

**Department of Agriculture**

**National Directorate Animal Health**

<b>Notice No. VPN-2003-27</b>	<b>Date: 19 March 2003</b>
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**TO: STATE VETERINARY OFFICERS**

**SUBJECT: Standards for the registration of a veterinary approved dipping station**

<b>PART I</b>	<b>Definitions</b>
<b>PART II</b>	<b>Registration of a veterinary approved dipping station.</b>
<b>PART III</b>	<b>Listing of veterinary approved dipping station.</b>
<b>ANNEX A</b>	<b>Application for official registration of a veterinary approved dipping station.</b>
<b>ANNEX B</b>	<b>Inspection report of a veterinary approved dipping station.</b>
<b>ANNEX C</b>	<b>Written undertaking from the Controlling Authority that they are able to supply the necessary inspection services</b>

# PART I

## DEFINITIONS

### FOR THE PURPOSES OF THIS STANDARD DOCUMENT

<b><i>Authorised person</i></b>	means any person authorised to exercise or perform any power or duty, or requested to render any service, by the Controlling Authority.
<b><i>Approved Dipping station</i></b>	means an officially supervised agricultural, industrial or commercial undertaking on which raw hunting trophies are being fully processed.
<b><i>Controlling Authority</i></b>	means the authority which is directly responsible for the application of animal health measures.
<b><i>Manager</i></b>	in relation to a facility includes any person for the time being responsible for the management of the facility.
<b><i>Official veterinary control</i></b>	means that the Controlling Authority knows the location of the animals and the identity of their owner or responsible keeper and is able to apply appropriate animal health measures, as required
<b><i>Owner</i></b>	means the person in whom the ownership in respect of animal, thing or property is vested.
<b><i>State Veterinarian</i></b>	A veterinarian authorised by the Controlling Authority to perform animal health inspections.
<b><i>State official</i></b>	An officer authorised by the Controlling Authority to perform animal health inspections.

**Note:** The definitions used in the South African Animal Diseases Act (No 35 of 1984) should be used in case of uncertainty.

## PART II

### REGISTRATION OF A VETERINARY APPROVED DIPPING STATION.

#### 1. REGISTRATION FOR EXPORT / IMPORT STATUS

The applicant must apply in writing to the Controlling Authority, if he wishes to register for a veterinary approved dipping station.

A plan, indicating surrounding structures, neighbouring activities and a detailed plan of the facility, showing flow patterns, must accompany the application, - Annex A, for approval. These plans must be endorsed by the controlling authority to confirm the existence of structures and the flow pattern.

The controlling authority must be able to apply official veterinary control in the area.

A descriptive report about the management of the facility must also be supplied by the controlling authority.

The site must be suitably isolated from game and livestock enterprises.

The below listed documents must be presented to the Senior Manager Animal Health on application for registration:

- Annex A - Application form.
- Site and detailed structural plans.
- Annex B - Inspection Report completed by the Controlling Authority or inspector from the National Department of Agriculture Directorate of Animal Health.
- Annex C - Written undertaking from the Controlling Authority that they are able to supply the necessary inspection services.

Note that registration is valid for one year only, in order to prevent dilapidation and only an Inspection Report need to be submitted, unless there were structural changes then a new plan must be submitted.

In conclusion it must be stated that the ***approval of the facility can be withdrawn at any time without warning, at the discretion of the Senior Manager Animal Health, if any shortcomings are detected.***

## **2. MINIMUM *STRUCTURAL* REQUIREMENTS FOR A VETERINARY APPROVED DIPPING STATION**

- 2.1. The site must be suitably isolated from game and livestock enterprises.
- 2.2. The facility must be surrounded by a 2.4m high, game proof security fence. The bottom 1m must be constructed with a mesh to keep out small animals like domestic cats and jackal. The fence should be dug into the ground to prevent animals crawling underneath it. There must be lockable gates, which are locked when unmanned. The fence must be secure enough to prevent access of any livestock to the dipping station.
- 2.3. A sign indicating restricted entry should be posted at the entrance.
- 2.4. There must be facilities with controlled drainage to wash delivery vehicles, near the delivery entrance, and showers for drivers and/or personnel handling raw material.
- 2.5. Contaminated water and fluids from the dipping station must leave the premises in such a way that animals are prevented from making any physical contact with it. If it is not disposed of through municipal or other sewer systems, provision must be made to dispose of the effluent through proper underground channels.
- 2.6. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes separate personnel for handling raw and finished products, as well as separate stores.
- 2.7. All waste products must be disposed of within the premises or treated to prevent contamination of the surrounding area.
- 2.8. Imported trophies originating from e.g. Foot-and-Mouth Disease controlled areas must be off-loaded under official supervision and stored separately (lockable quarantine room) until moved to the dipping tubs. Only processed products may leave the premises. The facility must therefore have a quarantine store room which is big enough to accommodate imported trophies and must be lockable.
- 2.9. Where the dipping station is subject to municipal regulations, proof of approval by the municipal authority must be furnished.

### 3. MANAGEMENT REQUIREMENTS FOR A VETERINARY APPROVED DIPPING STATION

1. Good co-operation and communication with the State Official.
2. A plan, indicating surrounding structures, neighbouring activities and a detailed plan of the facility, showing flow patterns, must accompany the application, Annex A, for approval. These plans must be endorsed by the controlling authority to confirm the existence of structures and the flow pattern.
3. A complete inventory register is to be kept of all trophies, which enter and leave the dipping station as well as all processes undergone while at the dipping station. These records must be available for inspection by any veterinary official, which shall sign the register after each visit. Supporting documents, eg. movement permits, certificates of origin (from farm owners), hunters certificates, release documents, etc., should be available for inspection.
4. Only authorised persons may enter the premises.
5. Hygienic standards of premises and equipment are to be maintained at all times.
6. Protective clothing must be provided to all personnel handling raw materials, and these clothes should be colour coded for the contaminated area and washed and disinfected on the premises.
7. All trophies in quarantine must be tagged and easily identifiable. A system must be in place to trace a trophy anywhere in the process, as well as back to origin.
8. The final products must be completely dry and without residual meat. They must be protected from recontamination by raw products or handlers of raw materials.
9. Only processes and chemicals approved by the Senior Manager Animal Health can be used.
10. A notice must be prominently displayed on all exits and entrances to the facility stating: "Quarantine Area. No unauthorised entry allowed."
11. The facility must be re-approved on an annual basis and the onus of application for re-approval rests with the owner of facility.

In conclusion it must be stated that the ***approval of the facility can be withdrawn at any time without warning, at the discretion of the Senior Manager Animal Health, if any shortcomings are detected.***

#### **4. INSPECTION TO APPROVE A VETERINARY APPROVED DIPPING STATION**

- 4.1 A state official will be appointed by the Controlling Authority to inspect the dipping station.
- 4.2 The owner of the dipping station and the state official as appointed in 4.1 will agree upon a suitable date for the inspection. The state official will inform the owner of the dipping station of the conditions under which the inspection will be carried out.
- 4.3 The basis for import approval will be the requirements as described in this document.
- 4.4 The state official appointed by the Controlling Authority will be responsible for the following actions/procedures:
  - a. Acquaint himself/herself with the minimum requirements for a veterinary approved dipping station.
  - b. Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
  - c. Inspect the dipping station and complete Annex B with appropriate comments, upon receipt of the properly completed and signed application form.
  - d. If the facility does not comply with the requirements in 4.2.a the state official must provide the owner of a facility with a detailed report with the reasons why a facility can not be approved. The report must correspond in form and content to the model in Annex B.
  - e. Arrange for another inspection when the owner indicates that all the deficiencies had been rectified.
  - f. Provide an acceptable inspection service to the dipping station. Approval will only be considered once such a service is in place.
  - g. Keep the original application document on file.
  - h. Submit a copy of the application and all supporting documents to the Senior Manager Animal Health for attention Dr B.B.P. Qwalela. The fax number is 012 319 7491.
  - i. Inspect approved dipping station as described in this document.

## **PART III**

### **LISTING OF VETERINARY APPROVED DIPPING STATION**

1. All veterinary approved dipping stations must be listed in an official “List of Approved Veterinary Facilities” to be compiled and regularly up-dated by the Controlling Authority with a copy to the Senior Manager Animal Health.
2. The list must contain the following information for each veterinary approved dipping station.
  - a. Registration number
  - b. Name of owner
  - c. Registered name of veterinary approved dipping station.
  - d. Postal address
  - e. Telephone number
  - f. Fax number
  - g. Province
  - h. District
  - i. Map co-ordinates
3. The list will only be made available upon request to interested parties or persons.

## ANNEX A (VPN/2002/24)

(Logo of Controlling Authority)

### APPLICATION FOR IMPORT/EXPORT APPROVAL:

.....

Reference no

#### A. GENERAL INFORMATION ON THE ESTABLISHMENT

DATE		
NAME OF REPORTING PROVINCIAL OFFICER		
NAME OF HOLDING		
APPROVAL NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
POSTAL CODE		
TOWN		
PROVINCE		
TELEPHONE NUMBER		
FAX NUMBER		
NAME OF THE MANAGER / OWNER		
E-MAIL ADDRESS OF MANAGER / OWNER		
NAME OF THE HYGIENE MANAGER		
E-MAIL ADDRESS OF HYGIENE MANAGER		
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION		
NAMES OF AUTHORISED PROVINCIAL OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS		
EXPORTING TO (COUNTRIES)		
IMPORTING FROM (COUNTRIES)		
TYPE OF ESTABLISHMENT	LIVE ANIMALS FOR BREEDING	
	LIVE ANIMALS FOR SLAUGHTER	
	SEMEN	
	EMBRYOS/OVA	
	EMBRYONATED EGGS	
	TANNERY	
	DIPPING STATION	
	CANNED FEED FOR ANIMALS	
	DRY FEED FOR ANIMALS	
	OTHER (SPECIFY)	



SPECIES	CATTLE	
	SHEEP	
	GOATS	
	PIGS	
	HORSES	
	WILD GAME	
	POULTRY	
	CAGE REPTILES	
	OSTRICH	
	CROCODILE	
	PRIMATES	
	OTHER (SPECIFY)	

**B. DECLARATION BY STATE VETERINARIAN**

I \_\_\_\_\_ the veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby declare that:

Drawings of the establishment and a comprehensive inspection report are attached to this application; and

I agree to abide by all the conditions set by the Department of Agriculture and importing countries for the export of animals/animal products obtained from this facility.

**and/or**

I agree to abide by all the conditions set by the Department of Agriculture for the importation of animals/animal products.

Signed at (place) \_\_\_\_\_ on, (date) \_\_\_\_\_

.....  
(signature of official veterinarian)

Stamp \_\_\_\_\_  
(name in capital letters, title and qualification)

## ANNEX B

# INSPECTION REPORT FOR A VETERINARY APPROVED DIPPING STATION

1. The controlling authority must be able to apply official veterinary control in the area and at the facility.

Yes  No

2. The site and location must be approved by the Senior Manager Animal Health. A plan, indicating surrounding structures and neighbouring activities must accompany the application for approval, as well as this form completed by either the Provincial State Veterinarian or an inspector from the National Department of Agriculture.

Yes  No

3. A detailed plan of the facility, showing flow patterns, must accompany the application. These plans must be endorsed by a state official to confirm the existence of structures and the flow pattern.

Yes  No

4. The site must be suitably isolated from game and livestock enterprises.

Describe:

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5. A descriptive report about the management of the facility must also be supplied.

Yes  No

6. Where the facility is subject to municipal regulations, proof of approval by the municipal authority must be furnished.

Yes  No  Not applicable

7. The facility must be surrounded by a 2.4m high, game proof security fence. The bottom 1m must be constructed with a mesh to keep out small animals like domestic cats and jackal. The fence should be dug into the ground to prevent animals crawling underneath it. There must be lockable gates, which are locked when unmanned. The fence must be secure enough to prevent access of any livestock to the dipping station.

Describe:

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8. Only authorised persons may enter the premises. Is their access control?

Comments:

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9. There must be facilities with controlled drainage to wash delivery vehicles, near the delivery entrance, and showers for drivers and/or personnel handling raw material.

Describe area where delivery vehicles are washed, with specific mention of drainage.

Describe:

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10. Protective clothing must be provided to all personnel handling raw materials, and these clothes should be colour coded for the contaminated area and washed and disinfected on the premises.

Describe:

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11. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes separate personnel for handling raw and finished products as well as separate stores.

Describe:

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12. Imported trophies originating from e.g. Foot-and-Mouth Disease controlled areas must be off-loaded under official supervision and stored separately (lockable quarantine room) until moved to the processing area. Only processed products may leave the premises. The facility must therefore have a quarantine store room which is big enough to accommodate imported trophies and must be lockable.

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. All waste products must be disposed of within the premises or treated to prevent contamination of the surrounding area.

Describe how waste is disposed of

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Contaminated water and fluids from the dipping station must leave the premises in such a way that animals are prevented from making any physical contact with it. If it is not disposed of through municipal or other sewer systems, provision must be made to dispose of the effluent through proper underground channels.

How is this dealt with?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Only processes and chemicals approved by the South African Senior Manager Animal Health can be used.

Describe processes used

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chemicals used

Comments:

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16. Hygienic standards of premises and equipment are to be maintained at all times.

Comments:

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17. A complete inventory register is to be kept of all trophies, which enter and leave the facility as well as all processes undergone while at the facility. These records must be available for inspection by any veterinary official, which shall sign the register after each visit. Supporting documents, e.g. movement permits, certificates of origin (from farm owners), hunters certificates, release documents, etc., should be available for inspection.

Comment on the records currently available and outline what your recommendations are to improve the current record system.

Comments:

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18. All trophies in quarantine must be tagged and easily identifiable. A system must be in place to trace a trophy anywhere in the process, as well as back to origin.

Comments:

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19. The final products must be completely dry and without residual meat. They must be protected from recontamination by raw products or handlers of raw materials.

Comments:

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20. A notice must be prominently displayed on all exits and entrances to the facility stating: "Quarantine area. No unauthorised entry allowed."

Yes

No

21. The facility must be re-approved on an annual basis. The onus of application for re-approval rests with the owner of the facility.

**General Comments:**

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I, \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Department)

certify that I have today inspected the facility \_\_\_\_\_  
(Name of facility)

at \_\_\_\_\_  
(Physical Address)

and found the above detailed conditions.

I recommend / do not recommend the registration of this facility.

\_\_\_\_\_  
Official Signature

Official stamp

Designation: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

# ANNEX C

I, \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Department)

Hereby certify that the necessary veterinary control will be provided at

\_\_\_\_\_  
(Name of facility)

at \_\_\_\_\_  
(Physical Address)

\_\_\_\_\_  
Official Signature

Designation: \_\_\_\_\_

\_\_\_\_\_  
Official stamp

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_