Department of Agriculture, Forestry and Fisheries

National Directorate: Veterinary Public Health

Notice No. VPN/19/2016- 01

To: STATE VETERINARY OFFICERS

SUBJECT: Standard relating to the National Chemical Residue Control Programme

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ANNEX F	Standard Operating Procedure for the compilation of the National Chemical Residue Control Programme applicable to European Union approved export farms and establishments

THIS VPN/19/2016-01 REPLACES VPN/19/2013-01

DIRECTOR: VETERINARY PUBLIC HEALTH **DATE:** 2016 -04- 14

Effective date: 2016.04.01

PART I

DEFINITIONS

Analyst	Means a suitably experienced chemical analyst.
Analysing laboratory	Means a properly equipped institution staffed by technically competent personnel and accredited by the South African National Accreditation System (SANAS) as capable of performing the chemical analyses stipulated in the residue control programme of the Department of Agriculture, Forestry and Fisheries.
Animal	Means: Bees; or domesticated bovine, ovine, caprine, porcine, solipeds or poultry; or farmed ostriches or crocodiles; soliped wild game; or wild cloven-hoofed game.
Authorised person	Means any person authorised to exercise or perform any power or duty, or requested to render any service, by the Controlling Authority.
Controlling Authority	Means the authority which is directly responsible for the application of regulatory animal health measures or public health measures.
Directorate	Means Directorate of Veterinary Public Health of the Department of Agriculture, Forestry and Fisheries.
Establishment	Means an abattoir, or premises where dairy products, honey or hens eggs are processed for human consumption. In the context of this VPN an establishment will also include a farm that is registered to export.
Matrix	Means: 250g of muscle 250g of liver Kidney in its entirety 250g of fat 2 x 7ml of blood serum (or 1 x 10ml of blood serum)
Provincial co-ordinator	Means an officer designated by the Provincial Controlling Authority to co-ordinate all matters relating to the residue control program in their Province.
National co-ordinator	Means an officer designated by the Department of Agriculture, Forestry and Fisheries to act as link between the Department and the Provincial co-ordinator, to

	collaborate with the Provincial co-ordinator, and to keep the Department informed of the activities of the Provincial co-ordinator.
Residue	Means a residue of substances having a pharmacological action, of their metabolites and of other substances transmitted to animal products and likely to be harmful to human health.
Residue control programmes	Means the residue control programmes of the National Department of Agriculture, Forestry and Fisheries.
OVI	Residue Laboratory, Onderstepoort Veterinary Institute, Agricultural Research Council, National Mandated Laboratory.

PART II

RESPONSIBILITIES

1. AUTHORISED PERSON

An authorised person will be designated by the Controlling Authority to collect, and store the samples, and to organise the transport of the official control samples to the mandated laboratory under appropriate conditions.

2. APPROVED ESTABLISHMENT

An establishment approved by the Controlling Authority to export fresh meat, honey, dairy products or hens eggs, to countries that require the monitoring of such products for residues, must be registered by the Controlling Authority. In the context of this VPN an establishment will also include a farm that is registered to export.

Please refer to VPN/01 for the procedures to register an establishment for export.

3. APPROVED FARM

Any farm that produces animals for export slaughter or farms that produce honey, raw milk or hens eggs for the production of products intended for export must be registered by an authorised person.

Please refer to VPN/02 to VPN/07 for the procedures to register a farm.

4. ANALYSING LABORATORIES

The analysis of samples must be carried out exclusively by laboratories approved for official residue control by the Directorate: Veterinary Public Health. This is the responsibility of the National Mandated Laboratory, at the Agricultural Research Council - Onderstepoort Veterinary Institute (ARC-OVI).

PART III

ASSESSMENT TO DETERMINE WHICH VETERINARY DRUGS AND ENVIRONMENTAL CHEMICALS OR AGRICULTURAL COMPOUNDS MUST BE SINGLED OUT FOR SURVEILLANCE IN ANIMAL PRODUCTS

5. PURPOSE OF THE ASSESSMENT

Routine random sampling of animal products is done to survey for the residues of veterinary drugs, environmental contaminant chemicals, and agricultural compounds and pesticides, to determine if additional control measures by Government are required. However, new drugs and chemicals regularly come onto the market and the popularity of remedies increase or diminish continuously. The occurrences of environmental sources of contamination also change continuously with new industries developing all the time. This necessitates continuous revision of the National Residue Control Programme (NCRCP) for exports every year.

A study must be conducted each year to determine which environmental chemicals or agricultural and pharmaceutical compounds must be singled out for surveillance.

6. PROCEDURE

To be compiled annually by the National Co-ordinator. The principles of the European Community legislation for chemical residue assurances required for third countries are used as basis for the procedure. Refer to Annex F: **Standard operating procedure for the compilation of the National Chemical Residue Control Programme applicable to European Union approved export farms and establishments**, attached hereto.

PART IV

SAMPLING

7. FUNDAMENTAL ASPECTS

Whenever official samples are taken, sampling must be unforeseen, unexpected and effected at no fixed time and no particular day of the week. The Authorised Person must take all the precautions necessary to ensure that the element of surprise in the checks is constantly maintained.

Sampling must be carried out in variable intervals spread over the whole year or where applicable over the whole cropping/production season. In this context it has to be considered that a number of substances are administered only in particular seasons. Officials must record relevant information e.g. likely use of veterinary drugs, routine application of pesticides, etc in the Comments column of the Submission forms.

Other available information must be taken into consideration when choosing the samples, e.g. the use of presently unknown substances, diseases suddenly appearing in particular regions, indications of fraudulent activities, etc. Applicable information regarding possible risks must be included in the Comments column on the Sample submission forms. This will assist the Directorate to make informed decisions regarding selection of substance groups to be tested.

8. SAMPLING STRATEGY

The residue control plan is aimed at:

8.1 Detecting administration or use of illegal treatments/substances.
8.2 Controlling the compliance with the maximum residue limits (MRLs) for residues of veterinary drugs and environmental contaminant chemicals or agricultural compounds and pesticides fixed in national or international legislation.
8.3 Surveying and revealing the reasons for residues in food of animal origin.

9. COLLECTION OF OSTRICH SERUM SAMPLES

9.1. INTRODUCTION

To ensure compliance with the veterinary residue and food safety legislation of the EU it is required to collect serum samples of ostriches on primary production level to test for hormonal growth promotants.

9.2. OBJECTIVE

To comply with the prescribed protocol, for each individual ostrich 2 X 7 ml serum must be collected in gel tubes. Care must be taken that there is at least 5 ml serum per tube (measure this with a ruler - 5 cm will represent about 5 ml). Alternatively 1 x 10ml serum can be collected in a gel tube. Care must be taken that there is at least 8 ml of serum per tube (measure with a ruler – 8 cm will

represent about 8 ml). Samples must be collected from 2 different, randomly selected ostriches.

These samples could be collected during the annual surveillance programmes for Newcastle disease or Avian Influenza. Only Animal Health Technicians, who are also Authorised Persons, will be allowed to collect the annual on-farm residue control samples.

9.3 THE FOLLOWING PROCEDURES MUST BE FOLLOWED FOR SAMPLE COLLECTION:

9.3.1. Ostriches in the 5 -14 month groups must be sampled.
9.3.2. Two tubes of serum (7ml gel tubes) must be collected from each ostrich. Alternatively one tube (10ml gel tube) may be collected from each ostrich.
9.3.3. Every serum sample collected (2 x 7ml or 1 x 10ml) must be placed in an upright position in a polystyrene test tube tray.
9.3.4. The form [Annex A (2)] must be completed in its entirety and put in an envelope provided by the provincial office. The sample submission form in the envelope must be placed in a plastic bag and transported with the sample. All the packaging materials will be provided by the provincial office.
9.3.5. The export-registration number of the farm and the sample number (1 – 2) of the bird must be written on the tube(s.)
9.3.6. The identification number (Tag number) of the bird must be written in the column on the sample submission form [ANNEX A (2)] to correspond with the sample number written on the tubes and in the column on the sample submission form itself.
9.3.7 The sex of each bird, where possible to determine, must also be indicated on the tubes.
9.3.8. The sample submission form [ANNEX A (2)] provided must be completed for each individual farm (therefore the sample information of both birds will be on the same form).
This form must be completed in full.
The Authorised Person will be the Animal Health Technician or State Veterinarian.
The owner or person in charge or any designated person on the farm must sign the declaration.
9.3.9. The "Origin of animal" must be completed in full (name of owner, farm name and registration number) and not the farm registration number only. It should be noted that samples where the **farm registration is not recorded will not be suitable** for analysis and need not even be sent to the ARC-OVI.
9.3.10. Blood samples **must be centrifuged**, to obtain serum. The serum can then be frozen or chilled (preferably chilled) and forwarded to the laboratory (ARC-OVI). This procedure must be done under the close supervision of the authorised person.

9.4 THE FOLLOWING PROCEDURES MUST BE FOLLOWED FOR SAMPLE DISPATCH:

9.4.1. All residue samples collected **must be dispatched as soon as possible**.

9.4.2. For each batch of samples dispatched a summary Dispatch Form (Annex C (2): SAMPLE DISPATCH FORM FOR ON FARM COLLECTED OSTRICH SERA) must be completed, put in a zip lock bag to protect it from soiling and accompany the container of samples to ARC-OVI.

9.4.3. All samples must be packed in an upright position.

9.4.4. For the dispatch of frozen or chilled samples provision must be made to ensure that the samples remain frozen or chilled up to delivery (ARC-OVI).
Note: All samples must be frozen before it is packed into the cooler boxes. Samples do not freeze when the cooler box is placed in the freezer. Samples that are not frozen before they are packed usually arrive rotten at the laboratory.

9.4.5. All the packaging material must be supplied by the province. Any expenditure incurred can be reclaimed from the National Director: Veterinary Public Health.

9.4.6. All residue samples must be couriered directly to Diagnostic Registration at the ARC-OVI.

9.4.7. The details of the courier service to be used; together with a once off reference/authorization number for each consignment (a different number for each consignment) must be obtained in order to procure a courier service. This information can be obtained for each consignment from the Director: Veterinary Public Health.

9.4.8. Telephonically arrange with the allocated courier service to collect the parcel for overnight transport to ARC-OVI.

9.4.9 Make use of the prescribed International Air Transport Association (IATA) approved packaging for transport of samples by airfreight.

9.4.10 It is **important** that a list of farms that were sampled during the collection year be maintained by the provincial authorities to ensure that **all registered farms** will indeed be sampled and that **no repeat sampling** will take place.

9.4.11 A feedback report form will be forwarded from the ARC-OVI to the provincial co-ordinator who must forward it to the Authorised person/state veterinarian who dispatched the samples.

This form will be forwarded to confirm receipt of samples and will indicate any non-conformances pertaining to the sampling instructions in this VPN. Prompt corrective actions must please be implemented to prevent recurrence of non-conformances during subsequent sampling.

10. COLLECTION AND DISPATCH OF SAMPLES AT THE ABATTOIR OR ESTABLISHMENT

10.1 Every tissue sample collected must be packed individually and a sample submission form must be attached to each sample. [Annex A (1)].

10.2 Samples at abattoirs should be taken from different farms and even though different substances are tested it should not all be taken from one farm. However, in cases where a very low slaughter throughput is experienced at an establishment, it will be permissible to collect more than one sample from a single farm, with the provision that these samples be tested for different substance groups. These cases must be reported in writing to ensure that samples are analysed and not discarded on the grounds that the samples are collected from the same farm.

10.3 The form must be completed in its entirety and put in an envelope provided by the provincial office. A sample grid with analysis reference numbers will be sent to the provincial coordinators and ARC-OVI. This analysis reference number must be clearly indicated on the submission form and the envelope of each sample collected and dispatched. The sample submission form in the envelope must be placed in a plastic bag and attached to the sample. The sample with the form attached to it must then be packed in a second zip-lock bag. All the packaging materials will be provided by the provincial office. Samples where the envelope is frozen to the sample will be discarded without any action taken by the laboratory to try and identify the sample or its sender. Envelopes that are frozen to samples and the submission forms therein become saturated with water and blood while the sample is thawed and the submission forms are then illegible.

Note: The following information must be written with a permanent marker on the outside of the envelope and the envelope must be placed in the plastic bag in such a way that the information is visible from the outside without opening the bag:

a.	ZA code of the Abattoir	e.g. **ZA 5**
b.	Matrix (organ sample) included in the Package	e.g. **Fat**
c.	Species	e.g. **Ostrich**
d.	Analysis reference number as indicated in the sample grid for the year.	e.g. **11**

10.4 Samples of liver, fat, kidney and muscle must be packed in sample bags provided by the provincial office, securely sealed and frozen to prevent leakage. The sample with the sample submission form (wrapped as described in point 10.3) attached to it must be packed in a second zip-lock bag and forwarded to the Residue Laboratory.

10.5 Muscle samples denote any muscular tissue of the animal. Muscle samples obtained from the diaphragm must be free from peritoneal or pleural membranes and must be of the required weight (250 g).

10.6 The whole kidney of the animal must be collected. In the case of animals where the weight of both kidneys is less than 250 g, kidneys from more than one animal from the same farm can be pooled until the weight of the sample is at least 250 g. Pooled samples must be indicated as such on the submission form as this has an impact on how the samples are prepared for analyses.

10.7 Fat must be sampled from the kidney area in the case of animals where fat is not available from the abdominal cavity. It must be free from blood and other tissues. In the case of animals where not enough fat can be collected from one animal to ensure that the minimum weight of the sample is 250 g, fat from more than one animal from the same farm can be pooled until the weight of the sample is at least 250 g. Pooled samples must be indicated as such on the submission form as this has an impact on how the samples are prepared for analyses.

10.8 In the case of animals where the weight of the liver is less than 250 g, livers from more than one animal from the same farm can be pooled until the weight of the sample is at least 250 g. Pooled samples must be indicated as such on the submission form as this has an impact on how the samples are prepared for analyses.

10.9 Samples collected must be free from faecal contamination or any other foreign material.

10.10 For each batch of samples dispatched a summary Dispatch Form (Annex C1: SAMPLE DISPATCH FORM FOR SAMPLES COLLECTED AT THE ABATTOIR/ESTABLISHMENT) must be completed, put in a zip lock bag to protect it from soiling and accompany the container of samples to ARC-OVI.

10.11 A feedback report form will be forwarded from the ARC-OVI to the provincial co-ordinator who must forward it to the Authorised person who dispatched the samples. This form will be forwarded to confirm receipt of samples and will indicate any non-conformances pertaining to the sampling instructions in this VPN. Prompt corrective actions must please be implemented to prevent recurrence of non-conformances during subsequent sampling.

10.12 Collected samples must be **dispatched to the laboratory as soon as possible, but no longer than 3 days after collection.**

11 ON FARM TARGETED SAMPLING

11.1 Criteria for the selection of targeted samples on farms

All registered ostrich export farms are required to be subjected to on farm sampling. Animals for sampling can be chosen using local knowledge or any other relevant information such as type of fattening system, breed and sex of the animal. The Authorised person then makes an assessment of all the stock on the farm to select those animals to be sampled. In making this assessment the following criteria should be applied *inter alia*:

a. indication of use of pharmacological active substances,
b. secondary sexual characteristics,
c. behavioural changes,
d. the same level of development in a group of animals of different breed/categories,
e. animals with good conformation and little fat.

11.2 Type of targeted sample to be collected

For the detection of pharmacological active substances the corresponding suitable samples are taken according to the provisions in the residue control plan for export.

12 TARGETED SAMPLING AT PRIMARY PROCESSING ESTABLISHMENTS

Criteria for the selection

In making their assessment on the animal/bird carcasses and/or the animal products to be sampled the inspector should apply the following criteria *inter alia*:

a. species, and farming system (feedlot or free-range),
b. information about the producer,
c. indication of use of pharmacological active substances,
d. common practice with regards to the administration of particular pharmacological active substances in the respective farm production system.

When taking the samples, efforts should be made to avoid multiple sampling from one producer.

Type of samples collected

For the detection of pharmacologically active substances, the corresponding suitable samples are taken according to the provisions in the annually updated export residue control programme.

13. COLLECTION OF FEED SAMPLES

13.1 Definitions:

(1) Sampled portion – This refers to the total amount of feed present (in a feed trough(s), camp(s), in a collection of feed bags or a bulk feed bin(s)) that will be sampled and that is of homogenous nature.

(2) Aggregate sample – This refers to one representative sample that is made up of a number of smaller samples, [called (3) Incremental samples] that is obtained from the sampled portion by drawing various samples.

(3) Incremental samples – This is the number of samples that make up the one aggregate sample and must equal the number indicated on the sample form (Annex B), must be collected at random from different representative places in the sampled portion and must all be more or less equal in size.

(4) Reduced sample – means the aggregate sample after it has been thoroughly mixed into one homogenous sample.

(5) Final sample – a final sample of at least 500g is collected from the reduced sample.

13.2 Feed samples must be collected in the following way:

13.2.1 Apparatus used for sampling feed e.g. Spade, shovel, spear, mixing (reduction) vessel, sample container, etc. must be constructed and clean to such an extent that no contamination of the sample is possible.
13.2.2 The method of feed sample collection must preclude any contamination or change of the sample content.
13.2.3 Containers for the collection of the final 500g sample will be provided by the provincial Controlling Authorities.
13.2.4 Containers must be labelled and sealed in such a way that the label is destroyed if the container is opened.
13.2.5 The sample submission form for feed (Annex B) must be put in an envelope which must be attached to the feed sample, including it in a bag with the sample.
13.2.6 Feed samples must be dispatched to the laboratory (ARC-OVI) as soon as possible after collection, but not later than 3 days after collection.
13.2.7 Each sample sent to the ARC-OVI must be accompanied by the prescribed sample collection form (Annex B)

Please note: The purpose of sampling feed is to rule out addition of growth promoting substances to manufactured feed, whether this was done purposefully or accidental. The presence of growth promoting substances is not only a risk with commercially manufactured feeds, where it is indeed possible to add these substances to the feed (in a premix format) during manufacturing or where unintentional cross contamination from previous manufactured batches may occur, but may also be added purposefully or accidentally in feeds mixed by the farmer on the farm for own use. The feed sampling must therefore not be limited to sampling of commercially manufactured feeds only, but must include including both commercial feed and home mixed feeds. No samples of roughage must be collected.

It should further be noted that the risk for slaughter birds is of special significance and manufactured feed for this group must be sampled in particular, rather than feed for ostrich chick or breeder birds. Feed for slaughter birds include either grower rations or finishing rations.

It is possible that no samples will be collected on some farms due to the fact that no commercially manufactured or own mixed feed is ever fed on the farm. Provinces will have to create a means of recording these no-sample reports in the data management process prescribed in par. 9.4.11 above. (In the Directorate quarterly review of progress with sampling these farms will reflect as under sampling)

It is further possible that Authorised persons will have to make repeated visits to farms to obtain feed samples, especially in cases where commercially manufactured feed or feed mixed for own purposes are only fed at certain times during the year, at certain times during the production cycle or under certain climatological circumstances.

If any clarification on the above is needed, it must be directed to the National Co-ordinator and not the Chemical Residue Laboratory.

14. SAMPLE NUMBERS

The minimum sample numbers will be defined in the national residue control programme applicable for that specific year. A sample grid will be sent to each province and/or collection official, specifying the number of samples and frequency of collection for that specific year.

15. SAMPLING SUBMISSION

Please refer to Annex A (1), Annex A (2) and Annex B for examples of the sample submission form. Original copies of sample submission forms will be provided by the Directorate or relevant provincial counterpart. Each sample must be accompanied by an original sample submission form, duly completed, signed and officially stamped. A copy must always be kept by the authorized person or office responsible for collecting the sample.

The original of the sample submission form report remains at the Residue laboratory that has to guarantee that unauthorised persons cannot access this original Submission form.

16. OTHER DOCUMENTS TO BE REFERRED TO.

a) VPN/00 Definitions applicable to the various VPNs

17. AUDITING.

Each province will be audited by the National Auditing Body, on a regular basis.

18. SAMPLE SUBMISSION AND REGISTRATION

Unless instructed otherwise, the samples must be submitted to:

Diagnostic Registration
Agricultural Research Council - Onderstepoort Veterinary Institute (ARC-OVI)
100 Old Soutpan Road
Onderstepoort

19. TRANSPORT AND STORAGE

The details of the courier service to be used, together with a once off reference/authorization number for each new consignment (new number for each consignment) must be obtained in order to procure a courier service. This information can be obtained for each consignment from the Director: Veterinary Public Health.

Please contact: The Director Veterinary Public Health for any enquiries regarding this VPN:

Tel: +27 (012) 319-7688
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agriculture,
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Department:
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Private Bag X138, Pretoria, 0001
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From: Directorate Veterinary Public Health
Tel: +27 (012) 319-7649
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ANNEX A (1)

NATIONAL RESIDUE CONTROL PROGRAMME
SAMPLE SUBMISSION FORM

Sample registration number

A: SAMPLING REPORT: TO BE COMPLETED BY INSPECTOR

1. *Description of sample:*

Type	Minimum sample size	Single sample	Pooled sample	Comment	Analysis reference number as indicated on the annual sampling grid
Muscle	250 g				
Liver	250 g				
Kidney	250 g				
Fat	250 g				

Type		*Indicate with a tick or cross*	Identification if known
Farmed game(1)	Ostrich		
	Crocodile		
	Other		
Wild game(1)	Zebra		
	Springbuck		
	Blesbuck		
	Other (Name)		

OFFICIAL STAMP

(1) Samples of fat/kidney obtained from species within this category and from the same herd/pond may be pooled to ensure that the required minimum sample size is obtained. It must be clearly stated on this form if this was necessary.

2. ***Identification of authorised person***

Name and address of authorised person:

(Telephone, Fax number and E-mail address)

Date of sample collection:

3. ***Origin of animal***

Name and address of the owner or the person having charge of the animal:

Telephone number:

Name and address of the animal's farm of origin:

Farm registration number:										

District Council in which the farm is situated:

Name and registration number of the establishment where sample was collected:

State Vet area and Province where the establishment is located:

4. ***Declaration and signature of authorised person***

I _____ (full name),

Hereby declare that the sample was collected by me personally and that the information provided in this form is accurate.

Date: _____ Signature: _____

5. ***Declaration and signature of owner or the person having charge of the animals or the owner of the establishment***

I _____ (full name),

Hereby declare that the sample was collected by the authorised person mentioned above and that no relevant information was withheld from the authorised person.

Date: _____ Signature: _____

B: FOR USE BY THE ARC-OVI LABORATORY ONLY

Substance or substance groups examination:

Laboratory to carry out examination:

Date dispatched to Accredited laboratory:

agriculture,
forestry & fisheries
Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Private Bag X138, Pretoria, 0001
Delpen Building, c/o Annie Botha & Union Street, Riviera, 0084

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Tel: +27 (012) 319-7649
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E-mail: VPH@daff.gov.za

NATIONAL RESIDUE CONTROL PROGRAMME
SAMPLE SUBMISSION FORM FOR OSTRICH SERUM

ANNEX A (2)

State veterinary office ref. no.:

A: SAMPLING REPORT: TO BE COMPLETED BY AUTHORISED PERSON

1. *Description of sample:* SERUM

Type	Minimum sample size
Sera	2 x samples (2 x 7 ml or 1 x 10ml constitutes 1 sample)

2. *Animal species:*

Type: Farmed Game Ostrich	Sex (if known)	Age months	Tag number	Bird sample number	Sample Reference – to be completed by ARC-OVI	Comments

3. *Identification of authorised person*

Name and address of authorised person:

(Telephone, Fax number and E-mail address)

Date of sample collection:

OFFICIAL STAMP

4. *Origin of animal*

Farm registration number:

Name of owner:

Farm Name

State Vet area and Province where the farm is located:

5. *Declaration and signature of authorised person*

I..... (full names)
Hereby declare that the samples were collected by me personally and that the information provided in this form is accurate.

Date: Signature:

6. *Declaration and signature of owner or the person having charge of the animals or the owner of the establishment*

I (full name)
Hereby declare that the samples were collected by the authorised person mentioned above and that no relevant information was withheld from the authorised person.

Date: Signature:

ANNEX B

SAMPLE SUBMISSION FORM FOR ON FARM COLLECTION OF FEED SAMPLES

Sample submission form

On farm collection of feed samples

SAMPLE INFORMATION

AUTHORISED PERSON

Name of authorised person: _____

Designation of authorised person: _____

State Veterinary office: _____

Contact details of authorised person:

Tel: _____

Cell: _____

E-mail: _____

Postal address: _____

_____

_____

FARM OF ORIGIN

Name of farm: _____

Export registration nr: _____

Name of owner: _____

Contact details of owner:

Tel: _____

Cell: _____

E-mail: _____

Postal address: _____

_____

_____

1. SAMPLE WAS COLLECTED FROM THE FOLLOWING SAMPLED PORTIONS:

SAMPLED PORTION[1]	AGGREGATE SAMPLE[2]**	REDUCED SAMPLE[3]	FINAL SAMPLE[4]	Tick where appropriate
Feed trough (Loose feed) <2.5 metric tons	8 Incremental samples[5] of 500g each to make up a total of 4kg	Thorough mixing of incremental samples	500g	
Feed trough (Loose feed) >2.5 metric tons	Number of samples = square root of (no. of tons making up sampled portion x 20) up to a total of 40 to make up a total of 4kg*	Thorough mixing of incremental samples	500g	
Feed bags (1 – 4 bags)	All bags sampled in equal amounts to make up a total of 4kg	Thorough mixing of incremental samples	500g	
Feed bags (5 – 16 bags)	Four bags sampled at 1kg each to make up a total of 4kg	Thorough mixing of incremental samples	500g	
Feed bags (more than 16 bags)	Number of samples = square root of (no. of bags in sampled portion) in equal portions per bag making up 4kg*	Thorough mixing of incremental samples	500g	
Bulk feed bin (Loose feed) <2.5 metric tons	8 Incremental samples of 500g each to make up a total of 4kg	Thorough mixing of incremental samples	500g	
Bulk feed bin (Loose feed) >2.5 metric tons	Number of samples = square root of (no. of tons making up sampled portion x 20) up to a total of 40 samples to make up a total of 4kg*	Thorough mixing of incremental samples	500g	

*Rounded off to the nearest whole number **Lumps must be broken up or removed from the aggregate sample

2. IDENTIFICATION OF THE SAMPLED PORTION

Type of feed sampled: _____

Commercial feed or mixed on farm? _____

Name of commercial feed: _____

Batch number(s) of commercial feed: _____

In the case of farm mixes, commercial name(s) of premix (es) used: _____

Batch number(s) of commercial premixes: _____

Comments: _____

3. SAMPLE IDENTIFICATION

The sample container contains the following information on the outside:

Name of farm: _____

Registration number of farm: _____

Date of sample collection: _____

DECLARATION AND SIGNATURE OF AUTHORISED PERSON

I _____ (authorised person) hereby declare that the sample(s) described above were collected by me personally and that the information on this form is true and correct.

Signature: Date:

DECLARATION AND SIGNATURE OF THE OWNER OR HIS REPRESENTATIVE

I _____ (owner or representative of the owner) of the farm and feed described above confirms that the sample(s) described on this form had been collected by the authorised person above in my presence and that no information was withheld from the authorised person.

Signature: Date:

Notes/definitions on collecting feed samples:

(1) Sampled portion – this refers to the total amount of feed present (in a feed trough, camp, collection of feed bags or bulk feed bin) that will be sampled and that is of homogenous nature.
(2) Aggregate sample – this refers to the representative sample that is made up of a number of smaller samples (called (5) Incremental samples) that is obtained from the sampled portion by drawing various samples.
(3) Reduced sample – means the aggregate sample after it has been thoroughly mixed into one homogenous sample.
(4) Final sample – a final sample of at least 500g is collected from the reduced sample.

In practice this means that the authorised person will identify the feed to be sampled. Depending on how much it is and in what format it is (sampled portion), he will collect a number of smaller samples (incremental samples) from various representative places to make up a composite sample (aggregate sample). He will mix the composite sample thoroughly (reduced sample) before collecting a final 500g sample (final sample). The final sample will be send to the laboratory while the composite sample will be returned to the owner. The number of smaller samples (incremental samples) to be collected from the feed to be sampled (samples portion) is indicated in the table above.

ANNEX C(1)

SAMPLE DISPATCH FORM FOR SAMPLES COLLECTED AT THE ABATTOIR/ESTABLISHMENT

Abattoir ZA number: _____

Analysis reference number(s) *(Analysis Reference Number(s) to be filled in this column)*	**Matrix**	**Total number of samples dispatched**
	Muscle	
	Fat	
	Kidney	
	Liver	

Please indicate the number of samples submitted - dispatch form to be included in the cooler box with samples.

A copy of this document must also be kept on file.

Details of sender:
Name and Address of Authorised person
Telephone number
Fax number
E-mail address
Dispatch date

Registration laboratory:
Date received
Condition of samples
Comments
Signature

OFFICIAL STAMP

ANNEX C (2)

SAMPLE DISPATCH FORM FOR ON FARM COLLECTED FEED SAMPLES

STATE VET OFFICE: _____

Farm Name	Total number of samples dispatched

Please indicate the number of samples submitted - dispatch form to be included with samples.

A copy of this document must also be kept on file.

Details of sender:
Name and Address of Authorised person
Telephone number
Fax number
E-mail address
Dispatch date

Registration laboratory:
Date received
Condition of samples
Comments
Signature

OFFICIAL STAMP

ANNEX D: STANDARD OPERATING PROCEDURE TO BE FOLLOWED IN THE CASE OF NON-COMPLIANT SAMPLE RESULTS

In the case where non-conformant samples are detected at the Chemical Residue Laboratory the following procedures must be followed:

It must be noted that processes and procedures taken must be given priority so as the turnaround time is shortened as far as practical.

Residue Laboratory

1. The analyst will immediately inform the Manager of the Laboratory of the non-compliant finding. All relevant details pertaining to the sample(s) to be provided.

2. The Manager of the Laboratory will immediately inform the Manager of the Onderstepoort Veterinary Institute Residue Laboratory by providing an official sample report and all relevant information.

3. The Manager of Residue Laboratory will immediately inform the Director: Veterinary Public Health of the non-compliant result(s) by providing an official sample report. All relevant details pertaining to the sample(s) to be provided. A recommendation must be included as to whether a retest or other confirmatory steps are advisable before the matter is accepted as a fact and the official follow-up procedure activated.

4. .A copy of the information provided to the Director: Veterinary Public Health will also be provided to the National Co-ordinator in the office of the Director: Veterinary Public Health.

National Department of Agriculture, Forestry and Fisheries

1. The National Co-ordinator will inform the Provincial Controlling Authority of the non-compliant result(s) by means of a copy of the official laboratory report. All relevant details pertaining to the sample(s) to be provided. Although the official notification will be to the Director: Veterinary Services of the province, copies must also be forwarded to the provincial co-ordinator as well as the state veterinarian in whose area the sample(s) was(were) collected. Where applicable, copies must also be forwarded to the official veterinarian at the establishment where the sample was collected since non-compliant results may influence his/her decision regarding export certification.

2. The Director: Veterinary Public Health will consider the final report made by the Provincial Director of Veterinary Services pertaining to the investigation and take any remedial actions necessary to prevent non-conformances of this nature. The National Residue Control Programme for Exports may be amended if required.

Provincial Controlling Authority

1. The Director: Veterinary Services in the province will lodge an investigation into the reason for the non-compliant result(s).

2. The following must be included as part of the investigation:

    - Identify the farm of origin.
    - Identify any cohorts of the animal(s) from which the non-compliant sample(s) was (were) collected.
    - Identify any feed, feed additives, water sources, pastures or medication that were provided or administered to the animal or group of animals and it's cohorts from which the non-compliant sample(s) was(were) collected.
    - Collect samples from cohorts, other animals under the same production circumstances or related circumstances, feed, feed additives, water sources, pasture and any other samples indicated by the circumstances or findings.
    - These samples must be sent to the ARC-OVI Residue Laboratory for analysis. The normal sampling procedures and administrative procedures must be followed.
    - Particular consideration and further investigation must be given to the possible source of the residue or contaminant.
    - At the conclusion of the investigation consideration must be given to all findings, laboratory results and facts pertaining to the case.
    - A conclusion, where possible must be reached, which will fall in one of the following categories:

        - Application of illegal veterinary treatment to animals.
        - Failure to comply with instructions regarding administration of veterinary medicines to animals.
        - Indication of environmental contamination and possible source.
        - Inconclusive findings.

3. On conclusion of the investigation the Director: Veterinary Services of the province will complete the following actions:

    - Institute penal action against offenders: Depending on the reason for the non-compliance, penal action can range from delisting as a registered export farm, to suspension of marketing animals at export approved establishments for a time period, or a warning letter.
    - Take steps to prevent any non-compliant animals of being slaughtered and marketed for export or the local market.
    - Take steps to prevent or recall any non-compliant meat/products where applicable.
    - Compile a detailed report to the Director: Veterinary Public Health of the National Department of Agriculture explaining the findings of the investigation, the conclusions of the investigation, any remedial actions taken, any penal actions taken, including any recommendations pertaining to the meat safety risks and the mitigation thereof gleaned from the investigation.

ANNEX E: STANDARD OPERATING PROCEDURE TO BE FOLLOWED IN THE CASE OF SUSPECT CARCASSES AT THE ABATTOIR/ESTABLISHMENT.

1. The Official Veterinary Inspector in his routine training activities at the abattoir/establishment must include a training module for training of meat inspectors. The module must train the meat inspectors to identify animals and carcasses that have been or could possibly have been treated with or could otherwise have been exposed to chemicals that may cause unacceptable residues to be present in the meat.

   The training must include amongst others the following aspects:

   - The importance of identifying carcasses that may pose a chemical residue risk.
   - Findings that would indicate treatment of animals before dispatch to the abattoir/establishment.
   - Probable/preferred injection sites on carcasses including the by-products thereof.
   - The pathological appearance of injection or implantation sites on a carcass.
   - Correct primary meat inspection judgement to be taken when suspect carcasses are encountered.
   - The correct procedure to be followed if suspect carcasses are encountered.

   Records of training must be retained for audit purposes.

2. Where deemed necessary, based on evidence of regular use in the particular animal production system, the Official Veterinary Inspector must institute a programme of regular checking for the presence of implantations of growth promoting substances before or after slaughter or both, as the requirement may be.

3. The Official Veterinary Inspector will ensure that suspect carcasses are handled in the following manner:

   - The carcasses will be detained by the meat inspector for secondary inspection.
   - The suspect treatment sites will not be removed by the meat inspector or anyone else before the Official Veterinary Inspector had a chance to examine the lesions that gave rise to the concern.
   - When examining the possibility of a chemical risk the Official Veterinary Inspector will take the following information into account:

     Identification numbers of the carcasses.
     Number of carcasses.
     Nature of lesions noted.
     Date

   - Take whatever steps may be necessary to ensure proper marking and identification of the suspect carcasses.

- Take any evidence or samples for further investigation that may be required or indicated e.g. Histopathology, residue screening, photographic evidence.
- He may permit the carcasses to be further handled at the establishment e.g. Deboning, packing, chilling or freezing, provided that this is done separately from any meat approved for export to the European Union and as long as full marking and identification of the meat as being suspect is maintained. No approval markings may be applied to the meat or its packing until permission is granted by the Official Veterinary Inspector at the conclusion of his investigation.
- The Official Veterinary Inspector must pay special attention to other carcasses in the same batch to ensure that similar lesions are not present on these.
- The Official Veterinary Inspector must do a traceability exercise to determine the origin of the carcasses.
- The Official Veterinary Inspector must obtain relevant information regarding the animals from the owner of the animals or from his representative. If necessary an on-site visit must be carried out at the farm of origin to obtain information, look at treatment registers, veterinary drug stock registers, etc.

4. Taking into consideration the results of the information obtained from his/her examination of the carcasses, information gained from the owner, information gained from sample results or from any other relevant facts pertaining to the case, the Official Veterinary Inspector must render a judgment on the carcasses regarding their safety from a chemical residue point of view. The following principles will apply:

    - If chemical residues are present, but within legal limits of South Africa: Approve meat for local consumption.
    - If chemical residues are present but within legal limits of the European Union: Approve meat for export to the European Union.
    - If chemical residues are present, but not within legal limits of South Africa: Condemn meat for local consumption.

ANNEX F: STANDARD OPERATING PROCEDURE FOR THE COMPILATION OF THE NATIONAL RESIDUE CONTROL PROGRAMME APPLICABLE TO EUROPEAN UNION APPROVED EXPORT FARMS AND ESTABLISHMENTS

1. At the beginning of each year the following information must be obtained:

    - Number of game carcasses processed per export approved establishment for the preceding calendar year.
    - Number of ostrich carcasses processed per export approved establishment for the preceding calendar year.
    - Number of crocodile carcasses processed per export approved establishment for the preceding calendar year.
    - Number of game farms in each province.
    - Number of ostrich farms in each province.
    - Number of crocodile farms in each province.
    - Number of tonnes of game meat exported during the previous calendar year.
    - Number of tonnes of ostrich meat exported during the previous calendar year.
    - Number of tonnes of crocodile meat exported during the previous calendar year.
    - Obtain carcass throughput numbers for all EU approved slaughter houses.

2. The existing/current National Chemical Residue Control Programme (NCRCP) will be saved as a new copy to serve as basis for compiling a revised plan.

3. The data obtained in point 1 above will be compared with the data from the previous year that was used to compile the current plan. If the data remained fairly similar or decreased in quantity the number of samples collected will remain the same for the new plan. If the data indicates a general increase, sampling will be increased pro rata to reflect the increased activity.

4. The sample groups, substances and their active metabolites, type of samples, analysis methods and MRL's will remain unchanged unless these have changed in the European Union (EU) or local legislation since the current plan was implemented. The outcome of the annual risk analysis envisaged in Part III of VPN 19 will also be taken into consideration.

5. As soon as the new plan is completed it will be translated into Sample Collection Grids that will be issued per farms/establishments in each province. In compiling the Sample Collection Grids the following principles must be adhered to:

    - The number of samples collected from each establishment will be according to the pro rata contribution to the total export data during the previous year according to the data obtained under point 1 above.
    - Samples must be collected equally throughout the year with the proviso that natural production/processing cycles may be taken into consideration.
    - Sample collection will discontinue in time to provide enough time for the laboratories to complete analysis in time so as to submit the last results to the National Department of Agriculture, Forestry and Fisheries (DAFF) by 31 March of each year.
    - The number of samples reflected in the Sample Collection Grids must not be more than the capacity of the laboratories to perform the analysis in a reasonable time.

6. Veterinary Procedural Notice 19: National Residue Collection (VPN 19) must be amended to reflect any changes in policy/procedure for the coming year.

7. The NCRCP, the revised VPN 19 and the Sample Collection Grids will finally be subjected to a review as indicated in Annex I, attached to this Standard Operating Procedure (SOP), to ensure that it reflects the principles embodied in Council Directive 96/23 on the outcomes of a NCRCP.

8. As soon as the NCRCP, the Sample Collection Grids for the new sampling year and VPN 19 have been completed, but no later than 30 January of each year, the Plan, VPN and the Programmes must be circulated to the National Reference Laboratory and the Provinces for comment.

9. Before the circulation of the documentation mentioned in point 7 above, The Directorate will arrange a meeting with the National Reference Laboratory to discuss amongst others:

    - The practicality of the proposed programme.
    - Any constraints that may be envisaged for the coming year.
    - Any work that will be contracted out to other laboratories and the implications and time frames thereof.
    - The budget requirements that will have to be provided by DAFF to the National Reference Laboratory.
    - Will it be possible to maintain reasonable turn over times from sample arrival to sample reports?
    - What planning/procedures are in place to ensure that the role of the National Reference Laboratory as stipulated in Article 14 of Council Directive 96/23 can be met. (Co-ordinating work of contract laboratories, assistance to DAFF to organize the NCRCP, organizing comparative tests, ensuring that contract laboratories adhere to the limits laid down, disseminating information of a technical nature and ensuring continuous training of their staff)

10. Taking into consideration the comments received from the provinces, the NCRCP and the Sample Collection Grids will be completed.

11. The completed NCRCP, Sample Grids and Auditing Plan must be send to the European Community on or before 7 March each year.

12. A covering letter will be compiled to accompany the NCRCP to Europe (refer to point 11 above). The letter will state clearly the most important changes that have been affected to the NCRCP since the previous one that was approved by the EU.

13. The completed NCRCP, VPN 19 and Sample Collection Grids must be sent to the Provinces on or before 7 March each year.

14. Cognition will be given, and amendments made if necessary, to any comments received from the EU after receipt of the NCRCP. (See point 11 above).

15. The NCRCP will be implemented form 1 April to 31 March of the following year.

16. Monthly verification of sample collection will be done by DAFF at the National Reference Laboratory to ensure that the Plan proceeds as planned.

17. Collection of samples in the Provinces will be audited by DAFF on a regular basis, but at least annually.

18. The National Reference Laboratory will be audited by DAFF on a regular basis, but at least annually. The purpose of this audit will be to ensure that all the samples are received, registered and analysed according to the proposed plan.

19. DAFF will compile an Auditing Schedule for auditing of establishments, provinces and state veterinary offices during the sample year. This schedule must be completed by 30 January of each year.

The NCRCP, VPN 19 and the Sample Collection Grids:

The NCRCP, VPN 19 and the Sample Collection Grids must answer to the following principles:

1. Are all substance groups and substances required by the EU included in the plan? (See Annex I of Council Directive 96/23 as well as Annex IV of Council Directive 2377/90 and Annexe I and III of Council Directive 86/363)

2. Are the MRLs in the plan in line with the EU requirements (EU Directives 86/363 and 2377/90)?

3. Does the number of samples that are included in the plan comply with the EU requirements? (See Annexe III and IV of Council Directive 96/23). This does not however include reference to ostriches or game?)

4. Is the sample methods and sample identification clearly detailed?

5. Is there a list of approved National Laboratories available? Have the laboratories been approved in writing and does a valid service delivery agreement exist for each laboratory?

6. Has the National Reference Laboratory scheduled audit dates of the contract laboratories? Is an audit check list available? Are any reports available?

7. Is the sampling method of live animals adequately prescribed?

8. Is the sampling method of feed samples adequately prescribed?

9. Do the prescriptions for sample collection include clear instructions to sample as many different farms as possible?

10. Will turn around times at the laboratories be acceptable?

11. Has the principle of sampling without advanced notification been incorporated and clearly communicated? Also in the case of sampling of live animals/birds?

12. Has a clear procedure been incorporated in VPN 19 to provide guidance on the investigation into positive results that are obtained at the laboratory?

13. Has a clear procedure been incorporated in VPN 19 to provide guidance on the punitive measures that will be taken in cases where positive results are obtained at the laboratory?

14. Are there clear procedures compiled for Official Veterinary Inspector at an establishment to follow in cases where he suspects that animals/carcasses presented for processing may be contaminated with residues?