarian and only at his or her discretion.
  - ☐ Tranquilizers must not be used in any situation where the animal may injure itself, such as near open water, on steep slopes, etc.
  - ☐ The animal must be closely monitored until it has recovered and is no longer at risk of injury to itself or from other individuals.
- ☐ Electric immobilization is not permitted for use under any situation.

### Use of Dogs or Other Animals

Dogs or other animals, including working dogs must be properly trained, must not cause injury or distress to cattle, and must be kept under control at all times.





## **SOPs for Care & Handling of Sick or Injured Animals**

Name of Dairy: \_\_\_\_\_

- *The following may be used as a framework to which information can be added in order to help with creating written and verbal SOPs for the Care and Handling of Sick or Injured Animals, and for training personnel.*

- ☐ All efforts must be made to ensure the rapid diagnosis, immediate treatment, and optimized recovery for any sick or injured animal.
- ☐ If an animal does not respond to treatment, it must be humanely euthanized.
- ☐ No live animal may leave the farm unless it can walk unassisted, except as noted below.

### **Non-Ambulatory (“Downer”) Cattle**

- ☐ Care must be taken to avoid causing unnecessary pain or distress to a sick or injured animal that is unable to move. Moving by means that can cause further physical or psychological damage is prohibited. *Refer to the American Meat Institute guidelines for acceptable methods of moving non-ambulatory cattle.*

Non-ambulatory animals must not be moved by hoisting by chain, dragging, or lifting without complete body support- doing so is considered a willful act of abuse.

- ☐ The use of hip-lifters is permitted only for emergency, short-term assistance. Cattle must not be left unattended when hip-lifters are in use.
- ☐ Hind-leg hobbles (“splitters”) may be used only when necessary to prevent cattle from becoming non-ambulatory.

*Medical breakthroughs in the treatment of dairy cows have made it possible to assist downer dairy cattle to regain health and productivity.*

- ☐ Where the farm veterinarian determines that a downer animal may be successfully moved with limited levels of pain and distress, and where the veterinarian determines that the downer is a good candidate for treatment, it may be humanely transported from the farm to a medical facility using approved methods.
- ☐ If the farm veterinarian determines that an animal cannot be successfully transported or treated, it must be euthanized humanely and immediately.
- ☐ The transportation, treatment or euthanasia of the cow must be documented in the health care records maintained in the farm manual.

*Refer to U C Davis “Care for the Downer Cow” for additional recommendations.*

*Reference: Stull, Berry, Reynolds, and Payne. 2008. Care for the Downer Cow. (Small placard published by U C Davis.)*

### **Facilities for the Segregation and Care of Sick and Injured Animals**

Provisions must be made for the segregation and care of sick and injured animals.

- ☐ Any cow or calf suffering from illness or injury must be segregated and treated without delay, and veterinary advice must be sought when needed.
- ☐ If the cow or calf does not respond to treatment or is in severe pain or suffering, and the veterinarian determines that the animal is unlikely to recover, that animal must be euthanized humanely and immediately.
- ☐ Hospital/ isolation pens must be clean, be provided with dry bedding, and be of a size which is appropriate for the age, size, and breed of the animal.
- ☐ Animals in hospital pens must be able to stand up, turn around, lie down, rest, and groom themselves without hindrance.
- ☐ Water and feed must be readily accessible even to non-ambulatory animals.
- ☐ Urine and dung from hospital pens for sick and injured animals must be disposed without the risk of spreading infection to other stock.
- ☐ Pens must be constructed to facilitate effective cleaning and disinfection of surfaces and the possible removal of a carcass from the area.



# American Humane Association Farm Animal Program



## SOPs for Identification

Name of Dairy: \_\_\_\_\_

- *The following may be used as a framework to which information can be added in order to help with creating written and verbal SOPs for Identification of animals, and for training personnel.*

Where neckbands, tail-bands, ear tags, leg-bands, or RFIDs are used for identification purposes, they must be fitted with care and adjusted as required to avoid unnecessary pain or distress (for example by being too tight, etc.)

Cattle marking must be performed by trained personnel quickly, expertly, and with the proper equipment in a manner that avoids unnecessary pain and distress.

The following methods of identification are NOT permitted for use in cattle identification:

- Brands.
- Jaw-brands or ear-notching.
- Ear-splitting, wattling, or any other surgical alterations for identification.

Livestock markers for the temporary marking of livestock (i.e., crayons, chalk, and paints) must be especially developed for that purpose and must be non-toxic.

\_\_\_\_\_ Method(s) of identification used at the dairy.



# American Humane Association Farm Animal Program



## Records of Stockperson Training Training of All Stockpersons

Name of Producer: \_\_\_\_\_

Type of Training: \_\_\_\_\_  
(if applicable, attach documents/ description)

Name of Trainer: \_\_\_\_\_ Date of Training: \_\_\_\_\_

- I, the undersigned employee, have attended the provided training and understand how it is relevant to my duties and responsibilities.

Name of Employee/ Trainee	Signature of Employee/ Trainee	Date

**This form is for your use. Farm records with  
this information may be substituted.**





## **Records of Stockperson Training (cont.)**

### **Further Training**

Name of Producer: \_\_\_\_\_

- Employee: By signing below, you are confirming that you have received training which includes “hands-on” instruction in the topic noted & your proficiency has been confirmed by the trainer.
- Trainer: By initialing below, you are confirming the employee’s proficiency in the training topic through your direct observation.

Training Topic(s)	Name of Trainer	Initials of Trainer	Name of Employee/ Trainee	Signature of Employee/ Trainee	Date

**This form is for your use. Farm records with  
this information may be substituted.**



## American Humane Association Farm Animal Program



### Records of Stockperson Training (cont.) Training of Outside Workers

Name of Producer: \_\_\_\_\_

- *Note: provide documentation conforming to the **Animal Welfare Standards** for the training of outside workers.*



# American Humane Association Farm Animal Program



## Inspections of Livestock

Name of Dairy: \_\_\_\_\_

Facility ID: \_\_\_\_\_

➤ *If mortalities are found or animals are required to be culled, record here:*

[illegible]

**This form is for your use. Farm records with  
this information may be substituted.**



## Inspections of Livestock (cont)

### Sample Scoring Sheets



Leg Lesion		Locomotion		Body Condition Score		Hygiene	
0	No hair loss	1	Normal gait	1	Severe under condition, extremely thin	1	Clean cow
1	Hock hair loss only	2	Normal gait, arched back	2	Frame obvious	2	Legs are soiled, belly and udder clean
2	Leg swelling < baseball	3	Lame but keeping with herd	3	Frame and covering, well balanced	3	Legs, belly and udder are soiled
3	Large swelling, open sores	4	Lame, cannot keep up with herd	4	Frame not as visible as covering	4	Legs, belly, udder and sides are soiled
		5	Very lame and walks with difficulty	5	Severe over condition, extremely fat		

[illegible]

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Hygiene Score	1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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☐ Mark observed animals      ☒ Mark if slip observed      ☐ Mark if fall observed

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[illegible][illegible]

Date \_\_\_\_\_  
Observer \_\_\_\_\_

Reference: adapted from original chart by Dr. Julian "Skip" Olson

American Humane Certified™ Animal Welfare Standards for Dairy Cattle

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Revision Date April 4, 2013





## **Equipment Inspections and Maintenance**

Name of Dairy: \_\_\_\_\_

Site ID: \_\_\_\_\_

- *The following may be used as a framework to aid in developing written and verbal SOPs surrounding Equipment Maintenance and Inspections and for training personnel.*

### **Equipment Inspections and Maintenance**

Stockpersons must inspect all equipment on which the livestock rely on a daily basis, such as water troughs, feeding facilities, fans, and especially the milking equipment, whether the equipment is manual or automatic. Stockpersons must also perform routine, scheduled maintenance as defined in the SOPs. Where a defect is found (whether on inspection or at any other time):

- ☐ It must be rectified immediately; or
- ☐ If the defect cannot be rectified immediately, the stockperson must follow any measures specified in the SOPs or take other actions as necessary to safeguard the animals from suffering unnecessary pain or distress as a result of the defect. These measures must be maintained until the defect has been rectified.
- ☐ Routine maintenance must be performed per the equipment manufacturer's recommendations.

### **Inspections and Maintenance of Water Systems**

Water systems must be inspected and maintained daily to confirm that clean, fresh water is readily available to the cattle:

- ☐ water availability must be checked daily;
- ☐ water delivery must be monitored to make sure water is provided at all times, that is, the water delivery must keep pace with the demand of the maximum number of cows who are able to drink at the same time;
- ☐ the water source must not contain contaminants such as elevated levels of feed, algae, manure, pathogens, etc.; and
- ☐ samples of water must be taken and recorded periodically to ensure that water quality is acceptable for cattle. *State or local water quality requirements must be followed.*

### **Inspections and Maintenance of Milking Machines**

Milking machinery/ the milking system must have a documented, routine maintenance and cleaning plan. Proper application, function, and maintenance of the milking machinery must be ensured by practicing the following:

- ☐ Under- and over-milking must be avoided.
- ☐ Appropriate teat cup liners must be used.
- ☐ Teat cup liners must be checked daily and damaged/rough teat liners must be replaced.
- ☐ Liners must be exchanged according to manufacturer's recommendations.
- ☐ Pulsation rate release/squeeze ratio must be checked and corrected regularly.
- ☐ The vacuum regulation must be functioning correctly and preventing vacuum fluctuation.





## **Equipment Inspections and Maintenance (cont.)**

Name of Producer: \_\_\_\_\_

Site ID: \_\_\_\_\_

### **Inspections of Auxiliary Power Supply**

- ☐ An auxiliary power supply (such as a standby generator), must be available and tested and maintained at least yearly or per manufacturer recommendations.
- ☐ The auxiliary power supply must have sufficient capacity to operate critical equipment such as milking equipment, cooling system for the bulk tank, fans, feeders, waterers, and lights for at least 24 hours.

### **Ventilation & Environmental Controls**

Where equipment is provided for ventilation (if applicable):

- ☐ Ventilation equipment must be checked and maintained for proper operation.
- ☐ Ventilation rates must be adjusted as necessary in order to maintain minimum ventilation requirements and to maintain air quality parameters including control of ammonia, dust, etc.

### **Monitoring of Ammonia in Enclosed Environments**

Where cattle are kept in enclosed environments, such as barns not exposed to outside air, calf houses, etc.:

- ☐ Ammonia levels measured monthly at the height of the animals should ideally be maintained at less than 10 ppm but in any case must not exceed 25 parts per million.
- ☐ If ammonia limits are exceeded at any time, steps must be taken to mitigate ammonia, (such as replacing bedding, increasing ventilation, etc.) until ammonia returns to acceptable limits.

*Note: Provisions must be made to ensure that aerial contaminants do not reach a level at which they are noticeably unpleasant to a human observer. Ammonia levels are to be maintained at less than 10 ppm wherever possible.*

### **Inspections and Maintenance of Fencing**

- ☐ All fencing must be regularly inspected and maintained and be free of sharp projections, protuberances, and other surfaces that may cause injury to the animals.
- ☐ Electric fences must be designed, installed, used, and maintained so that contact with them does not cause more than momentary discomfort to the cattle.





## **SOPs for Husbandry and Other Procedures**

Name of Dairy: \_\_\_\_\_

- *Attach the SOPs for Husbandry and Other Procedures and applicable records, which must as a minimum conform to the following provisions:*

“Where necessary, producers must use only approved, humane husbandry procedures accepted by the American Humane Certified™ program. Husbandry procedures must be performed at the earliest possible age. These practices must not be performed on sick or injured animals. All of these practices must be performed by trained and competent personnel using appropriate, well-maintained equipment in a way which minimizes suffering.

*(Select ONLY as applicable:)*

### Supernumerary Teat Removal:

- ☐ Supernumerary Teat Removal is not performed at the dairy.
- ☐ Removal of supernumerary teats is not permitted unless their presence interferes with the placement of the milking cup. In these cases, removal of supernumerary teats must be performed within 4 months under local anesthesia.
- ☐ If removal of supernumerary teats is necessary for calves or heifers older than 4 months of age, the procedure must be performed under local anesthesia by a veterinarian.

### Disbudding/Dehorning:

- ☐ Disbudding/Dehorning is not performed at the dairy.
- ☐ The cautery paste method of disbudding is permissible for use only for calves less than 7 days of age.
- ☐ The hot iron method of disbudding is permissible for use only for calves less than 30 days of age and must be performed under local anesthesia.
- ☐ After 30 days of age, if dehorning is determined to be necessary, the procedure must be performed by a veterinarian under local anesthesia and the calves must be given NSAID treatment for post-procedure pain management. Efforts must be made to avoid dehorning older cattle unless they prove to be dangerous to herd-mates or human handlers.

### Castration:

- ☐ Castration is not performed at the dairy.
- ☐ Castration must be performed at the earliest possible age. Castration through the application of a band (rubber ring) to restrict blood flow to the scrotum is permissible after 24 hours of age and before 7 days of age.
- ☐ Where this is not possible, after 24 hours of age and up to 2 months of age, castration through use of a Burdizzo clamp, or surgical castration performed by the veterinarian under anesthesia, are permissible.
- ☐ After 2 months of age, castration must be performed surgically by the veterinarian under local anesthesia with provisions made to control bleeding.

### Tail Docking/ Switch Trimming:

- ☐ **Tail docking must not be performed** at the dairy.
- ☐ Previous tail docking on identified animals must be recorded and tail docking must not be practiced going forward.
- ☐ Switch trimming is permitted to be performed only as necessary.

### Surgical Procedures:

- ☐ Surgical procedures such as Caesarian-sections must be performed by a qualified veterinarian.”





## **SOPs for Husbandry Procedures Records**

Individuals Trained and Approved to Perform Husbandry Procedures:

The individuals listed have been trained in the specific husbandry procedures noted. The trainer has confirmed and validated the trainee's competence in performing the procedure(s) noted, and records of this training have been kept on file:

<b>Date</b>	<b>Name of Trainee/ Stockperson</b>	<b>Name of Trainer</b>	<b>Husbandry Procedures</b>

**This form is for your use. Farm records with  
this information may be substituted.**





## Euthanasia Policy

Name of Producer: \_\_\_\_\_

- *Note: “The Euthanasia Policy includes provisions for routine euthanasia (culls). Euthanasia and disposal of carcasses must be consistent with applicable local, state, and federal regulations.”*
- *Attach the Euthanasia Policy and applicable records, which must as a minimum conform to the following provisions:*
- ☐ “Only properly trained farm personnel or the herd veterinarian are to perform euthanasia. A trained handler should demonstrate proper use of the euthanasia equipment to the auditor.
- ☐ Training records which identify: the names of the stockpersons who have undergone training; the name of the trainer; the specific method(s) of euthanasia covered in the training; confirmation that the trainees’ competence in performing the procedure was validated by the trainer, including proper techniques and proper use of any equipment; and the date(s) that the training occurred.
- ☐ Procedures stating that:
  - If there is any doubt as to whether euthanasia is required: the veterinarian or properly trained personnel is to be called at an early stage to advise whether treatment is possible; OR
  - If the veterinarian or properly trained personnel determine that an animal is in severe, uncontrollable pain, then the animal must be promptly and humanely euthanized to prevent further suffering.
- ☐ For euthanasia equipment: records showing that equipment has been maintained per the manufacturer’s recommendations and that it is stored securely, protected from the elements, and kept clean.
- ☐ The approved methods of euthanasia that are to be used for each age group of animals and under what circumstances. These methods must be approved by, and comply with, the latest edition of the American Veterinary Medical Association’s **AVMA Guidelines on Euthanasia**.
- ☐ Procedures stating that the persons performing euthanasia must verify that each animal has been properly euthanized through the absence of:
  - Breathing for five minutes;
  - A heartbeat for five minutes; and/ or
  - A corneal reflex (a blinking reflex upon touching the eye)
- ☐ If the animal is not successfully euthanized, the same method or an alternate method is performed immediately.
- ☐ Logs stating the reason for euthanasia, the date, the competent personnel performing the euthanasia, numbers of animals euthanized, and the procedure used.
- ☐ Procedures for the proper disposal of carcasses, and records of the name of the outlet through which all such carcasses are disposed, unless carcasses are disposed of on-farm, in which case records are kept of the disposal method. Disposal must meet all state, local, and/or federal regulations.

**Nothing stated here is intended to discourage the prompt diagnosis and appropriate treatment of any ill or injured animal.”**





## **Euthanasia Policy Records**

Individuals Trained and Approved to Perform Euthanasia:

The individuals listed have been trained in the specific method(s) of euthanasia noted. The trainer has confirmed and validated the trainee's competence in performing the procedure(s) noted, and records of this training have been kept on file:

<b>Date</b>	<b>Name of Trainee/ Stockperson</b>	<b>Name of Trainer</b>	<b>Method(s) of Euthanasia</b>

**This form is for your use. Farm records with  
this information may be substituted.**





## **Euthanasia Policy (cont.)**

### **Records (cont.)**

Approved Methods of Euthanasia:

<b>Stage of Production</b>	<b>Euthanasia Method of Choice</b>	<b>Alternate Euthanasia Method</b>
Calves		
Young Stock		
Adult Cattle		

- Emergency Euthanasia Plan (by age group) – **Post in visible location.**

Business name:

Veterinarian name and phone number:

Rendering or disposal service:

Producers must keep a copy of the ***AVMA Guidelines on Euthanasia*** with their herd plans.

- Carcass Disposal Policy

Method of carcass disposal (if rendering company or dead hauler used, list name and number):

Method used to restrict access/viewing of the public to carcasses present on farm/ranch:

Method used to reduce fly and odor nuisance: