

American Humane Farm Program

American Humane Certified™

Hatcheries (Chicks, Poults, and Ducklings)

Animal Welfare Standards Audit Tool

Introduction



The **American Humane Farm Program (American Humane Certified™ Animal Welfare Standards)** is the product of over 140 years of applied experience in farm animal welfare. Since its beginning in 1877, American Humane has had a long history with the humane treatment of farm animals. In its work to improve the treatment of working animals and livestock in transit, American Humane has been involved in almost every major advancement in improving the welfare of animals, including an instrumental role in the enactment of the 28 Hour Transportation Law. In 1916, the U.S. Secretary of War asked American Humane to help with the rescue of horses and other animals on the battlefields of World War I. The program that followed became Red Star Emergency Services program, which continues to this day to rescue and shelter animals involved in disasters throughout the country.

Given its history, it was natural that American Humane would create the first farm animal welfare audit program. In 2000, American Humane pioneered the first third party audit and certification program in the United States to encourage and support the humane treatment of animals used for food. Organized as the Free Farmed® certification program, the first **Animal Welfare Standards** were based on the Royal Society for the Prevention of Cruelty to Animals' **Welfare Standards**, the Federation of Animal Science Societies' **FASS Guide for the Care and Use of Agricultural Animals in Research and Teaching**, and the governing principles first developed by the Farm Animal Welfare Council (FAWC) known as the "Five Freedoms of Animal Welfare":

- Freedom from hunger and thirst
- Freedom from discomfort
- Freedom from pain, injury, or disease
- Freedom from fear and distress
- Freedom to express normal behaviors

Since its origins, American Humane's farm animal welfare standards have been and continue to be a living document. The standards and the audit process are continually reviewed and updated, using the expertise of the Scientific Advisory Committee. This committee of internationally renowned animal scientists and veterinarians advances new science and regularly evaluates the standards to ensure that the American Humane Certified™ program incorporates the best and current knowledge of humane practices.

American Humane collaborates with institutions and organizations on independent research in animal behavior as well as new handling and housing applications. The program incorporates the practical, hands-on experience of farmers and ranchers, and ensures that new technology and knowledge from veterinarians and animal research experts are shared with producers. Third-party audits help to educate, encourage, and support producers in adopting humane practices. The program promotes clear, reasoned communication with consumers and retailers about the meaning and value of humanely raised food and the benefits not only to animals but also to people.

Core Criteria

Items that are essential to the “Five Freedoms of Animal Welfare” are scored higher than other questions in the audit. “Core Criteria” are scored either 25 or 50 points and must be satisfactorily addressed in order to pass the audit. These items are listed below (refer to ***Animal Welfare Standards Audit Tool*** following for full descriptions):

M1: Company Policy

The Company Policy must be available to all workers, in their native language. This policy emphasizes and demonstrates that the company has made a commitment to providing an environment that promotes high standards of animal welfare. Along with this commitment, the company must have “zero tolerance” for any employee who willfully abuses the hatchlings, and a “whistle blower” policy protecting employees who report animal welfare issues. Personnel must sign and date that they have been provided a copy of, and that they understand their responsibilities under, the Company Policy.

M2: Employee Code of Conduct

An Employee Code of Conduct must be available to all personnel, in their native language. Each worker has the responsibility for and is expected to contribute to upholding high standards of animal welfare at all times as they perform their own duties. All personnel must be instructed to report any incidences related to animal welfare that cause them concern. Workers must sign and date that they have been provided a copy of, and that they understand their responsibilities under, this Code of Conduct.

M6: Veterinary Health Plan

A Veterinary Health Plan must be available. The VHP must be developed in consultation with a qualified veterinarian and documents vaccination protocols and any vaccinations, treatment protocols and any treatments, and tolerance limits for hatch performance.

M13: Training for All Stockpersons

Records must be available that all stockpersons in direct contact with the hatchlings has been properly trained.

M14: Training for Specific Approved Procedures

Records must be available for stockpersons responsible for performing approved procedures in a humane manner with the minimum level of pain and distress to the hatchlings, including but not limited to: sexing (if applicable); vaccinating hatchlings (if applicable); trimming beaks (if applicable); toe-clipping poult (if applicable); and/or culling hatchlings.

M22: Sourcing of Eggs

Records must be available showing that hatching eggs have been sourced from a breeder flock conforming to the National Poultry Improvement Plan (NPIP).

M31: SOPs for Beak-Trimming of Hatchlings

If beak-trimming of hatchlings is performed at the hatchery, the hatchery must have SOPs that detail the protocols for the approved procedures for beak-trimming, including the proper use of appropriate equipment in order to minimize pain and distress and optimize recovery of the hatchlings.

M33: SOPs for Toe-Clipping of Poults

If toe-clipping of poults is performed at the hatchery, the hatchery must have SOPs that detail the protocols for the approved procedures for toe-clipping, including the proper use of appropriate equipment in order to minimize pain and distress and optimize recovery of the poults.

M35: SOPs for the Euthanasia of Hatchlings

Hatcheries must have provisions for acceptable procedures and approved protocols for the euthanasia of hatchlings by properly trained personnel. (See the ***Animal Welfare Standards Audit Tool*** for full description.)

Pass/Fail Audit Criteria

The following items must be satisfied in order to pass the audit. Failure of these items will result in failure of the audit, and may result in the hatchery being suspended from the program. (Note: see the ***Animal Welfare Standards Audit Tool*** a full description.)

P/F 1: No Instances of Willful Acts of Abuse

P/F 2: Absence of Live Hatchlings in the Hatchery Waste

P/F 3: Absence of Live Hatchlings in the Washer

Audit Scoring

Score Process

There are 59 audit items for 641 total points possible on the **Animal Welfare Standards Audit Tool for Hatcheries**. 9 audit items, totaling 300 points, are related to Core Criteria items on this audit- these Core Criteria questions have score values of 25 or 50 points. In order for a site to be certified by the **American Humane Certified™** program, each site must meet an audit score of 85% based on the score of Total Points Achieved versus Total Points Achievable score and all Non-Conformances must be corrected. Additionally, there are 3 Pass/Fail audit items. These three audit items MUST be addressed satisfactorily in order to pass the audit.

Since not every audit item may apply to every sites, some items will be considered Not Applicable (NA). It is necessary to remove these NA questions from the overall count. An example of this process has been provided below:

a.) Total Points Possible			b.) Total NA's	c.) Adjusted Points Achievable	d.) Total Points Achieved	Overall Audit Percentage
Items	Value	Points	Example	Example	Example	
3	50	150	(core)	150	150	
6	25	150	(core)	150	150	
16	10	160	1 @ 10	150	140	
34	3	102	1 @ 3	99	99	
A.) Total Points Possible			B.) Total NA's	C.) Total Points Achievable = A.-B. =562-13 =549	D.) Total Points Achieved =539	D./C. = Overall Audit Percentage Example= 539/549=98%
=562			=13			

Step 1- Count the Total Points Possible for all items on the scored **Animal Welfare Standards Audit Tool**.

Step 2- Count the number of Total Not Applicable (NA) audit items. Subtract the Total NA's from the Total Points Possible for all items. This will give you the Adjusted Points Achievable for the audit.

Step 3- Count up the Total Points Achieved in the audit. These are the audit items that were in conformance.

Step 4- Divide the Total Points Achieved by the adjusted Total Points Achievable to find the Overall Audit Percentage.

- Each site must have an Overall Audit Percentage of 85% or above, all Non-Conformances must be corrected, and each of the Pass/Fail items must be addressed satisfactorily in order for a site to pass the audit.

Non-Conformances

All welfare issues identified with a loss of points during an audit are discussed in the exit interview by the auditor and will be described on the **Non-Conformance Report**. The **Non-Conformance Report** will list out the non-conformances found by the auditor and must be signed by both the manager and auditor. All corrective actions agreed upon at the exit interview must be corrected even if your site receives certification.

Corrective Action Plan

A Corrective Action Plan is submitted online to American Humane within 10 days of the Non-Conformance Report date. The Corrective Action Plan describes the items identified through the audit process and the corrective actions that will be taken by the producer.

Corrective Action Completion

The Corrective Action Plan is completed within 90 days and a Corrective Action Completion form is submitted online with supporting documentation. Producers are subject to a re-audit at the discretion of the American Humane Certified™ program after plan completion. Variances are permitted through submission to the American Humane Certified™ program and upon approval. Producers are encouraged to report to the American Humane Certified™ program on their progress on corrective actions throughout the correction period.

- Producer sites in the American Humane Certified™ program are expected to maintain high welfare standards throughout the term of their certification. If it is determined after an audit that a site in the American Humane Certified™ program has fallen out of compliance, the site is immediately suspended from the program. Suspended sites must verify correction of the non-conformances and pass a new audit before being reinstated. The American Humane Certified™ program reserves the right to perform spot checks at any time during the certification period.

American Humane Certified™ Animal Welfare Standards Audit Tool Hatcheries (Chicks, Poults, and Ducklings)

➤ *Auditor note: the following information should be completed in full (unless N/A) and reported to the American Humane Certified™ program with submission of the audit.*

AUDITOR:	AUDIT DATE: From: To:	AUDIT SCORE:
LICENSE HOLDER:		
PRODUCER:		LICENSE MANAGER:
Address:		Email:
City:		Office #:
State:		Cell #:
ZIP:		Alt #:
Country:		Fax #:
HATCHERY LOCATION:		
HATCHERY:		HATCHERY MANAGER:
Address:		Email:
City:		Office #:
State:		Cell #:
ZIP:		Alt #:
Country:		Fax #:
EGG SUPPLIER:		TRANSPORTER:
NAME:		NAME:
NPIP:		Address:
Address:		City:
City:		State:
State:		ZIP:
ZIP:		Contact #:
List any Significant Management, Disease, or Climatic Events:		
List of Quality Assurance Programs:		

Audit Notes

- *The American Humane Certified™ standards are written to cover facilities in varying geographic and temperature regions and facilities utilizing different systems. Therefore, not all sections in these standards apply to every facility. Facilities must comply with any local, state or federal mandates for hatcheries that affect the environment or safety of their product.*
- *If an outside company is used for other processes such as transport, sexing, etc., auditors must verify this process by observing the practices being conducted. If this is not a viable option for the site, then the company needs to be able to show documentation that the individuals are properly trained in these areas. This can be accomplished through training documents, employee interviews, and/or the Certificate of Conformances.*
- *If the auditor observes willful acts of abuse towards the hatchlings during the course of the audit, s/he must suspend the audit and notify the manager, their audit company, and the American Humane™ Certified program immediately. An investigation will be made to assess the incident and to determine whether remedial actions are required. If the incident is determined to be severe, the producer may be placed on probation from the program. Producers who are placed on probation must implement changes to the management, training, and company policies that to the satisfaction of the American Humane Certified™ program affectively remedy the issue, and the site must pass a follow-up audit prior to being reinstated in the program. (See also “Pass/Fail Auditor Observations” at the end of the audit.)*
- *Auditor note: unless noted otherwise, for each audit item select all boxes that apply regardless of whether the audit item is marked “Yes” or “No.” For any audit item marked “No,” provide reasons in the “Notes” section.*

Office Records/ Management

A high degree of caring and responsible management and husbandry is vital to ensure good animal welfare. Managers and stockpersons must be thoroughly trained, skilled, and competent in animal husbandry and welfare. They must have a good working knowledge of their system and of the hatchlings.

The following records and documentation must be made available to the auditor at the time of the audit. These are to be maintained in the form of a Farm Manual.

Company Policy & Employee Code of Conduct

		Selection	Score
M1	<p>Company Policy The Company Policy must be available to all personnel, in their native language. Workers must sign and date that they have been provided a copy of, and that they understand their responsibilities under, the Company Policy, which must include as a minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emphasis of the company's commitment to providing an environment which promotes high standards of animal welfare; <input type="checkbox"/> The implementation of a "zero-tolerance" policy stating that willful acts of abuse towards the hatchlings will not be tolerated and, upon the discretion of the company, these actions are grounds for immediate dismissal. Willful acts of abuse include but are not limited to kicking the hatchlings, aggressive handling or throwing (i.e. beyond the minimum handling needed to perform necessary duties), etc.; and <input type="checkbox"/> The implementation of an animal welfare "whistle blower" policy that protects employees who report animal welfare issues. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25
M2	<p>Employee Code of Conduct An Employee Code of Conduct must be available to all workers, in their native language. Workers must sign and date that they have been provided a copy of, and that they understand their responsibilities under, this Code of Conduct, which must include as a minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All personnel are expected to handle the hatchlings in a positive and compassionate manner at all times; <input type="checkbox"/> Each worker has the responsibility for and is expected to contribute to upholding high standards of animal welfare at all times as they perform their duties; and <input type="checkbox"/> 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 that cause them concern. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25

Office Records & Documentation

M3	<p>Records of Production Comprehensive production records must be available for at least one year in graphic, tabular, or electronic form for each hatch. Records must provide information including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Numbers, source, and delivery date of eggs in storage; <input type="checkbox"/> Numbers of eggs in each stage of incubation; <input type="checkbox"/> Specified normal egg and hatchling viability rates; <input type="checkbox"/> Observed egg and hatchling viability rates; <input type="checkbox"/> Numbers of outgoing hatchlings; and <input type="checkbox"/> Temperature and humidity settings in climate-controlled egg storage and incubators. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M4	<p>Standard Operating Procedures (SOPs) SOPs must be available at the office in regularly updated, comprehensive written instructions, in workers' native language, relating to daily, weekly, and monthly activities and procedures. Examples may include but are not limited to:</p> <ul style="list-style-type: none"> ○ Inspections of egg storage and incubators, and records to be kept by responsible personnel; ○ Inspections of equipment (especially incubators and macerators), routine maintenance and cleaning, and back-up protocols to be followed, as well as records to be kept by responsible personnel; ○ Daily monitoring and recording of egg storage and incubator temperatures (unless automatically recorded); ○ Protocols for procedures for sexing and culling; ○ Any biosecurity protocols (e.g. checking rodent bait, etc.); ○ Cleaning and sanitation procedures; ○ Maintenance and testing of auxiliary power supply; ○ Maintenance and testing of alarm systems; and ○ Any additional procedures to maintain compliance with any applicable local, state, and federal regulations. <p>➤ <i>Auditor note: mark "Yes" if SOPs for miscellaneous activities and procedures <u>are available</u>; mark "No" if SOPs are not available.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M5	<p>Emergency Response Plan The Emergency Response Plan must be available at the hatchery office. This plan includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contingency plans and precautions to cope with emergencies in order to safeguard the welfare of the hatchlings, and the procedures to be followed by those discovering an emergency such as fire, floods, storms or other severe weather, interruption of power, equipment breakdown, etc. <input type="checkbox"/> Primary and alternate contact numbers for individual(s) responsible for reacting to emergencies, i.e. workers, managers, and/or owner as appropriate. <input type="checkbox"/> Emergency contact information and numbers, i.e. site address and other relevant information, contacts for fire department, local utilities, etc. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10

Veterinary Health Plans & Records

M6	Veterinary Health Plan A written Veterinary Health Plan (VHP) must be available at the hatchery office. The VHP must include: <ul style="list-style-type: none"> <input type="checkbox"/> Certification or proof that the VHP has been developed in consultation with the flock veterinarian. The veterinarian and the producer must review the VHP at least yearly and update it as needed; <input type="checkbox"/> Records of vaccination protocols and any vaccinations; <input type="checkbox"/> Records of treatment protocols and any treatments; <input type="checkbox"/> Cull data; and <input type="checkbox"/> Tolerance limits on hatch performance. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25
M7	Hatch Performance Parameters Hatch Performance Parameters must be continuously monitored for indicators of disease or production disorders as part of the VHP. If any performance parameters (such as specified normal ranges of hatch or viability rates) fall below the tolerance limits identified in the VHP, the veterinarian or properly trained personnel must be informed and where necessary a program of action developed to remedy the problem, as defined in the VHP.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10

Biosecurity & Sanitation Plans

M8	Biosecurity Plan, Structural/Access The structural biosecurity plan must be available and include as a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance of physical methods for exclusion of pests, predators, and wild birds, such as perimeter fencing, screening of drains/vents/openings, etc; <input type="checkbox"/> The exclusion of dogs and other animals from the building; <input type="checkbox"/> The posting of signs at the hatchery entrances which provide biosecurity instructions and information for hatchery personnel and approved visitors; <input type="checkbox"/> The provisions of methods for deterring unapproved visitors, such as property gates and/or secured buildings; and <input type="checkbox"/> The logging of all approved visitors: non-hatchery personnel are not permitted on the site unless approved by hatchery managers, and hatchery personnel and approved visitors must comply with the company policy regarding contact with outside poultry, including hobby poultry. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M9	Biosecurity Plan, Operational The operational biosecurity plan must be available and include as a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> The maintenance of outdoor areas adjacent to surrounding buildings to keep vegetation short and tidy within at least 24" from the hatchery (i.e. removing vegetation which provides shelter to pests and predators); <input type="checkbox"/> The maintenance of pest control methods and protocols such as baiting and trapping; <input type="checkbox"/> The removal of trash/ feed sources to reduce the attraction of pests, rodents, mold, etc.; <input type="checkbox"/> The "Hatchery Flow Protocol" for personnel and approved visitors to control potential contamination from hatchlings to eggs; <input type="checkbox"/> Protocol for sanitation as required for external products brought into the hatchery; <input type="checkbox"/> Facility/ equipment cleaning protocols and schedules; and <input type="checkbox"/> The provision and maintenance of protective clothing (i.e. coveralls, booties, and hairnets) and disinfectant foot baths for hatchery personnel (if re-entering the facility) and for approved visitors at entrances and any other points as designated by the hatchery. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10

M10	<p>Cleaning and Sanitation Plan The Cleaning and Sanitation Plan must be available as part of the overall health plan and must include details for routine/ scheduled cleaning procedures for facility and equipment, including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trained personnel to conduct cleaning and sanitation; <input type="checkbox"/> Description of which areas/ equipment are to be cleaned: all equipment with which the hatchlings have contact must be cleaned, sanitized, and maintained as necessary to protect the hatchling from infectious agents or trauma from equipment; <input type="checkbox"/> Details of the types of disinfectant, where it is to be used, and the appropriate use (i.e. dilution rates, method of application, allotted down time, etc.); and <input type="checkbox"/> Identification and method of storage of disinfectant. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M11	<p>Waste Disposal Plan The hatchery must maintain a Waste Disposal Plan which details protocols for the safe and proper disposal in accordance with local, state, or federal regulations of non-hatching/ un-hatched eggs, dead or culled hatchlings, contaminated packing material, and other waste that poses a potential threat to animal and human health and safety. If applicable, records must be available for the outlet name through which hatchery byproducts are contracted.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

Records of Stockperson Training

The continuing education of personnel who have day-to-day contact with the hatchlings is one of the most important ways to ensure behaviors that support and promote animal welfare. It is important to have documentation confirming personnel training in aspects of animal welfare.

M12	<p>Training Documentation <i>Note: applies to <u>all training</u> in this section “Records of Stockperson Training”</i></p> <p>Documentation must be available confirming stockperson training at orientation, as well as yearly updates (and opportunities for continuing education and professional development) and specialized training, appropriate to the level of operation. For all training of personnel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training must be presented in the workers’ native language. <input type="checkbox"/> Training may include videos, manuals, classroom setting, online instruction, etc. <input type="checkbox"/> Training must include review of company SOPs relevant to the workers’ duties, and ‘hands-on’ experience and evaluations. <input type="checkbox"/> Training must include review of the American Humane Certified™ Animal Welfare Standards. <ul style="list-style-type: none"> ➤ <i>Auditor note: Mark “N/A” for this bullet if the producer is new (within 12 months of initial certification) to American Humane Certified™.</i> <input type="checkbox"/> Training records must clearly define what is expected of the trainee so that each is fully aware of their duties and responsibilities. <input type="checkbox"/> Training records must be signed by both the trainer and the trainee, and include the training topic (i.e. orientation, yearly update/ refresher course, specialized training, etc.) as well as the training date. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M13	<p>Training for All Stockpersons Prior to being given responsibility for hatchery operations and handling/ processing hatchlings, all stockpersons must be properly trained. As a minimum, the training program for all stockpersons in direct contact with the hatchlings must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training regarding the normal operation of the hatchery and its processes, so that in the eventuality of an impending problem arising they are able to recognize it before it becomes a serious issue; <input type="checkbox"/> Training in recognition of deviations of normal activity and health of the hatchlings and the identification of unviable hatchlings; <input type="checkbox"/> Training for the proper way handle hatchlings in a humane manner which minimizes unnecessary pain and distress to the birds; <input type="checkbox"/> Training and orientation for stockpersons responsible for any equipment which impacts the welfare of the hatchlings, including: <ul style="list-style-type: none"> <input type="checkbox"/> Recognizing normal operation of the equipment, <input type="checkbox"/> Operating the equipment competently (e.g., sorting, macerator, vaccinator, etc.), <input type="checkbox"/> Carrying out routine maintenance to ensure that the equipment is kept in good working order, <input type="checkbox"/> Recognizing common signs of malfunction, and <input type="checkbox"/> Carrying out any actions in the event of failures; and <input type="checkbox"/> Training for the procedures to be followed in the event of an emergency, i.e. the Emergency Response Plan. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25

M14	Specialized Training for Stockpersons Documentation must be available showing that stockpersons have been appropriately trained to perform specialized duties, with emphasis on optimizing health and animal welfare and minimizing pain and distress to the birds. Prior to performing any procedures that have the potential to cause suffering, the stockperson must be able to demonstrate to the trainer that they are proficient in performing those procedures. Specialized training includes: <ul style="list-style-type: none"> <input type="checkbox"/> Training and certification of the proficiency of hatchery personnel in performing approved procedures in a humane manner, including (select only as applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Sexing hatchlings (if applicable), <input type="checkbox"/> Vaccinating hatchlings/ injections (if applicable), <input type="checkbox"/> Beak-trimming (if applicable), <input type="checkbox"/> Toe-clipping (if applicable), and/or <input type="checkbox"/> Culling hatchlings. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25
M15	Training of Handling and Transport Personnel The training of handling and transport personnel must be documented and full, detailed, written instructions must be available and provided to all personnel. Training includes: <ul style="list-style-type: none"> <input type="checkbox"/> Handling protocols; and <input type="checkbox"/> Transport protocols and SOPs. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M16	Training of Outside Workers Where applicable, the training of crews outside the producer's control, such as sexing crews, transport personnel, etc. must be documented to confirm familiarity with and conformance to the standards herein. Training must be validated through employee documents and/or Certificates of Conformance. Outside workers must be held to the same standards of care as company employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10

Inspections

M17	Inspections of Incubator & Hatchlings Records must be kept on file for a minimum of one year showing that the hatchlings and facilities are inspected a minimum of twice daily. These records must: <ul style="list-style-type: none"> <input type="checkbox"/> Identify the person performing the inspection, and the time (i.e. AM/PM) and date of the inspection; <input type="checkbox"/> The numbers of mortalities with reasons stated, if known; and <input type="checkbox"/> The numbers of culls, with reasons stated. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
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M18	Inspections of Facility & Equipment Records must be on file in the house for a minimum of one year showing that the hatchlings and facilities are inspected a minimum of once daily. They must also perform routine, scheduled maintenance as defined in the SOPs, and records of any required maintenance must be kept. Where a defect is found (whether on inspection or at any other time): <ul style="list-style-type: none"> <input type="checkbox"/> It must be repaired immediately, with records kept of the nature of the defect and how the defect was repaired; or <input type="checkbox"/> If the defect cannot be rectified immediately, the records must detail the measures as specified in the SOPs that were followed in order to safeguard the hatchlings from suffering unnecessary pain or distress as a result of the defect. Records must show that these measures were maintained until the defect was repaired. <input type="checkbox"/> Routine maintenance must be performed per the equipment manufacturer's recommendations, with records kept. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M19	Inspections of Environmental Controls <ul style="list-style-type: none"> <input type="checkbox"/> Maximum and minimum temperatures for egg storage and in the incubators must be monitored and recorded daily including any adjustments made in order to maintain optimum hatchability. <input type="checkbox"/> Equipment must be checked daily and maintained for proper operation, with records kept. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M20	Inspections of Auxiliary Power Supply <ul style="list-style-type: none"> <input type="checkbox"/> Records must be kept showing that an auxiliary power supply (such as a standby generator) is available on-site and is tested and maintained per manufacturer's recommendations with the outcome of the test documented. <input type="checkbox"/> Records must show that the auxiliary power supply has sufficient capacity to operate critical equipment such as environmental controls for the duration of the outage. <p>➤ <i>Auditor note: an Auxiliary Power Supply is not required for sites that rely on manually operated equipment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M21	Inspections of Alarm Systems <ul style="list-style-type: none"> <input type="checkbox"/> Records must be kept showing that alarm systems (audible & remote) are tested weekly, with the outcome of the test documented. <input type="checkbox"/> Records must show that the alarm systems are operational even if the principal electricity has failed. <p><i>Alarm systems must be installed and functional for giving notification in the event of an emergency (e.g. during a power failure, high temperatures, water failure, etc.)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

SOPs for Eggs & Egg Storage

M22	Records must be available showing that hatching eggs have been sourced from a breeder flock that conforms to the National Poultry Improvement Plan (NPIP).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/25
M23	Records must be available showing that eggs are: <input type="checkbox"/> Traceable to the breeder flock of origin with traceability maintained through incubation and hatching; and <input type="checkbox"/> Isolated on entry to the hatchery through to their setting in incubators.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M24	Egg Storage <input type="checkbox"/> SOPs must show that fertile eggs are maintained in a controlled environment that optimizes egg viability. <input type="checkbox"/> SOPs must discuss the procedure for maintaining storage temperature range (unless automatic.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M25	Where applicable, SOPs must show that eggs are disinfected prior to entering the incubator with a disinfectant in accordance to manufacturer's instructions. ➤ Auditor note: this typically applies only to turkey eggs. If eggs are not disinfected, score "N/A."	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

SOPs for Incubation

M26	Environmental Controls Environmental Controls must be maintained throughout all stages of incubation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
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SOPs for Sexing

- Auditor note: If hatchlings are sexed, SOPs must be available with the following provisions. Otherwise mark "N/A" for this section:

	Employees must be trained on proper handling and procedures for sexing of hatchlings.	Refer to "Specialized Training of Stockpersons" M14	/ -
M27	SOPs must include a written program for retrieving loose hatchlings promptly from the floor.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
M28	Equipment must be cleaned, disinfected, and maintained to minimize disease transmission and injury.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

SOPs for Vaccination of Hatchlings

- Auditor note: If hatchlings are vaccinated, SOPs must be available with the following provisions. Otherwise mark "N/A" for this section:

	Employees must be trained on use of equipment and proper handling of hatchlings.	Refer to "Specialized Training of Stockpersons" M14	/ -
M29	Vaccines must be authorized for use by the hatchery veterinarian and administered in accordance with label requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
M30	Vaccination equipment must be cleaned, disinfected, calibrated, and maintained to minimize disease transmission and injury.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

SOPs for Beak-Trimming of Hatchlings

- Auditor note: If beak-trimming is performed on hatchlings at the hatchery, SOPs must be available with the following provisions. Otherwise, mark "N/A" for this section:
- Beak-trimming is not performed on broiler chickens.

M31	<p>Beak-Trimming SOPs</p> <p>Outbreaks of injurious feather-pecking and cannibalism are possible in Cage-Free systems, and this harmful behavior may quickly affect a considerable proportion of the flock if not addressed.</p> <p>For this reason, though the practice of beak-trimming/tipping is undesirable, it is permitted only as a preemptive measure to mitigate the risks of injurious feather-pecking and cannibalism if beaks are left intact.</p> <p>Where performed, the hatchery must adhere to a Beak-Trimming Policy that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beak trimming/ tipping may only be performed where there is a concern about cannibalism. Beak trimming/ tipping must not be performed to prevent feed wastage. <input type="checkbox"/> When performed at the hatchery, beak-trimming/ tipping must be performed only by trained personnel using approved procedures and appropriate, well-maintained equipment. Records must be kept of: the names of the stockpersons who have undergone training for the correct beak-trimming/ tipping procedures; the name of the trainer; 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. <input type="checkbox"/> Where performed, beak trimming/ tipping must be performed within the first 24 hours of life using infrared equipment; or if performed no later than 10 days of age, by the use of a machine with a blade and cauterizer, to minimize pain and stress. <input type="checkbox"/> The birds' beaks should be tipped, i.e. blunted, where possible. Otherwise, beak-trimming must remove no more than 1/3 of the upper and lower beaks, as measured from the tip to the entrance to the nostrils. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/50
M32	<p>Equipment used for beak-trimming/ tipping must be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleaned and sanitized; and <input type="checkbox"/> Maintained to minimize disease transmission and injury. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

SOPs for Toe-Clipping of Poult

- Auditor note: If toe-trimming for poult is performed at the hatchery, SOPs must be available with the following provisions. Otherwise, mark "N/A" for this section:
- Toe-trimming is not performed on chicks or ducks.

M33	<p>Toe-Clipping SOPs A Toe-Clipping Policy for hens and toms is available, which includes: (select only as applicable:)</p> <p><input type="checkbox"/> Poult are sourced from a company hatchery that performs the toe-clipping and/or dewclaw trimming within the first 24 hours of life by microwave trimming and that is certified by the American Humane Certified™ program.</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> Poult are sourced from an outside hatchery that performs the toe-clipping and/or dewclaw trimming within the first 24 hours of life, using microwave trimming devices. A Certificate of Conformance must be available from the outside hatchery stating that toe-clipping and/or dew claw trimming was performed by properly trained and proficient personnel using appropriate, well-maintained equipment per all requirements detailed in this Toe-Clipping Policy and applicable animal welfare standards.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	/50
M34	<p>Equipment must be:</p> <p><input type="checkbox"/> cleaned and sanitized; and</p> <p><input type="checkbox"/> maintained to minimize disease transmission and injury.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	/3

SOPs for the Euthanasia of Hatchlings

M35	<p>Hatcheries must have provisions for acceptable procedures and approved protocols for the euthanasia of hatchlings by properly trained and validated personnel and include the following:</p> <p><input type="checkbox"/> Any hatchlings that are severely injured/ unviable must be immediately euthanized.</p> <p><input type="checkbox"/> Euthanasia procedures including any equipment <u>must ensure instantaneous death</u> using the latest edition of the American Veterinary Medical Association's AVMA Guidelines for the Euthanasia of Animals.</p> <p><input type="checkbox"/> Personnel must be trained and validated on the use and maintenance of euthanasia equipment to render immediate death.</p> <p><input type="checkbox"/> Records must be available showing that the euthanasia equipment is inspected and cleaned daily.</p> <p style="margin-left: 20px;"><input type="checkbox"/> (Select if applicable) If CO₂ is used, records of usage must be available, and it must be demonstrated that the system is working properly.</p> <p style="margin-left: 20px;"><input type="checkbox"/> (Select if applicable) If maceration is used, it must be demonstrated that the system is in working order.</p> <p><input type="checkbox"/> Procedures for the prompt, proper disposal of carcasses.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	/50
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Environment

Hatchery

		Selection	Score
E1	A printed or electronic copy of the current American Humane Certified™ Animal Welfare Standards for Hatcheries must be available on-site as a reference for all personnel in the facility.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
E2	Biosecurity, Structural/Access Structural biosecurity must be demonstrated by: <ul style="list-style-type: none"> <input type="checkbox"/> Physical methods for the exclusion of pests, predators, and wild birds, such as screening of drains/vents/ openings, and so on; <input type="checkbox"/> Signs posted at the gates and/or hatchery entrances which provide instructions and information for hatchery personnel and approved visitors regarding biosecurity procedures; <input type="checkbox"/> The absence of dogs and other animals from the hatchery; <input type="checkbox"/> Property gates and/or secured buildings for the deterrence of unapproved visitors; and <input type="checkbox"/> Logging of all approved visitors. (Log should include statement that non-hatchery personnel are not permitted on the site except by approval from hatchery managers, and unless appropriate precautions have been taken, including the company policy for downtime after contact with outside poultry.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
E3	Biosecurity, Operational Operational biosecurity must be demonstrated by: <ul style="list-style-type: none"> <input type="checkbox"/> The vegetation adjacent to buildings in outdoor areas has been kept short and tidy within at least 24" from the hatchery; <input type="checkbox"/> Pest control methods and protocols such as baiting and trapping are in place along with schedules for maintenance of pest control systems; <input type="checkbox"/> Potential attractants of pests, rodents, mold, etc. are not visible in the outside of the employee area (i.e. open trash cans with food waste or other potential attractants not necessary to the operation of the hatchery); <input type="checkbox"/> Adherence to the "Hatchery Flow Protocol" for personnel and approved visitors to control potential contamination from hatchlings to eggs; and <input type="checkbox"/> The provision and maintenance of protective clothing (such as coveralls, booties, and hairnets) and foot baths for hatchery personnel (if re-entering the facility) and for approved visitors at entrances and any other points as designated by the hatchery. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
E4	The equipment and containers that hatchlings are exposed to must take into consideration the safety of the hatchlings: <ul style="list-style-type: none"> <input type="checkbox"/> There must be no sharp edges, projections, protrusions, etc. that are likely to cause injury or distress to the birds. <input type="checkbox"/> Hatchlings must be protected from becoming entrapped within equipment or dropped to the floor, through the use of guards on belts, etc. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

Auxiliary Power & Alarm Systems

E5	Auxiliary Power Supply An auxiliary power supply, such as a standby generator, must be available on-site and functional and have sufficient capacity to operate critical equipment for at least 24 hours. <ul style="list-style-type: none"> ➤ Auditor note: hatchery personnel must demonstrate that the auxiliary power supply is available and functional. ➤ Auditor note: an Auxiliary Power Supply is not required for sites that rely on manually operated equipment. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
E6	Alarm Systems Alarm systems (audible & remote) must be installed, functional, and operate even if the principal electricity has failed. <ul style="list-style-type: none"> ➤ Auditor note: hatchery personnel must demonstrate that the alarm systems are functional and operational even if the principal electricity has failed. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

Environmental Controls

E7	Fertile eggs must be stored in an area that is environmentally controlled in order to optimize egg viability.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
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Lighting

E8	Daytime lighting levels must allow the hatchlings to be inspected and processed without difficulty.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
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Egg Storage

E9	Fertile eggs must be stored in an area that is environmentally controlled in order to optimize egg viability.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/10
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Transport

The handling and transport of hatchlings must take into account their welfare needs and be designed to protect them from physical and thermal discomfort.

Space Requirements

T1	<p>Hatchlings must be transported in appropriately sized boxes/ containers.</p> <p><u>Chicks (Pullets):</u></p> <p><input type="checkbox"/> Transport boxes/ containers for day old chicks must provide approximately 21-25 cm² (3.25-3.88 in²) per bird, depending on species and condition.</p> <p><u>Poults & Ducklings:</u></p> <p><input type="checkbox"/> Transport boxes/ containers for day old poults or ducklings must provide optimum area for the size, species, and condition of the poults or ducklings.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3
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Transport SOPs

T2	Personnel involved in loading and transport must be thoroughly trained and competent to carry out their responsibilities.	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3
T3	Transport equipment and compartments must be cleaned and disinfected by trained personnel.	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3
T4	Managers must have full and detailed written instructions for transport in the SOPs.	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3
T5	If a transportation company is used, the transportation company must provide a Certificate of Conformance indicating that they are fully responsible for the training of their employees in accordance to the American Humane Certified™ standards.	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3

Record of Transport

T6	<p>Managers must keep records for at least two years of the movement of eggs and hatchlings off the premises including:</p> <p><input type="checkbox"/> The date of movement;</p> <p><input type="checkbox"/> The number of eggs or hatchlings moved;</p> <p><input type="checkbox"/> The age of the hatchlings moved, the building/flock identity (if applicable); and</p> <p><input type="checkbox"/> Address of premises to or from which the eggs or hatchlings were moved.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	/3
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Loading for Transport

T7	Doorways must be large enough to allow safe passage of the transport trays. Access routes must be adequately designed and maintained to permit the safe passage of transport vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
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Transporting

T8	Personnel in charge of transport must demonstrate competence in handling hatchlings when loading/unloading and while in transit. <input type="checkbox"/> Transport boxes must be handled with care to reduce potential piling of the birds. <input type="checkbox"/> Delivery boxes must be clean and/or be provided with clean, dry floor pads.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
T9	<input type="checkbox"/> The time between the start of loading and the completion of unloading of transport trays must be less than 24 hours. <input type="checkbox"/> Noise levels from all sources should be minimized during loading, unloading, and transport.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
T10	The transport vehicle must be equipped with thermal regulatory capabilities for temperature control.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
T11	Every effort must be made to ensure journeys are completed without unnecessary delays, that drivers are aware of any potential traffic problems and that they plan their journey accordingly. <input type="checkbox"/> The person supervising the loading of the hatchlings must work closely with the receiver to minimize the time the hatchlings spend waiting on the vehicle. <input type="checkbox"/> If it is necessary to keep birds on a stationary vehicle, the driver must take action to avoid thermal stress to the hatchlings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
T12	Delivery vehicles and containers should be cleaned and disinfected between deliveries. Drivers must follow biosecurity procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

Transport in Extreme Weather Conditions

Where appropriate, shelters from extremes of weather during transport must be provided.

T13	<p>Plans must be made in advance and appropriate action taken to reduce the risk of heat stress during times of high ambient temperatures or high humidity. These plans may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The daily receipt of meteorological forecasts of predicted temperatures; and/or <input type="checkbox"/> Controlled environment in the transport vehicle. <p><i>The technology is now becoming available to monitor temperature and humidity on board transport vehicles. This allows drivers to take appropriate action to maintain ideal conditions for birds. The use of such equipment is encouraged by American Humane.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
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Transport Mortality

T14	Where causes of mortality are traceable to any source, prompt action is taken to prevent further deaths, injury, or suffering from occurring due to that source.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3
T15	The minimum acceptable level of transport mortality is specified in the SOPs High levels of transport mortality from any single source, in any three-month period, are subject to investigation and must be reported to the American Humane Certified™ program.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	/3

Pass/Fail Auditor Evaluations

P/F1	<p>No Instances of Willful Acts of Abuse Throughout the course of the audit, the auditor must not have observed hatchery personnel committing any willful acts of abuse towards hatchlings, which include but are not limited to kicking, unnecessary throwing, yelling at, or purposefully scaring the birds.</p> <ul style="list-style-type: none"> ➤ Auditor note: this item has no point value. ➤ A mark of “Yes” indicates that the auditor <u>did NOT observe</u> willful acts of abuse committed by hatchery personnel towards the hatchlings. ➤ A mark of “No” indicates that the auditor believes that willful acts of abuse towards the hatchlings have been committed. The auditor must document the incident observed and s/he must inform management, their audit company, and the American Humane Certified™ program immediately. Upon the discretion of the American Humane Certified™ program, the audit may be suspended. See below. ➤ <u>Willful acts of abuse are major non-conformances and will not be tolerated.</u> An investigation will be made to assess the incident and to determine whether remedial actions are required. The American Humane Certified™ program reserves the right to place the hatchery on probation from the program if the incident is determined to be severe. Producers who are placed on probation must implement changes to the management, training, and company policies which to the satisfaction of the American Humane Certified™ program affectively remedy the issue, and the site must pass a follow-up audit prior to being reinstated. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	/-
P/F2	<p>Absence of Live Hatchlings in Hatchery Waste In the hatchling processing area, there must be no live hatchlings in the hatchery waste.</p> <ul style="list-style-type: none"> ➤ Auditor note: this item has no point value. ➤ A mark of “Yes” indicates that live hatchlings are absent from the hatchery waste. ➤ A mark of “No” indicates that the auditor observed live hatchlings in the hatchery waste. See below: ➤ <u>The presence of live hatchlings in the hatchling waste is a severe non-conformance, and results in automatic failure of this audit.</u> The producer will be placed on probation from the program. Producers who are placed on probation must implement changes to the management, training, and company policies which to the satisfaction of the American Humane Certified™ program affectively remedy the issue, and the site must pass a follow-up audit prior to being reinstated. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	/-

P/F3	<p>Absence of Live Hatchlings in Washer In the hatchling processing area, there must be no live hatchlings in the washer.</p> <ul style="list-style-type: none"> ➤ Auditor note: this item has no point value. ➤ A mark of “Yes” indicates that live hatchlings are absent from the washer. ➤ A mark of “No” indicates that the auditor observed live hatchlings in the washer. See below: ➤ <u>The presence of live hatchlings in the washer is a severe non-conformance, and results in automatic failure of this audit. The producer will be placed on probation from the program. Producers who are placed on probation must implement changes to the management, training, and company policies which to the satisfaction of the American Humane Certified™ program affectively remedy the issue, and the site must pass a follow-up audit prior to being reinstated.</u> 	<input type="checkbox"/> Yes <input type="checkbox"/> No	/-
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Audit Completion

To be signed at the end of the on-site audit:

Information in the completed *Animal Welfare Standards Audit Tool* and attached *Non-Conformance Report* and Farm Manual documentation is complete, correct, and has been verified by the auditor. All corrective actions agreed upon at the exit interview must be corrected even if the site receives certification.

Hatchery Owner / Manager

Date

Auditor

Date

American Humane Certified™ Notification of Non-Conformance



Form to be filled out by Auditor and signed at the exit interview. One copy should be left with Producer and one copy should be retained for American Humane.

Auditor: _____

Producer Name:	
Farm Name:	Building ID:
On Farm Contacts: Manager Caregiver Others	
Cell Phone:	Email:

The following non-conformances were found during the American Humane Certified™ audit on _____. Within 10 days, you must submit a Corrective Action Plan that includes the corrective action to be taken, and the person responsible for the correction, and the date the correction will be completed. After correction, submit a Corrective Action Completion Report with supporting documentation to the American Humane Certified™ program. Documentation may include pictures, copies of daily reports, training records, veterinary health plan adjustments, etc. Producers/ managers are encouraged to submit progress reports as corrective actions are taken. All corrections must be made within 90 days and reports should be submitted electronically.

Notes should include each non-conformance item (for example: FW3, H12) and details of infraction. Attach additional pages as needed.

Auditor signature: _____ Date: _____

I, the undersigned, agree to submit a Corrective Action Plan within 10 days. All corrections will be made within 90 days. I will submit a Corrective Action Completion Report and agree to additional audits to maintain certification.

Producer signature: _____ Date: _____