

Department of Agriculture, Forestry and Fisheries

Directorate Animal Health

Notice No. VPN/29/2013-01

TO: STATE VETERINARY OFFICES

SUBJECT: Standard for the inspection of poultry farms for import quarantine of poultry

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DIRECTOR ANIMAL HEALTH

2013-06-05

DATE

PROCEDURE FOR REGISTRATION OF A VETERINARY APPROVED POULTRY IMPORT QUARANTINE FACILITY

The purpose of this veterinary procedure notice is to provide poultry importers and *Veterinary Authorities*¹ with guidelines as to how poultry imports should be managed. Correct management will ensure that safe, uniform standards are applied throughout the country, regardless of the importer or *Veterinary Authority* involved. All quotes in the footnotes of this text are from the OIE Terrestrial Animal Health Code of 2012. All words printed in italics are to be interpreted as defined in this *Code*²

1. DUTIES OF THE IMPORTER

1.1 Application for a Veterinary Import Permit

The below listed documents must please be submitted on application for Veterinary Import Permits. Only once all of these documents have been submitted to the permit office of the South African Directorate Animal Health can a Veterinary Import Permit be issued. Without an original Veterinary Import Permit, a consignment will be regarded as illegal and either returned to the exporting country or destroyed at the cost of the importer. This can also happen if the conditions of the Veterinary Import Permit are not complied with.

1.1.1 Application form – Annex A

This form gives essential information about the importer, origin of the consignment and state of preparedness of the proposed quarantine facility. This information determines whether or not a permit can be issued, from a disease risk perspective. The permit will only be valid between the dates recommended by the *official veterinarian*³.

The form is obtainable from the permit office from (012) 319-7415 and can be faxed to (012) 329 8292 after completion. The importer must complete the top section of the application form and the *official veterinarian* the bottom section. Both sections must be completed before a permit can be issued. Where the owner of the quarantine facility and

Applicable OIE Terrestrial Animal Health Code (2012) quotations:

¹ *Veterinary Authority*

means the Governmental Authority of an OIE Member, comprising *veterinarians*, other professionals and para-professionals, having the responsibility and competence for ensuring or supervising the implementation of animal health and *welfare* measures, international veterinary certification and other standards and recommendations in the *Terrestrial Code* in the whole territory.

² *Code*

means the OIE Terrestrial Animal Health Code.

³ *Official Veterinarian*

means a *veterinarian* authorised by the *Veterinary Authority* of the country to perform certain designated official tasks associated with animal health and/or public health and inspections of *commodities* and, when appropriate, to certify in conformity with the provisions of Chapters 5.1. and 5.2. of the *Terrestrial Code*.

the importer are not the same entity, the facility owner must give written consent to the importer to use the facility.

1.1.2 Valid Certificate of Registration Copy

This is a certificate issued by the South African *Veterinary Authority* on an annual basis to confirm the compliance of the quarantine facility with the standards given in Annexure C of this policy. A copy of this certificate can be obtained from the owner of the facility.

1.1.3 Livestock Improvement Permit

This permit is obtained from the Registrar of Livestock Improvement. The contact person is Mr Hazel Madikolga at (012) 319-7590. Annexure B is the application form for such a permit and must be completed by, or accompanied by a letter of recommendation signed by the Southern African Poultry Association (Tel No. 012 795 2051). There is a fee payable for this permit.

1.1.4 Proof of Payment

A fee is payable for the permit. The amount can be paid into the Department's bank account at Standard Bank. Alternatively cash or cheque payments can be made at the cashier at Delpen building, in which case the receipt or a copy thereof must accompany the application. Details pertaining to fee payment can be obtained from (012) 319 7415.

1.2 **Actions on receipt of Permit**

1.2.1 Read the permit and perform the necessary actions to ensure the conditions of import are complied with. Where a condition presents a problem discuss a possible solution with the Deputy Director or veterinarians of the Import/Export Policy Unit of the Directorate Animal Health:

- Dr Luana Schoeman (Deputy Director Import and Export Policy Unit) – 012 319 7522
- Dr Julie-Anne Koch (State Veterinarian) – 012 319 7420

1.2.2 Inform the supplier of the poultry of the conditions of import and impress upon them the need to certify all requirements listed in the permit.

1.2.3 Inform the Quarantine Master at the port of entry at least 48 hours in advance of the pending arrival of the birds and keep him/her updated with any changes. This enables the Quarantine Master to ensure that the birds are cleared as quickly as possible. It is also advisable to supply him/her with a copy of the health certificate in advance, even if it is only a specimen copy of what will actually be signed. This allows the Quarantine Master an opportunity to check that everything is in order, and if not the problem can be rectified BEFORE the birds are shipped.

1.2.4 The *official veterinarian* responsible for *official veterinary control*⁴ at the quarantine facility must also be informed at least 48 hours in advance of the pending arrival of

⁴ *Official veterinary control*

means that the *Veterinary 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.

the birds and kept up to date with any changes. This enables the *official veterinarian*, or his/her representative, to arrange to be present when the birds arrive and thus prevents unnecessary delays.

- 1.2.5 Arrange either a vehicle or crate, which can be sealed to prevent tampering with the consignment en route from the port of entry to the quarantine facility. Where this is absolutely impossible an official escort must be arranged to accompany the consignment to destination. Usually such an official will come from the state veterinary office of the *official veterinarian* responsible for the quarantine facility, however sometimes officials from the *Veterinary Authority* will assist.
- 1.2.6 Work out contingency measures in the event of a break down, accident, hijack etc. The contingency measures must be agreed upon with the *official veterinarian* responsible for the facility and the Quarantine Master at the port of entry. These measures must address the welfare of the imported birds and ensure that quarantine is not breached.
- 1.2.7 Co-operate with the owner of the quarantine facility to ensure that all the management requirements of a quarantine facility given in Annexure C are complied with.

2. DUTIES OF A QUARANTINE FACILITY OWNER

- 2.1 Construction and maintenance of the quarantine facility to ensure the structural requirements of Annexure C are met.
- 2.2 Management of the facility in accordance with the management requirements stipulated in Annexure C.
- 2.3 Engagement of a private quarantine veterinarian, acceptable to the *Veterinary Authority*, to supervise the facility according to the requirements given in Annexure C and allow him/her the necessary access, freedom and support to perform the tasks undertaken by him/her in Annexure D.
- 2.4 Timely procurement of the annual certificate of registration.
- 2.5 Timely invitation of the responsible *official veterinarian* to inspect significant procedures significant to quarantine e.g. arrivals, disinfection etc.

3. DUTIES OF THE OFFICIAL VETERINARIAN

3.1 General

The *official veterinarian* has no vested interest and it is his/her responsibility to ensure that Annexure C is complied with. The private quarantine veterinarian is there to assist, but not replace, the *official veterinarian*. However, both veterinarians have an ethical obligation to report problems to the *Veterinary Authority*, especially when a dispute arises.

3.2 Signature of permit application

This necessitates inspection of the quarantine facility to ensure it still complies with Annexure C and is ready to receive birds. This need not be an additional inspection when there has been a recent inspection to ensure disinfection procedures were completed. However, when a facility has been used for other purposes or has been unused for a long period a re-inspection before signature is necessary. It must also be established that the facility is large enough to accommodate all the birds in the proposed consignment, comfortably for the entire quarantine period.

The *official veterinarian* must ensure that reasonable contingency plans are in place, should something go awry during transport from the port of entry to the quarantine facility, before signing the application. These contingency plans will be unique to the situation of each consignment and must be documented to prevent misunderstandings. The *official veterinarian*, private quarantine veterinarian, importer, facility owner and port of entry quarantine master must all have a copy of these procedures. These contingency plans must address the following:

- The availability of a standby vehicle, spare boxes for live chicks, plastic bags for dead chicks, etc.
- Responsibilities of the driver, cellular communication and security checks.
- Location, who goes to assist eg. an accident 5km from the port of entry means that the Quarantine master can assist, take dead chicks for destruction etc. but 50 km from destination must be managed differently.
- Description of conditions under which seals can be broken eg. not for a flat tyre.
- List of persons to be contacted with contact details.

The contingency plans must achieve the following:

- 3.2.1 Immediate notification of both the Quarantine master at the port of entry and the official receiving the consignment.
- 3.2.2 Allow seals to be broken and the consignment re-packed in a manner that, safeguards the welfare of the chicks by allowing sufficient ventilation etc. whilst ensuring that quarantine is preserved and losses can be accounted for.
- 3.2.3 Euthanasia of all injured chicks.
- 3.2.4 Removal of all dead/live chicks to ensure none can be left behind to spread disease.

Lastly the *official veterinarian* must ensure that his/her office will be able to supply inspection services on arrival of the consignment and throughout the quarantine period. By specifying dates between which the birds may arrive the *official veterinarian* has some control over when the quarantine period will be. If no dates are specified the permit will be valid from date of issue for six months. Unfortunately unforeseen circumstances do sometimes extend the period of quarantine and this must be considered on signature.

3.3 Arrival Inspections

Firstly this inspection ensures there has been no breach of quarantine during transport from the port of entry. This means that all seals must be intact if the consignment was not escorted and the number of birds and seal numbers must match those on the red cross permit. The birds must be signed into the register and any deaths noted, as well as the cause thereof. Destruction of all possible fomites⁵ not destined for storage in quarantine must be supervised, as well as the disinfection of the vehicle and any equipment, which is not to enter quarantine, but may be contaminated. The delivery gate access must be sealed as only a limited number of personnel will move in and out of the facility until quarantine is lifted.

3.4 Routine Inspections

Regular inspection of the quarantine facility throughout the quarantine period, including collection of samples, which have been taken by the quarantine veterinarian, and dispatch to the an appointed government veterinary laboratory or a DAFF approved laboratory.

3.5 Quarantine Lifting Inspection

The negative test results must be checked and quarantine veterinarian's reports on deaths or other losses must be evaluated to ensure infectious diseases are not present, and it is safe to terminate quarantine.

Permission to lift quarantine must be given in writing. This should be recorded in the register and a quarantine cancellation notice (Annexure F) must be supplied. A copy of this must be filed along with copies of the negative results in the office of the *official veterinarian* and the originals should be filed by the owner of the quarantine facility. Such records should be kept for at least 2 years.

The chickens are not always removed the same day, but the seal on the delivery access must be checked and broken so people can now move as freely as the poultry owner will allow.

In cases where the chickens are not to be removed and therefore are not accessible for inspection, the responsible official may depend upon the integrity of the private quarantine veterinarian that all losses have been accurately accounted for and can assume that a head count would not reveal any mysterious disappearances. However, it is the prerogative of the official to verify this fact with his/her own eyes, provided he/she adheres to the internal biosecurity requirements laid down by the owner of the birds. He/she may also question such measures if they appear as an intentional barrier to viewing the birds.

3.6 Disinfection Inspection

This inspection occurs once all the chickens have been removed, and is usually part of the inspection for another veterinary import permit. Where quarantine has been lifted

⁵ Fomite: Any inanimate object or material on which disease producing agents may be conveyed, eg faeces, bedding, etc.

and there were not potential biohazards disinfection procedures must consist of at least the following:

- 3.6.1 Removal of all organic matter.
- 3.6.2 High pressure spraying with a detergent/disinfectant combination, which is effective against Infectious bursal disease.
- 3.6.3 Fumigation using any formaldehyde based method which will achieve the equivalent of the below specified concentrations:
 - Concentration A
53 ml formalin (37.5%) and 35 g potassium permanganate per m³ of space.
 - Concentration B
43 ml formalin (37.5%) and 21 g potassium permanganate per m³ of space
 - Concentration C
45 ml formalin (40%) and 30 g potassium permanganate per m³ of space.

However, where quarantine has not been lifted and the flock has to be destroyed because of infectious disease, the following must be applied in addition to the procedures described above, under *official veterinary control*.

- The *official veterinarian* must be in possession of a written instruction to destroy the chickens, signed by the Director Animal Health .
- Humane euthanasia of the entire flock using an inhalant anaesthetic or carbon dioxide.
- Destruction of all carcasses, litter and other solid waste by incineration or deep burial mixed with lime chlorite. This should preferably be conducted on site, but where this is not possible biosecure transport under *official veterinary control* to an approved destruction site may be permitted.
- Disinfection of all vehicles, equipment, clothing etc., which could possibly have been contaminated.

4. DUTIES OF THE PRIVATE QUARANTINE VETERINARIAN

This veterinarian must be knowledgeable about poultry and registered with the South African Veterinary Council. The quarantine veterinarian must assist the *official veterinarian* to ensure that Annexure C is complied with. The veterinarian must ensure that he/she adheres to the signed agreement (Annexure D) signed with the *Veterinary Authority*. If he/she does not have the necessary co-operation to perform his/her functions, it must be reported to the *official veterinarian* and/or *Veterinary Authority*. Furthermore if he/she decides to withdraw his/her services, notification must be forwarded to both the *official veterinarian* at the facility and the *Veterinary Authority*.

5. DUTIES OF THE EXECUTIVE HEAD OF A LABORATORY⁶

The head of a *laboratory* is responsible for creating and/or maintaining a system, which achieves internationally acceptable standards in diagnostics and result reporting. This means he/she has to:

- 5.1 Ensure the *laboratory* is an appointed government veterinary laboratory or DAFF approved laboratory.

6. RESPONSIBILITIES OF THE EXECUTIVE HEAD OF A REFERENCE LABORATORY

- 6.1 Maintenance of the necessary skills and resources to perform typing of viruses and confirm diagnoses made by other *Veterinary Authority* approved *laboratories*.

- 6.2 Coordination of standards and diagnostic methods used in all *Veterinary Authority* approved *laboratories* by organising comparative tests periodically and controlling the quality of all diagnostic reagents used.

- 6.3 International liaison with colleagues especially those in the OIE Reference *Laboratories* to ensure:

- the latest diagnostic methods are applied,
- knowledge of new developments,
- comparative testing is performed to prove standards are internationally acceptable.

- 6.4 Collection and collation of data both nationally and internationally as well as the creation and maintenance of a collection of virus strains and isolates.

7. UNDERTAKING OF POLICY SUPPORT BY THE VETERINARY AUTHORITY

The undersigned executive head of the *Veterinary Authority* undertakes to ensure that the below listed mechanisms are provided to support this policy:

- 7.1 A permit office, with staff trained to issue permits in accordance with this policy.
- 7.2 A service to audit for the application of this policy and the registration of poultry quarantine facilities and *laboratories*.
- 7.3 Disciplinary action where audits show standards are below the accepted norm.
- 7.4 Amending this policy in accordance with international standards, when necessary, and to inform the provincial *veterinary authorities* of such amendments.

⁶ *Laboratory*

means a properly equipped institution staffed by technically competent personnel under the control of a specialist in veterinary diagnostic methods, who is responsible for the validity of the results. The *Veterinary Authority* approves and monitors such laboratories with regard to the diagnostic tests required for *international trade*.



agriculture,
forestry & fisheries

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

Directorate Animal Health: (Permit Office)
Private Bag X138, Pretoria, (Tshwane) 0001
Delpen Building, c/o Annie Botha & Union Street, Riviera, 0084
Enquiries: Ms Ina Labuschagne, Tel: +27 12 319 7514/7632/7633/7503/7406/7414
Fax: +27 12 329 8292

**APPLICATION TO IMPORT ANIMALS OR ANIMAL PRODUCTS INTO THE
RSA (SUBJECTED TO QUARANTINE)**

IMPORTANT NOTICE

- (a) Please complete this form fully, in **PRINT**, prior to the return thereof.
- (b) Import permits are valid for a limited period and one consignment only.
- (c) Imports may only be authorized in writing by issuing a veterinary import permit.
- (d) Application for a permit must be made at least four weeks prior to introduction.
- 5 Applicants are advised to phone the permit office if the permit has not been received two weeks after the application was submitted.
6. It is the responsibility of the importer to read and comply with the conditions on the veterinary import permit
7. After completion, return to: Director of Animal Health, Private Bag X138, Pretoria, 0001 or **FAX: +27 12 329-8292 / +27 319 7644**
8. Original veterinary certificates must be made available at port of entry only and need not accompany this application, unless it is specifically requested.
9. **In the case of CITES species, certified copies of the CITES permit(s) must accompany the application.**

A. IF APPLICATION IS MADE BY AN AGENT ⁽¹⁾ ON BEHALF OF AN IMPORTER ⁽²⁾, PLEASE PROVIDE:

1. Full names of importer ²	
2. Registration number (if applicable)	
3. Address of importer	
4. Attach proof in the form of a signed letter (on the importer's letterhead where applicable) stating:	
a). That you are authorised to apply on behalf of that importer AND	
b). That the importer agrees to be bound to all the terms and conditions of this application as well as	
any permission, permit or authorisation issued as a result thereof.	
NO APPLICATION WILL BE CONSIDERED WITHOUT SUCH CONFIRMATION BEING ATTACHED	

¹ **“agent”** means any person/ entity acting on behalf of the importer.

² **“importer”** (for purpose of this application) means any natural person or legal entity other than the person filling in the form who intends to bring live animals or animal products into South Africa from abroad.

B. IMPORTER'S DETAILS

1. Name and surname/company name			
2. Postal address			
3. Telephone no		4. Fax no	
5. E-mail			

C. IMPORT DETAILS

1. The number of and/or species and/or class of animals/animal products to be imported (please provide both scientific names where applicable and common names of animals)	
2. Customs code	
3. The country and part of country of origin	
4. The port or airport or place from which the animal/product will be loaded	
5. The port, airport or place in the Republic through which the animals/products will be imported	
6. Purpose for which the animals/products are to be imported	
7. Full address of immediate destination in the Republic after off-loading	
8. Provincial state veterinary office closest to the final destination in point 7 above	
(Town/City)	
(Name of state veterinarian or his/her representative)	

9. The date of embarkation of the animals/products for the Republic - month and year	
10. Port of exit from RSA when in transit	
11. Final destination in case of in transit movement	
NO APPLICATION FOR INTRANSIT CONSIGNMENTS WILL BE CONSIDERED WITHOUT ATTACHED COPIES OF (1) FLIGHT/VESSEL/VEHICLE DETAILS TO RSA; (2) FLIGHT/VESSEL/VEHICLE DETAILS FROM RSA TO FINAL DESTINATION; AND (3) A COPY OF THE VETERINARY IMPORT PERMIT FROM THE FINAL COUNTRY OF DESTINATION.	

NB: No refunds will be given, if permits are not collected

By attesting my signature hereto, I –

- a. acknowledge that I have read and understood the provisions of the Animal Diseases Act, 1984 (Act 35 of 1984) and the Meat Safety Act (Act 40 of 2000) where applicable, and any regulations promulgated there-under, as far as it relates to this application and anything contemplated herein*;
- b. declare that what I have stated or provided in this application is correct at the time the application is made;
- c. understand that any false or misleading information provided may lead to my prosecution and/or other legal action taken against me;
- d. realise that if in the opinion of the Department I am wilfully providing false or misleading information this may be taken into consideration when considering future applications.
- e. The permit is not transferable and cannot be used by any other importer except the importer specified on the permit.

Full Names as per ID document

ID number

Signature of applicant

Date

DO YOU WANT THE PERMITS TO BE:

COLLECTED - Personal

COLLECTED - Courier (Importer to make arrangements)

POSTED

* For a copy of the Animal Diseases Act, 1984 (Act 35 of 1984) visit:

<http://www.daff.gov.za/> → Divisions → Food and Veterinary Services → Import/Export → Legislation → Animal Diseases Act (with all amendments) → The Animal Diseases Act (Act 35 of 1984) (6MB)

Please refer to the information document on the importing animals and animal products into the RSA for details on the permit fee. The changes in tariffs are published annually in the Government Gazette.

PLEASE NOTE THAT AS OF 1 JANUARY 2010 THE QUARANTINE STATIONS WILL NO LONGER BE TAKING CASH. PLEASE DEPOSIT THE MONEY INTO THE FOLLOWING BANK ACCOUNTS:

KEMPTON QUARANTINE:

Bank: Standard Bank
Branch: Arcadia
Branch code: 010845
Account name: NDA: VS Kempton Quarantine
Account number: 011216840

CAPE TOWN QUARANTINE:

Name of bank: STANDARD BANK OF SOUTH AFRICA
Name of account holder: NATIONAL DEPARTMENT OF AGRICULTURE
Account nr. : 011219556
Branch 010845
Name of the branch : ARCADIA
IMPORTANT NOTICE : Reference must be Importers Name & Surname

PROOF OF PAYMENT TO BE PRESENTED WHEN COLLECTING THE ANIMAL(S).

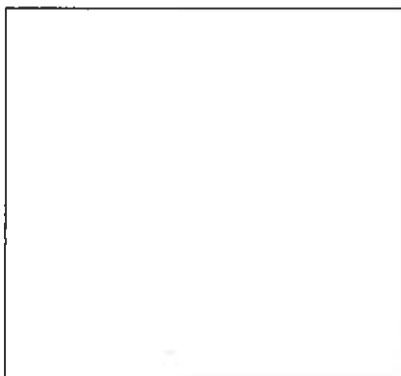
- D. FOR OFFICE USE ONLY
- I. **QUARANTINE ACCOMMODATION**

The completed application form must be handed in at the Quarantine Master or State Veterinarian at the relevant Quarantine Station to complete the section below.

It is hereby confirmed that accommodation has been reserved at

Quarantine Station for From To

Official
Stamp



.....
Name in print

.....
Signature

.....
Date



agriculture, forestry & fisheries

Department
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Directorate Animal Production
Private Bag X138, Pretoria (Tshwane), 0001
Delpen Building, C/o Annie Botha & Union Street, Riviera, 0084

APPLICATION FOR THE IMPORTATION OF POULTRY/EGGS

CONFIDENTIAL

ANIMAL IMPROVEMENT ACT, 1998 (ACT NO. 62 OF 1998) AND THE REGULATIONS PROMULGATED IN TERMS THEREOF

A IMPORTANT INFORMATION!!!

1. Complete in print using capital letters only.
2. Complete in full in duplicate. Incomplete applications will be returned to the applicant and no responsibility for any inconvenience will be accepted.
3. Application to be submitted 30 days prior to importation/exportation.
4. If the applicant does not sign the application personally, a letter authorizing the signatory (agent) to sign the application on behalf of the applicant must accompany the application.
5. Ensure that the following documentation is attached to the application:
 - a) The certificate, issued by the foreign supplier of poultry or eggs, on which the generation status of such poultry or eggs is confirmed; and
 - b) A comprehensive motivation of the reasons why the importation of new pure breeding lines or breed is necessary (if applicable); and
 - c) Written confirmation by the director: Animal Health of the Department of Agriculture that accommodation is available at an approved quarantine station.
 - d) Recommendations by Southern African Poultry Association.
6. The applicant must be a juristic person, eg. John Peter Citizen, or John Peter Citizen T/A Diepsloot Stud, or Diepsloot Stud CC. Or Diepsloot Stud (Pty) Ltd., or Diepsloot Poultry, or Diepsloot Poultry CC
7. If the application is not signed by the applicant personally, a letter authorising the signatory (agent) to sign the application on behalf of the applicant, must accompany the application.
8. The correct application fee (**R228.00**) must accompany each application.
9. Make cheques and/or postal orders payable to:

The Director General Agriculture.
Animal Improvement
Private bag X138.
Pretoria
0001
Telephone (27) 12-319-7429/7590
Fax (27) 12-319-7570/7425

Bank Details:
Standard Bank
Branch: Arcadia
Acc.: 011219556
Branch Code: 000845 / 010845

B PARTICULARS

1. Full names and surname of the applicant / or the name of the company.

2. ID number / Company number _____

3. If the applicant is an immigrant, supply details

4. Complete Physical name of the farm _____

5. Magisterial district _____

6. Complete postal address _____

7. Postal code _____

8. Telephone (code and number) _____

9. Poultry for which application is made (give numbers) _____

Layer lines (grandparent-and great-grandparent stock)

Layer lines (parent-stock for evaluation purposes)

Broiler lines (grandparent-and great-grand parent stock)

Broiler lines (parent stock for evaluation purposes)

Show purposes (fowls)

Ducks, geese, turkeys, muscovies (show and commercial purposes)

Number	
Male	Female

10. Purpose of importation (give reasons and motivation)

11. Expected date of importation _____

12. Approved clearing agent _____

13. Country of origin _____

14. Port from which imports will be sent _____

15. Port of entry _____

C. DECLARATION BY APPLICANT

I, the undersigned, hereby declare that the poultry or eggs to be imported:-

- a) to be best of my knowledge complies with the prescribed minimum import requirements should this not be the case the transaction will be considered as cancelled; and
- b) all veterinary and currency exchange requirements will be strictly adhered to; and
- c) in the case of poultry for show purposes, it will not be used for the commercial production of meat or eggs; and
- d) to the best of my knowledge the particulars given in this application are true and correct.

SIGNATURE _____

DATE _____

INITIALS AND SURNAME _____

CAPACITY _____

D. DECLARATION BY SOUTHERN AFRICAN POULTRY ASSOCIATION

It is hereby declared that –

- (a) the poultry or eggs mentioned in this application do/do not comply with the prescribed minimum import requirements; and
- (b) all charges made in the application form have been initialized by me.

Consequently the intended importation is RECOMMENDED / NOT RECOMMENDED

Signature

Date

Initials and Surname

Capacity

**REQUIREMENTS AND PROCEDURES FOR THE
APPROVAL OF POULTRY QUARANTINE STATIONS**

These are the minimum standards with which a poultry quarantine station must comply in order to be utilized for the quarantine of imported poultry.

1. Applying for approval

The below listed documents must please accompany all applications for registration as an officially approved poultry quarantine facility. Only once all of these documents have been submitted to, and scrutinized by the Import/Export Policy Unit of the Directorate Animal Health, can a certificate of registration be issued, if the facility is found to be satisfactory. These certificates of registration are annually renewable and only valid certificates will be considered when permits are to be issued.

1.1 Application form – Annexure G

This form gives information about the applicant and the facility. It is also an undertaking by management to abide by this policy. This form must accompany new applications, as well as renewals.

1.2 Plans

Plans must be submitted with each new application, and with renewals, only when changes occur, or when requested by the registering officer.

Site plan – The purpose of the site plan is to assess whether the site is suitably isolated from other poultry enterprises. This plan must indicate the location of the farm and surrounding structures on the premises. It must also indicate activities on neighbouring properties.

Detailed plan – The detailed plan must include the structures in and around the chicken houses. The plan must include as many amenities as possible, including the exact position and use of all buildings, loading areas, fences, change rooms, storage sites, reservoirs etc. as well as an indication of neighbouring activities, including the proximity of other poultry and / or bird holdings. Please indicate any open bodies of water, wetlands.

1.3 Inspection report – Annexure H

This report is completed by an *official veterinarian*. This inspector must endorse the plans to verify the existence of structures. This report enables the registering officer to assess the structure and management of the facility, as well as the interpretation of the policy by the inspector. This report must accompany new applications and renewals.

1.4 Agreement with private quarantine veterinarian – Annexure D

The signature of this document ensures that the private practitioner, who has extensive experience in poultry science, knows exactly what is expected of him/her. A new agreement will need to be submitted each time the consulting veterinarian changes. The agreement must be submitted with each new application, and with renewals, and if any changes occur, or when requested by the registering officer.

1.5 Inspection service agreement – Annexure I

This agreement is signed by a representative of the provincial *Veterinary Authority* where *official veterinary control* will be applied by them. Where *official veterinary control* is to be exercised by the *Veterinary Authority*, the responsible official is to complete the agreement. This document is to accompany each new application and renewal, as it is a continuous assessment of capacity to provide a service. Should this capacity be reduced to unacceptable levels, quarantine control by the South African *Veterinary Services* would be jeopardized; therefore the registering officer can only approve a facility where the necessary support services are in place.

1.6 Local authority permission

This ensures that unnecessary conflict with the regulations enforced by local authorities is avoided. This can take the form of a letter, or simply the endorsement of the plans. This permission is normally obtained when a new facility is erected, but major structural changes may also need re-approval. Proof that permission has been obtained from the local authority (if applicable) must be submitted with all new applications, and with renewals, only when changes occur, or when requested by the registering officer.

2. Minimum Structural Requirements

- 2.1 The site must be a suitably isolated geographical location, which facilitates hygiene and disease control. The quarantine facility must be a separate, self-contained operation, situated at least 1km from any other poultry or bird enterprise.
- 2.2 The facility must be surrounded by a 1.8m high human and animal deterrent security fence or wall and a gateway to control access to the site. A sign indicating "QUARANTINE AREA: NO ENTRY" must be posted at the entrance. The purpose of this perimeter barrier is to prevent most possible pathogen carriers from entering the protective animal free zone around the inner poultry house and quarantine yard complex. It is essential therefore that this barrier is a sturdy construction with one vehicle and one personnel entrance only.
- 2.3 A second inner security fence must be constructed, at least 10 m from the outer fence. This may be an alarmed electric fence.
- 2.4 The inner complex and animal free zone must be constructed and maintained to present a vermin and flying insect hostile environment. This means:
 - the area must be kept debris free
 - devegetation of the area except for trees and artificially landscaped lawns and flower beds.
 - Elimination of dead spaces, especially open ceiling/underfloor crawl spaces.
 - Covering of drains.
 - Landscaping and construction of drainage to prevent unnecessary pooling of water.
- 2.5 Buildings housing birds should be vermin protected and direct contact with wild birds must not be possible. Provision must also be made to prevent escape of birds under quarantine, even if they escape their holding area. Domestic and other animals must not have access to the inner security area.
- 2.6 Buildings should be constructed so that all surfaces inside, are of an impervious, smooth material to facilitate cleaning and disinfection.
- 2.7 Provision must be made within the fenced area for:
 - labourer accommodation
 - office space which can be reached without entering the fowl house
 - shower and change room facilities (these must be situated on the fence and access to the facility must be through the shower)

- a post mortem area with refrigeration facilities
- Enough storage space for food for the full period of the quarantine must be available, or feed storage tanks must be located such that they may be filled from the outer perimeter fence.
- Enough gas cylinders must be stored for the full quarantine period, or tanks should be located where they may be filled from outside the outer perimeter fence.
- An incinerator or lined fly proof digestion pit that is appropriately sized (to ensure complete disposal of any catastrophic mortality that could occur) for the destruction of dead poultry and other potential fomites.
- Storage space for all equipment and waste products, so that no pathogen contained in such matter can contact susceptible host, until quarantine is lifted.
- Storage of the containers that the birds arrive in (unless they are made of material that can be disinfected).
- Effluent storage or treatment facilities like a municipal sewerage system collection pit or septic tank.

3. Management Requirements

- 3.1 Good co-operation and communication with the nominated private quarantine veterinarian and state officials. This includes immediate notification of any mortalities, or other problems.
- 3.2 Quarantine establishments should be single purpose and the all in, all out principle strictly adhered to. Where the quarantine unit described above cannot be physically separated from other birds resident on the premises by more than 1km, all other birds on the premises will be regarded as potential fomites, therefore no bird or bird product may leave the premises until quarantine is lifted. Where this applies an inventory of other birds on the premises must be supplied to the supervising state official, at the start of quarantine, for control purposes. The perimeter of the entire premises must obviously be secure, with limited access, in this case. Also any deaths occurring in this resident flock must be investigated and reported.
- 3.3 The building should be environmentally controlled with solid sides capable of containing birds for the entire quarantine. Open sided houses are not acceptable. The building should be surrounded by a concrete apron.
- 3.4 Appropriate biosecurity measures like protective clothing, showering and secure limited access must be applied to all visitors and staff. Any person leaving the facility should sign a declaration stating that they will not be in contact with poultry or other birds for at least 48 hours.

- 3.5 Management must ensure the water supply is of a satisfactory potable status and test results to this effect should be provided prior to the onset of every quarantine.
- 3.6 Provision must be made for the storage of a representative sample (10% per day or 5 birds) of mortalities until the private quarantine veterinarian and state official can institute safe proceedings for the necessary diagnostic work or give permission for their disposal by incineration or the mortality pit.
- 3.7 Full records relating to inspection visits, arrival dates, test dates, mortality, disease diagnosis, treatment etc. should be maintained and readily available for inspection.
- 3.8 The facility must be re-approved on an annual basis and the onus of re-approval rests with the owner.
- 3.9 The pedestrian gate must be kept locked and the key must be kept by management of the facility and not be available to workers. It is advisable that the company places a seal on the gate to ensure that there is no unknown traffic through the gate of the outer perimeter fence. It is advisable that the workers have plenty of experience in dealing with poultry and that there be sufficient workers to perform routine tasks including vaccination and debeaking. It is not advisable that the manager should enter the facility on a daily basis (please be aware that the 48 hour requirement for contact with birds is applicable to the manager also). The State veterinarian may make conditions stricter (eg first time importers and birds with an unknown history).
- 3.10 Workers: workers are expected to remain in the workers accommodation for the duration of the quarantine. When workers take leave for a weekend a procedure must be in place for their exit and re-entry into quarantine. It is advised that a temporary facility on the quarantine farm (but not within the quarantine area) be identified where the workers can be housed for 24 hours prior to their exit from the farm. Workers must sign a declaration that they will not have contact with poultry or other birds for 48 hours. In the event of illness where immediate hospitalization is required this can be suspended
- 3.11 It is recommended that the workers be tested for *Salmonella* on at least a bi-weekly basis. Visitors must be tested prior to entry.
- 3.12 The vehicle gate should be sealed with an official seal by the state official. In the event of an emergency the seal may be broken by a state official and resealed again immediately.
- 3.13 The following documents must be kept in a file by the SV:

- ZA certificate;
- and for each import quarantine notice, set of results, 2 veterinary quarantine inspection reports, end quarantine notice.

This must be audited by the Provincial Veterinary Services

In conclusion it must be stated that the approval of the facility can be withdrawn at any time, if any shortcomings are detected. Quarantine can only be lifted in writing by a state official. The duration of quarantine will be a minimum of 8 weeks and the results for the tests listed in Annexure D must be obtained. Test results must be negative and in the event of a positive result the Director Animal Health must be notified.

ANNEXURE D

AGREEMENT TO ACCEPT THE DUTIES OF PRIVATE QUARANTINE VETERINARIAN AT A POULTRY QUARANTINE FACILITY

The undersigned veterinarian hereby undertakes the functions listed below at: _____

(name and address of the facility)

1. At least two inspections (at 7d and an inspection to take samples under supervision at 6 weeks) of the quarantine facility must be undertaken to ensure all quarantine measures are strictly applied. These inspections and any comments will be recorded in the register. A copy of the two reports should be provided to the state veterinarian. These two inspections can be delegated to the Provincial State Veterinarian.
2. All gallinaceous birds must be subjected to the following blood tests after the 5th – 7th week of quarantine at a sampling rate of 10% up to a maximum of 100 per house, with negative results: The taking of these samples must be supervised by the quarantine veterinarian and an effort must be made to give a representative sample
 - 2.1 Avian Influenza – all types.
 - 2.2 *Salmonella Gallinarum*
 - 2.3 *Mycoplasma galliseptium*
 - 2.4 *Mycoplasma synoviae*
 - 2.5 Any other tests which the Director of Animal Health may deem necessary.
 - 2.6 *Salmonella* Enteritidis and other non-typhoidal salmonellas are tested by means of a boot swab from each house and the taking of these swabs must be directly supervised by the quarantine veterinarian.

In the event of a positive result for notifiable disease the normal control protocols will be applied

In the event of any of the tests being positive the birds may be destroyed at the cost of the importer.

3. All water fowl will be subjected to the following tests after the 6th week of quarantine at a sampling rate of 10% up to a maximum of 100 per house, with negative results:
 - 3.1 Avian Influenza
 - 3.2 *Salmonella gallinarum*
 - 3.3 *Salmonella enteritidis*
4. Blood samples will be collected, sealed and sent to the approved laboratory under official supervision. Results must be reported to the State Veterinarian in charge of the facility.
5. All birds must be subjected to *Salmonella* Enteritidis and monitoring of other non-typhoidal *Salmonellas*. This monitoring will consist of boot swabs or pooled faecal samples from each house, taken two weeks after the arrival of the birds and two weeks prior to the lifting of quarantine. The samples must be processed according to the standard approved culture methods for *Salmonella*.
 - 5.1 In addition bacteriological sampling for salmonella must be conducted on all
 - dead on arrivals (pools of 10)
 - mortalities between day 0 – 3 (pools of 10)
 - mortalities from day 4 – 7 (pools of 10)
 - 5.2 Serology for *Salmonella* spp after 6 weeks.
 - *Salmonella* Pullorum/Gallinarum (BWD) plate agglutination test
 - A SE plate agglutination test, using an approved SE plate agglutination antigen
 - All birds, which are positive on the SE plate agglutination test, are to be tested by means of an approved ELISA test.
6. All untoward increase in mortalities or untoward illnesses must be investigated, recorded in the register and reported to the *Official Veterinarian* in charge of the facility.
7. No animal may be removed from the quarantine premises without written permission from the *Official Veterinarian* in charge of the facility.
8. There must be no contact with birds outside the premises for 48 hours after contact with birds in quarantine.

I, the undersigned veterinarian hereby accept duties and undertake to fulfill them to the best of my ability.

Signature at _____

on _____

VETERINARIAN

STAMP

Name in print: _____

Address: _____

Reference No.:

TO:
.....
.....
.....
.....

VETERINARY QUARANTINE NOTICE

Dear,

You are hereby notified that.....
.....

On the property
.....

in the local municipal area of
.....

are..... suspected of being infected with **various diseases to which the species is susceptible**

These day old chicks may not be moved, or caused or permitted to be moved from this property except on the authority of a written permit issued by a State Veterinarian and in accordance with the conditions set out in such a permit.

The following animal **disease** control measures must be applied this premises:

- 1. **Workers may only exit by the agreed procedure as laid down in the draft policy**
- 2. **All necessary samples must be taken under the supervision of the quarantine veterinarian or state veterinarian**
- 3. **All mortalities must be reported daily for the first 3 days and thereafter if there are unexplained mortalities to the state vet.**
- 4. **All samples including workers samples for salmonella must leave the quarantine with a Red Cross permit and triple packaging**
- 5. **The manager must keep the gate locked and sealed and record seal numbers in the quarantine book**
- 6. **All visitors and management must observe the 48 h rule of no contact with poultry and other birds after visiting the quarantine.**
- 7. **Birds may not be moved without the written permission of the state veterinarian at the end of quarantine and after the all the necessary tests as per the policy have been done.**

This notice is issued in terms of the provisions of the Animal Diseases Act, 1984 (Act No.35 of 1984), as amended, and remains in force until repealed in writing by a State Veterinarian.

Yours faithfully,

.....

State Veterinarian

I the undersigned, hereby
acknowledge, that I have today received a copy of the abovementioned notice and do further
declare that I have read and understand the contents thereof

.....

Owner or authorized representative

AS WITNESS: DATE:
.....

(Address of controlling authority)

Reference No.

TO _____

VETERINARY QUARANTINE CANCELLATION NOTICE

Dear _____

After examining the results of the tests conducted on samples from these birds under quarantine I hereby declare that the Veterinary Quarantine Notice dated _____ declaring the _____ on the property _____ in the Magisterial District of _____ is cancelled from the date hereof.

This notice is issued in terms of the provisions of the Animal Diseases Act, 1984 (Act No. 35 of 1984).

Yours faithfully

STATE VETERINARIAN

Official Stamp

ANNEXURE G

(Logo of Controlling Authority)

APPLICATION FOR IMPORT 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 CONSULTING VETERINARIAN		
CONTACT DETAILS OF CONSULTING VETERINARIAN		
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	
	TAXIDERMY	
	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 import control 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, Forestry & Fisheries for the importation of animals/animal products into South Africa via this facility.

Signed at (place) _____ on, (date) _____

(signature of official veterinarian)

Stamp

(name in capital letters, title and qualification)

C. DECLARATION BY OWNER/MANAGER

I, _____ the owner/manager of the farm mentioned in the preceding pages, hereby declare that I will:

1. Cooperate with the state veterinary officials and adhere to the requirements for a veterinary approved poultry import quarantine farm;

2. Report any outbreak or suspected outbreak of diseases to the state veterinary official within 12 hours;
3. Enforce the biosecurity measures as required for a veterinary approved poultry import quarantine farm.
4. Contact the state veterinary officials 3 months prior to expiry of the registration of the farm to arrange for the annual re-registration.
5. I have read the content of VPN 46/ and agree to abide with the content thereof.
6. I agree to abide by all the conditions set by the Department of Agriculture, Forestry & Fisheries for the importation of live poultry into South Africa via this facility.

Signed at on

.....
 Signature

Name.....

Capacity.....

INSPECTION REPORT FOR A PRIVATE POULTRY QUARANTINE STATION

2. Minimum Structural Requirements

Has the point below been complied with?	Yes	No	Comments
2.1 The site must be a suitably isolated geographical location, which facilitates hygiene and disease control. The quarantine facility must be a separate, self-contained operation, situated at least 1km from any other poultry or bird enterprise.			
2.2 The facility must be surrounded by a 1.8m high human and animal deterrent security fence or wall and a gateway to control access to the site. A sign indicating "QUARANTINE AREA: NO ENTRY" must be posted at the entrance. The purpose of this perimeter barrier is to prevent most possible pathogen carriers from entering the protective animal free zone around the inner poultry house and quarantine yard complex. It is essential therefore that this barrier is a sturdy construction with one vehicle and one personnel entrance only.			

<p>2.3 A second inner security fence must be constructed, at least 10 m from the outer fence. This may be an alarmed electric fence.</p>			
<p>2.4 The inner complex and animal free zone must be constructed and maintained to present a vermin and flying insect hostile environment: This means:</p> <ul style="list-style-type: none"> ➤ the area must be kept debris free ➤ devegetation of the area except for trees and artificially landscaped lawns and flower beds. ➤ Elimination of dead spaces, especially open ceiling/underfloor crawl spaces. ➤ Covering of drains. ➤ Landscaping and construction of drainage to prevent unnecessary pooling of water. 			
<p>2.5 Buildings housing birds should be vermin protected and direct contact with wild birds must not be possible. Provision must also be made to prevent escape of birds under quarantine, even if they escape their holding area. Domestic and other animals must not have access to the inner security area.</p>			

<p>2.6 Buildings should be constructed so that all surfaces inside, are of an impervious, smooth material to facilitate cleaning and disinfection.</p>			
<p>2.7 Provision must be made within the fenced area for:</p> <ul style="list-style-type: none"> ➤ labourer accommodation ➤ office space which can be reached without entering the fowl house ➤ shower and change room facilities (these must be situated on the fence and access to the facility must be through the shower) ➤ a post mortem area with refrigeration facilities ➤ Enough storage space for food for the full period of the quarantine must be available, or feed storage tanks must be located such that they may be filled from the outer perimeter fence. ➤ Enough gas cylinders must be stored for the full quarantine period or tanks should be located where they may be filled from outside the outer perimeter fence. ➤ An incinerator or lined fly proof digestion pit that is appropriately sized (to ensure complete disposal of 			

<p>any catastrophic mortality that could occur) for the destruction of dead poultry and other potential fomites.</p> <ul style="list-style-type: none"> ➤ Storage space for all equipment and waste products, so that no pathogen contained in such matter can contact susceptible host, until quarantine is lifted. ➤ Storage of the containers that the birds arrive in (unless they are made of material that can be disinfected). ➤ Effluent storage or treatment facilities like a municipal sewerage system collection pit or septic tank. 			
---	--	--	--

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

3. Management Requirements

Has the point below been complied with?	Yes	No	Comments
3.1 Good co-operation and communication with the nominated private quarantine veterinarian and state officials. This includes immediate			

notification of any mortalities, or other problems.			
<p>3.2 Quarantine establishments should be single purpose and the all in, all out principle strictly adhered to. Where the quarantine unit described above cannot be physically separated from other birds resident on the premises by more than 1km, all other birds on the premises will be regarded as potential fomites, therefore no bird or bird product may leave the premises until quarantine is lifted. Where this applies an inventory of other birds on the premises must be supplied to the supervising state official, at the start of quarantine, for control purposes. The perimeter of the entire premises must obviously be secure, with limited access, in this case. Also any deaths occurring in this resident flock must be investigated and reported.</p>			
<p>3.3 The building should be environmentally controlled with solid sides capable of containing birds for the entire quarantine. Open sided houses are not acceptable. The building should be surrounded by a concrete apron.</p>			

<p>3.4 Appropriate biosecurity measures like protective clothing, showering and secure limited access must be applied to all visitors and staff. Any person leaving the facility should sign a declaration stating that they will not be in contact with poultry or other birds for at least 48 hours.</p>			
<p>3.5 Management must ensure the water supply is of a satisfactory potable status and test results to this effect should be provided prior to the onset of every quarantine.</p>			
<p>3.6 Provision must be made for the storage of a representative sample (10% per day or 5 birds) of mortalities until the private quarantine veterinarian and state official can institute safe proceedings for the necessary diagnostic work or give permission for their disposal by incineration or the mortality pit.</p>			
<p>3.7 Full records relating to inspection visits, arrival dates, test dates, mortality, disease diagnosis, treatment etc. should be maintained and readily available for inspection.</p>			
<p>3.8 The facility must be re-approved on an annual</p>			

<p>basis and the onus of re-approval rests with the owner. The facility must be re-inspected after the necessary cleaning and disinfection has been completed on the lifting of quarantine before a new import permit will be granted. Only disinfectants with the necessary virucidal, bacteriocidal and fungicidal effects, may be used.</p>			
<p>3.9 The pedestrian gate must be kept locked and the key must be kept by management of the facility and not be available to workers. It is advisable that the company places a seal on the gate to ensure that there is no unknown traffic through the gate of the outer perimeter fence. It is advisable that the workers have plenty of experience in dealing with poultry and that there be sufficient workers to perform routine tasks including vaccination and debeaking. It is not advisable that the manager should enter the facility on a daily basis (please be aware that the 48 hour requirement for contact with birds is applicable to the manager also). The State veterinarian may make conditions stricter (eg first time importers and birds</p>			

<p>with an unknown history).</p> <p>3.10 Workers: workers are expected to remain in the workers accommodation for the duration of the quarantine. When workers take leave for a weekend a procedure must be in place for their exit and re-entry into quarantine. It is advised that a temporary facility on the quarantine farm (but not within the quarantine area) be identified where the workers can be housed for 24 hours prior to their exit from the farm. Workers must sign a declaration that they will not have contact with poultry or other birds for 48 hours. In the event of illness where immediate hospitalization is required this can be suspended</p>			
<p>3.11 It is recommended that the workers be tested for <i>Salmonella</i> on at least a bi-weekly basis. Visitors must be tested prior to entry.</p>			
<p>3.12 The vehicle gate should be sealed with an official seal by the state official. In the event of an emergency the seal may be broken by a state official and resealed again immediately.</p>			

In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action:

I, _____
(Name)
of _____
(Department)
certify that I have today inspected the facility _____
(Name of facility)
at _____
(Physical Address)
and found the above detailed conditions.

Official Signature

Designation: _____

Name: _____

Address: _____

Tel No: _____

Official stamp

ANNEXURE I

I, _____
(Name)

of _____
(Department)

Hereby certify that the necessary veterinary control will be provided at

(Name of facility)

at _____
(Physical Address)

Official Signature

Designation: _____

Name: _____

Address: _____

Tel No: _____

Official stamp