



Sheep Record Keeping

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The aim of this factsheet is to summarise the key details of sheep record keeping. It can be used as a guide to find out what is expected from you as a producer to meet legislative and traceability requirements.

Further, more detailed information can be found by following the links given below or by contacting Rural Payments directly, or by visiting the website: www.ruralpayments.org

The following factsheet will cover:

- **What are the requirements for keeping sheep?**
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What are the requirements for keeping sheep?

Key requirements:

1. Register as a keeper on every holding you use
2. Identify each of your animals
3. Keep your records up to date (flock register front page, replacement tags, record of tagging, deaths (commonly missing), on/off movements, annual inventory and medicine records). If a holding is out with a five-mile concession, records must be kept for each holding.
4. Complete SAMU movement documents for every move
5. Notify movements with SAMU

Getting Started

New keepers must register with Scottish Government Rural Payments and Inspections Division (SGRPID) by contacting their local SGRPID office ([Contact us \(ruralpayments.org\)](https://www.ruralpayments.org)). SGRPID will issue a unique holding number (CPH). It is a requirement that you register your holding within 30 days of the date you first keep animals.

New keepers must then inform their local Animal and Plant Health Agency (APHA) ([Animal and Plant Health Agency Contact](#)) of the holding number(s) where stock will be kept, including those within a 5 mile concession – this will generate a flockmark for that holding. This flockmark must be used to identify all animals on that holding and will be required to purchase tags and other EID's. APHA must be notified within 30 days of ceasing to keep animals on a holding.

Stock Identification and Recording – Why?

New rules and regulations came into force at the end of 2009, they are intended to improve animal traceability by introducing individual animal recording, allowing disease outbreak to be managed more effectively – thus improving food safety and biosecurity.

These rules are enforced by the sheep and goats (Scotland) order 2009, however they are also linked to cross compliance and BPS. It is important to follow the guidance to avoid penalties such as movement restrictions or other financial penalties.

Sheep ID and Traceability (Stock Identification)

Tag Legislation

- To aid individual animal recording, electronic identification, or more commonly, EID was introduced.
- Electronic ID's can be an ear tag, bolus in animal's stomach or a pastern tag (a band around the animal's lower leg).
- Tags in Scotland can be any colour, however in England these must be yellow.
- If a bolus is being used, a black matching (non-EID) tag should be inserted into the animals ear.
- All replacement tags are red (other than in homebred sheep).



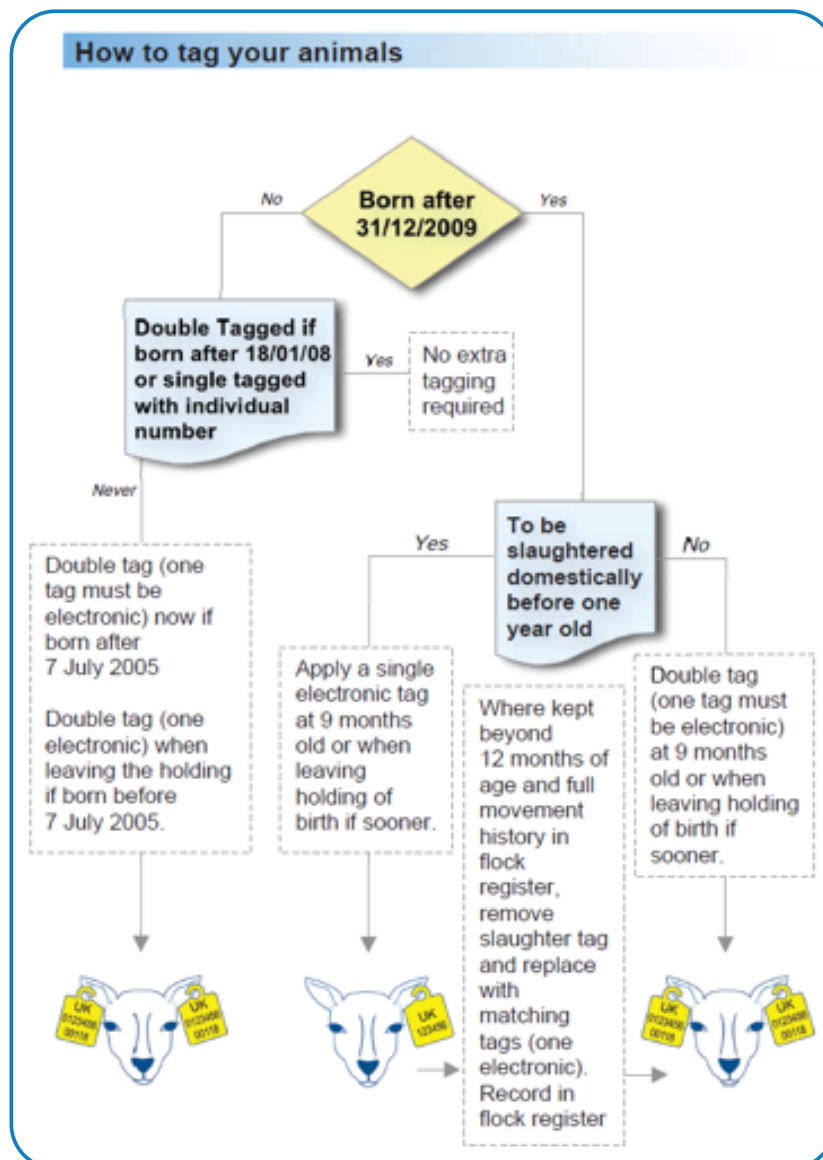
When to Identify

A simplified guidance:

- Identify all sheep and goats within six months of birth for intensively farmed animals and nine months for extensively farmed animals, or before they leave the holding of birth, whichever is sooner. This tag must be the flockmark for the holding that the animal was born on.
- The electronic tag should be inserted into the left ear of the sheep.
- Every lamb must be identified with double tags at 12 months of age, one tag must be EID and one non-EID. Single (EID) tags should be removed and replaced with double tags with the flockmark of the holding that it is on, this is called upgrading. Take care to ensure both tags are the same individual number.



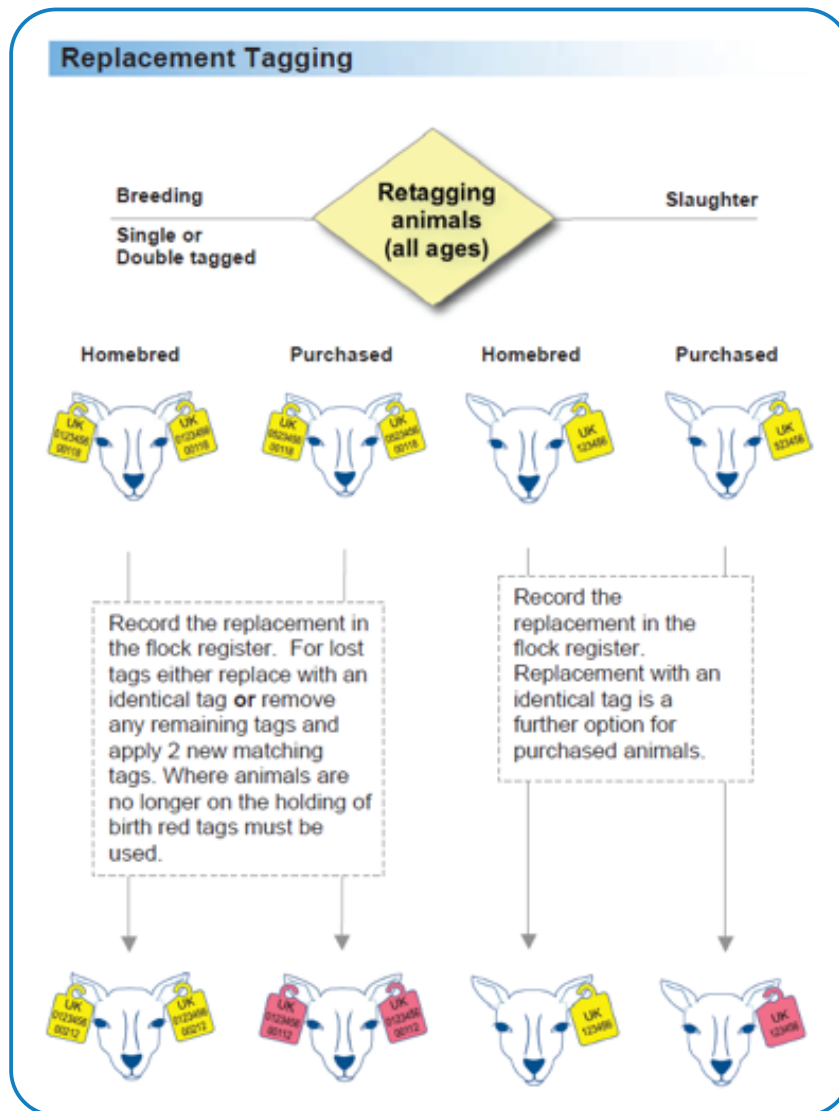
How to tag your animal



Key points to remember:

- **Must not tag with one half of EID Double tags**
- **Record all identification applied to animals born (see tagging records section below). Record in the holding register within 48 hours.**

Replacing Missing Tags



- Replace lost tags within 28 days
- Every double tagged sheep that loses its tags must have a new pair inserted. (If only one tag is missing an identical one can be used).
- Every single tagged lamb that loses its tag must have a new one inserted.
- Replacement tag identities must be recorded in the holding register within 48 hours. The lost tag identity should be recorded if known.
- Every sheep/lamb not on the holding of birth that loses its tags must have red replacement tags fitted.
 - Do not use red replacement tags in homebred sheep – this is to differentiate between home bred and non-home bred animals in the event of a disease outbreak.
 - Lambs which are retagged with a red EID slaughter tag must be sold by 12 months of age and cannot be upgraded, even to double red EID tags. This is due to the traceability of the animal being lost.
 - Purchased store animals, which are planned to be kept beyond 12 months as breeding stock should be upgraded as soon as possible to avoid the loss of tags and the animal having to be slaughtered by 12 months of age.

Tagging Records

By using the Scottish Government holding register (Sheep and goat holding register template) and following the format of the example entries, farmers can stay compliant with the regulation and reduce the chance of a SMR penalty.

Examples of holding register tagging entries are given below:

Tagging slaughter/store sheep

Record of Identification of Animals						
1	2	3	4	5	6	7
Date of Identification	Identification of animal(s)	Number of Animals Identified	Year of Birth	Breed	Genotype (if known)	Own Use
15/08/2010	UK523456	47	2010	Blackface		Slaughter lambs tagged

Above is what is meant by batch recording of slaughter or store animals – where the flockmark is recorded for the ID of the animals (as opposed to each individual number) and number of animals identified.

Tagging homebred breeding sheep

Record of Identification of Animals						
1	2	3	4	5	6	7
Date of Identification	Identification of animal(s)	Number of Animals Identified	Year of Birth	Breed	Genotype (if known)	Own Use
30/09/2010	UK012345600118-218	101	2010	Blackface		Ewe lambs tagged for wintering

Individual numbers must be recorded in the holding register for double tagged sheep.

Replacement tagging homebred sheep

Record of Replacement Tags			
Date of replacement	Replacement Identifiers:	Previous identifier:	Comments/ Reason for Replacement
25/09/2011	UK012345600212	UK012345600118	One tag lost – remaining tag removed and replaced with two matching tags
25/10/2010	UK123456	UK123456	Slaughter tag replaced. Animal on holding since birth
25/10/2010	UK012345600118	Not Known	Home bred animal original tags lost replaced with two matching tags

The lost tag identity should be recorded if known.

Replacement tagging bought in sheep

Record of Replacement Tags			
Date of replacement	Replacement Identifiers:	Previous identifier:	Comments/ Reason for Replacement
25/10/2010	UK012345600112	UK052345600118	Remaining tag removed. Replaced with two matching Red tags
25/10/2010	UK123456	UK523456	Slaughter tag replaced with Red slaughter tag – bought in animal

Common errors found during SGRPID inspections include:

- **Animals incorrectly tagged, including mismatching tags.**
- **Unexpected animals at 60 tag check i.e animals on farm, however not recorded in records**
- **Failure to record movements in the holding register or notify moves to SAMU**
- **Replacement tags not recorded**
- **Slaughter tagged sheep not upgraded to full EID by 12 months of age. (Not allowed over 12 months).**
- **Sheep of an age requiring tagged – never tagged**
- **Excessive number of sheep with missing ear tags**
- **Failure to use red replacement tags for re-identifying purchased sheep**

Sheep Movement Records (Movements of Stock)

Key Timescales for updating movements and replacements in the holding register

On/Off holding	➔	48 hours
First Identified	➔	48 hours
Tag replacement	➔	48 hours
Annual Inventory	➔	By the date specified by SGRPID

Annual Inventory

By law, keepers must complete an annual inventory of all sheep and goats that they keep on every holding that they use, this includes seasonal and winter grazing.

SGRPID will contact you by letter each year, to ask how many sheep (all ages) that you keep at a specified time (1st December).

Although not returning this is not a cross compliance breach, chances of an inspection are increased if this is not returned. This inventory must be accurate and shown in your records, this is checked at an inspection. If you have not received an inventory request, a copy can be obtained by contacting your local SGRPID office.

Continuous Register, Recording On and Off Movements and Deaths

Animals moving on (this includes births) and off the holding and deaths should be recorded in the holding register. When recording deaths, animal ID, month and year of death should be included.

Farmers keeping a continuous register can maintain an accurate register, as well as meet the requirement to record on and off movement records. This method of maintaining a running total and updating it at accurate gathers ensures records are up to date and makes the annual inventory submission more straightforward.

After sheep have moved onto a holding, there is a standstill period of 13 days.

There are some exemptions to this rule:

- **Movement of sheep to a slaughterhouse**
- **Breeding rams (same applies for bulls)**
- **Where separation facilities are utilised – these must be approved by SGRPID**

Scottish Animal Movement Unit (SAMU) Documents

Sheep moves must be accompanied by a SAMU movement document.
This movement must be reported to SAMU within 3 days;

- **Unless moved through a Scottish Market or Scottish Abattoir (Critical Control Point (CCP))**
- **Or under a concession**

If a list of animal numbers is attached to the SAMU document, ensure that the reference number of the movement document and the departure CPH is included on the attachment.

A copy of the SAMU slip should be retained for 3 years.

Medicine Records

Medicine Recording Requirements

The owner or keeper of food producing animals must keep medicine records and retain them for five years. Where veterinary medicine products are purchased or otherwise acquired, the following must be recorded:

- **Product name and batch no.**
- **Date of acquisition**
- **Quantity purchased/acquired**
- **Name and address of supplier**

For administration records, it is required that the following is recorded:

- **Product name**
- **Date of administration**
- **Quantity administered**
- **Withdrawal period**
- **Identity of animal(s) treated**

If a vet administers medicines, they must record the above details in the keepers records, or provide the keeper with written information of the drugs administered for them to update the records.

For medicine disposals, the following must be recorded:

- **Date of disposal**
- **Quantity of product disposed**
- **How and where product was disposed**

Useful Contacts

- **FAS website**
- FAS advice line – advice@fas.scot
- **Scot EID and SAMU contact details**
- **Animal Health contact details**
- **Local SGRPID contact details**

Useful Links

- **Simplified Guidance from ScotEID**
- **ScotEID sheep identification quick guide**
- **Sheep and goat holding register template** (a copy can also be requested from your local SGRPID office).
- **SGRPID sheep and goats identification (SMR 8)**
- **Sheep and goat identification traceability guidance**