FLOCK INFORMATION REPORTING FORM
INSTRUCTIONS TO COMPLETE THE FILLABLE PDF

VERSION 7.0b

FLOCK INFORMATION

FILLABLE PDF INSTRUCTIONS

- Type in the Producer/Enterprise Name, the Producer Code/Quota # and placement date for chicks and poults.

- Input the barn number.

- Select the Species and the Category/Sex from the dropdown lists provided.

- Write in the age of the birds, # birds placed, # birds shipped, mortality rate and kg/bird.

- Check off "yes" or "no" for the CFC OFFSAP/TFC OFFSP Certification, write in the grow-out density and check off the unit of measurement being used.

SECTION A

Answer questions 1 through 7 by checking either the "yes" or "no" box. If "yes", the letters beside each question indicate which columns need to be completed in the table. To determine whether a medication is prescribed extra-label, look for a CAPV (Canadian Association of Poultry Veterinarians) or CgFARAD (Canadian global Food Animal Residue Avoidance Database) reference number on your veterinary prescriptions.

- QUESTION 1: If yes, complete columns A (name), B (first treatment date), D (withdrawal period) and E (safe marketing date) for all vaccines and medications administered at the hatchery (as per the hatchery invoice). All vaccines have a 21 day withdrawal period. A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.

- QUESTION 2: If yes, complete columns A (name), B (treatment date), D (withdrawal period) and E (safe marketing date) for all vaccines administered during the grow-out period. All vaccines have a 21 day withdrawal period.

- QUESTION 3: Check "yes" if any diseases or syndromes were diagnosed during the grow-out period and if no medications were used to cure the flock (see Question 4 if medications were used); complete column G (Disease or Syndrome) and initial in column G that the flock has recovered. This is very important for export certification. Flocks that are not eligible for export because of notifiable diseases will remain eligible for domestic use. (e.g. Infectious Laryngotracheitis or ILT). Initialling that the flock has completely recovered from the disease/syndrome is important for the plant defect detectors to differentiate between active lesions or scar lesions: this will contribute to maximizing your return.

- QUESTION 4: Check "yes" if any medications (water/feed), even those without a withdrawal period, were used to treat clinical symptoms and complete columns A through G (initial that the flock has recovered). A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.

- QUESTION 5: Check "yes" if any feed medications that required a withdrawal period were used prior to shipment in the last 7 days for chickens or in the last 14 days for turkeys. If yes, complete columns A (name), D (withdrawal period) and E (safe marketing date). If feed tags indicate a withdrawal period, but do not specify the specific medication that requires the withdrawal period, then list all medication names in the ration in column A.

- QUESTION 6: Check "yes" if any medications were used in an extra-label manner. If yes,complete columns A (name), B (first treatment date), C (last treatment date), D (withdrawal period) and E (safe marketing date) and attach the veterinary prescription with the advanced copy of the flock sheet; this includes preventative medications without a withdrawal period used extra-label.
- QUESTION 7: Check "yes" if any Category l medications (e.g. ceftiofur hydrochloride - Excenel™, enrofloxacin - Baytril™) were used in a preventive manner (without clinical signs or disease diagnosis) during the grow-out. If yes, complete columns A through F. A veterinary prescription must be attached to the advance copy of the flock sheet for any extra-label medication use.

FILLABLE PDF INSTRUCTIONS

- Check the "yes" or "no" box for all questions 1 through 7.
- In the first column of the table, select the question number from the dropdown menu.
- In Column A, select the medication name or the type of vaccine (e.g. Salmonella vaccine, Bronchitis vaccine, etc.) from the dropdown menu. If the name of the medication/vaccine is not listed, select "Custom" from the top of the list and write in the name of the product.
- In Column B, input the first treatment.
- In Column C, input the last treatment date.
- In Column D, input the number of days required for the withdrawal period.
- In Column E, input the safe marketing date. If there is no withdrawal period, then the safe marketing date is the same as the last treatment date.
- In Column F, write in the dose.
- In Column G, write in the name of the disease or syndrome and mark your initials to demonstrate the flock has recovered.

SECTION B

- The "Actual Start of Catching" time is when the catching crew started to load the birds.
- Check "yes" if the Feed supply was disrupted in some way in the last 48 hours, and birds were starved (even for a short period of time) as they may have gorged themselves and their digestive tract might have been impacted. This has a serious impact on the amount of digesta present during evisceration and potential contamination with disease-causing bacteria.
- Time feed was no longer accessible: List the actual time when the flock no longer had access to feed. If the time of feed withdrawal is different for individual floors within the barn, record the time of feed withdrawal on each floor in the space provided.

FILLABLE PDF INSTRUCTIONS

- Input the date for the "Planned Catching Time", "Planned Processing Time" and "Time feed was no longer accessible".
- Write in the time in the space provided for the "Planned Catching Time", "Planned Processing Time", "Time feed was no longer accessible", "Actual Start of Catching", "Time of last access to water" and the "Feed withdrawal time provided by the processor" and select either the "am" or "pm" boxes provided.. Leave the "Feed withdrawal time provided by the processor" box blank if no withdrawal time was provided by the processor.
- Write in additional comments as necessary in the box provided.

PRODUCER'S SIGNATURE

- There are two options to complete this section. If not sending the form electronically, the form can be printed and signed prior to sending it to the processor. If sending the form electronically, complete the signature box using your PDF signature.
- To add your signature, click on the signature box, select the desired signature and press "sign". Another way to sign the document is the click the Sign button in the Signature Panel or select "Sign Document" from the header toolbar.
- If the Flock Sheet sent to the processor 3-4 days prior to shipping was signed electronically, then the document needs to be "unlocked" before additional information can be added. To "unlock" the sheet, right-click on the producer signature and select "Clear Signature"; this will remove the signature and data can now be entered on the form.

Note: The above directions will only work once you have created a digital signature. To create your digital signature follow the instructions provided below.

SENDING THE FORM 3-4 DAYS PRIOR TO PROCESSING

- Flock information (except # birds shipped) and Section A must be sent to the processor 3-4 days prior to shipment.

FILLABLE PDF INSTRUCTIONS

- The form can either be sent electronically by email to the processor or printed and faxed. Check with your processor prior to sending the form electronically to ensure the correct email and process to use.
- If sending the form electronically, sign the PDF document using instructions above.
- Remember to save an electronic or paper copy of the completed form for your records.

SENDING THE FORM TO THE PROCESSOR AT SHIPMENT

- Only one form needs to be sent to the processor, even when shipping multiple truckloads.

FILLABLE PDF INSTRUCTIONS

- If the Flock Sheet sent to the processor 3-4 days prior to shipping was signed electronically, then the document needs to be "unlocked" before additional information can be added. To "unlock" the sheet, right-click on the producer signature and select "Clear Signature"; this will remove the signature and data can now be entered on the form.
- If the form is being printed, it must be printed, signed and sent with the first load of birds being sent to the processing plant.
- If sending the form electronically, the form must be e-mailed to the processing plant before the first truck of birds arrives at the processor. If sending the form electronically, sign the PDF document using instructions below
- Check with your processor prior to sending the form electronically to ensure the correct email and process to use.
- Remember to save a copy of the completed form for your records.

TO CREATE A DIGITAL PDF SIGNATURE

First, click on the signature box on the Flock Information Reporting Form. A box will pop up asking if you want to use an existing signature or create a new one.

Select the option to create a new digital ID and select the "next" button.

Note: The boxes may appear different than the ones displayed here due to different version of Acrobat Reader. A different way to develop a digital signature would be to select the signature option from the header toolbar.

Next, select the option on where to store your new digital ID signature and press the "next" button.

Next, complete the required information of name, organization, email address and country; then select the "next" button.

Next, select the location to store your digital ID signature on your computer and create a password. Once completed, select the "finish" button. This completes the process of creating your digital ID signature.
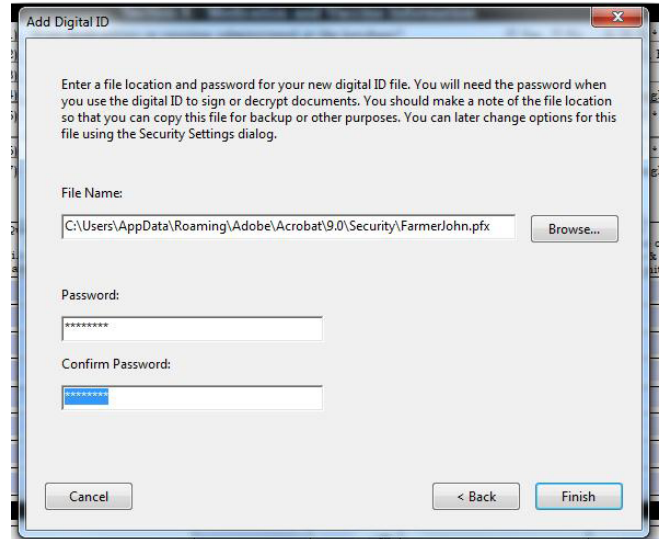
Once your digital ID signature is created, the box to the right will appear each time you click on the signature box on the Flock Information Reporting Form. Select the correct signature name from the "Sign As" selection box, input your password, and click on the "sign" button.

Once the Sign button is selected, the signature pane as depicted in the picture below will appear. This indicates that the Flock Information Reporting Form has been successfully signed digitally.