



TODAY'S DATE:

Certificate EXPIRATION DATE: _____
*It is your responsibility to submit app at least 120 days before certificate expires.

APPLICATION FOR CERTIFICATION OF DAIRY COW OPERATIONS

GENERAL INFORMATION			
PRODUCER NAME			
FARM NAME			
FARM ADDRESS		MAILING ADDRESS (if different)	
COUNTY			
LEGAL STATUS/ ORGANIZATIONAL STRUCTURE	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> S-Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other (please specify) _____		
ON FARM CONTACT			
TELEPHONE NO:	WEB ADDRESS/WEBSITE:	MOBILE NO:	
FAX NO:		EMAIL:	
OTHER CONTACT NAME (include someone who can receive phone calls or messages for you if you do not have phone or email):			
TELEPHONE NO:	FAX NO:	MOBILE NO:	
		EMAIL:	
List brand name(s) product is sold under:			

Current number of: _____ Calves _____ Heifers _____ Dry Cows _____ Milking cows _____ Bulls			
Total number calves born in last 12 months:		Total number sold in last 12 months:	
Bull calves _____ Heifer calves: _____		Bull calves: _____ Heifer calves: _____ Heifers: _____	
Is this a Closed Herd? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, list animal supplier (name, address, phone #):			
Name, Registration Number, and Physical Address of Milk Processor/Purchaser (Must complete Universal Application)			
Average lbs. milk per cow per day:		Average lbs. milk/year:	
Beef production from dairy herd? (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	HFAC Beef? <input type="checkbox"/> YES <input type="checkbox"/> NO (Check one)	If HFAC Beef, at what age are they slaughtered? (Check all that apply.) <input type="checkbox"/> Calves <input type="checkbox"/> Adult Cows	If calves, complete the Young Dairy Beef application.
Name & Physical Address of Abattoir/Processor for HFAC Beef (Must complete the Universal Application for ALL HFAC Beef):			Are haulers trained in emergency care? YES NO
Member of other quality assurance or certification program(s)? (Please check all that apply) <input type="checkbox"/> Organic <input type="checkbox"/> Other (please list): _____			

FARM QUESTIONNAIRE: DAIRY

1) FACILITIES

For each location you use to raise cows and calves, you must submit a diagram of the property that includes the following information:

1. Physical address of the property
2. Total acreage of the property
3. The location and size of buildings and structures, including
 - a. What type and age of animals are kept there (e.g., calves, dry cows, etc.)
 - b. A description of the type of building/structure, the flooring, type of bedding, and ventilation system.
 - c. The maximum stocking rate for each building/structure
4. The location and size of each outdoor pen/pasture/corral
5. The location and size of feeders and drinkers in each building/pen/pasture/corral
6. The location of animal handling facilities

Attach the diagram(s) to this application.

Describe the outdoor access area available to the cattle.

Describe your animal handling facilities (chutes, restraint systems, handling aids, etc.).

Where do cows calve? _____

How often are cows checked during calving season? _____

How often are livestock checked during various seasons?

Winter _____ Spring _____

Summer _____ Fall _____

What protection for animals from inclement weather is provided during:

Winter: _____

Summer: _____

What protection from predators (dogs, coyotes, etc.) is provided?

How/where are bulls housed? _____

Cleaning and Disinfection Procedures:

List the compounds/products/methods used on farm/ranch to clean/disinfect (check all that apply):

a. Buildings (e.g. milk parlor, or inside of barns/buildings)

Preparation (scraping?):

Cleaning method (pressure wash, scrub, etc.):

Disinfectant used:

Resting (drying) period:

b. Corrals/Pens (including calf pens/hutches)

Preparation:

Cleaning method:

Disinfectant used:

Resting (drying):

c. Equipment (vehicles, tractors, etc.)

Preparation:

Cleaning method:

Disinfectant used:

Resting (drying):

d. Livestock, People, and Pests (Procedures used to keep stock clean – check all that apply)

Sprinkler Pen

Hand-wash Udders

Pre-dip teats

Post-dip teats

Foot bath

Switch trimming

Clip/flame udders

Other (please specify): _____

2) WASTE MANAGEMENT POLICY

a. How often are barns/pens/corrals scraped?

Winter: _____

Summer: _____

b. How is manure disposed of? (*Check all that apply*)

- Composting
- Spread on land – How much acreage is available? _____
- Lagoon
- Other (please specify): _____

c. How is medical waste (needles, scalpel blades, medicine containers, syringes, etc.) disposed of?

Are sharps containers used? Y N
(leak-proof, puncture resistant container, such as empty coffee tin, or similar)

3) HERD BIOSECURITY POLICY

a. Describe quarantine and processing of newly purchased stock or those returning to the farm (including cows, heifers, bulls, and show animals).

b. Do vehicles entering farm premises have access restricted to specific areas of farm? Y N

c. Are visitors required to wear boots and other protective apparel; and is their access restricted to specific areas of the farm, pending owner/manager approval? Y N

If no, explain: _____

d. Are caretakers trained in biosecurity measures? Y N

e. Are work routines organized to minimize disease transfer between animal groups? Y N

f. Are sick animals segregated from the rest of the herd? Y N

If yes, where? _____

If no, what is the farm's procedure for sick animals?

How is animal access to poisonous plants or unsuitable feedstuffs prevented?

Commodity Feed Area

Is feed kept covered? Y N

Are commodity storage areas cleaned between loads of feed? Y N

Describe commodity/feed storage (separate or mixed; covered or uncovered):

How many days' supply of feed is available on the ranch? _____

Water

What type of waterers do the cattle have access to? _____

How many waterers of each type are in each pen/pasture? _____

How often are water troughs checked? _____

How often are water troughs cleaned? _____

Are water troughs disinfected? Y N

If yes, what is used: _____

Are any water filtration/purification systems used? Y N

If yes, please list: _____

Colostrum

Is a source of colostrum (Dam, pool, frozen, freeze dried product) available for calves that may need it? Y N

If colostrum is given to a calf, when is it given? _____

Method used (bottle, tube, nurse cow): _____

Volume administered: _____

Is quality of colostrum checked? Y N

Is colostrum pooled? Y N

Source of milk for older calves (hospital milk, replacer, tank milk, combination of sources):

At what age are calves weaned? _____

At what age are calves provided forage or creep feed? _____

5) BODY CONDITION SCORING

When are animals scored on body condition? _____

By whom? _____

What type of scoring system is used? _____

BCS goals:

Fresh cows _____

Cows in peak production _____

Cows going dry _____

6) PEST CONTROL POLICY

Indicate methods/products used to control rodents, birds, and flies:

a. Rodents

- Traps
- Bait
- Limit access (elevated feed)
- Covered feed storage
- Cats
- Other (*please describe*): _____

b. Birds

- Bait
- Nets
- Covered feed storage
- Noise or visual deterrents
- Other (*please describe*): _____

c. Flies

- Bait
- Environmental control (e.g., frequent cleaning)
- Traps
- Products used on stock (e.g., Silence)
- Other (*please specify*): _____

7) ANIMAL HEALTH PROCEDURES

Name & Phone number of Veterinarian:

Vaccination Program

Calves

Age	Product

Heifers

Age	Product

Adults

Age	Product

Deworming Program

Calves

Age	Product

Heifers

Age	Product

Adults

Age	Product

External Parasite Control Program

Calves

Age	Product

Heifers

Age	Product

Adults

Age	Product

Neonatal Care

Vaccinations given:

Medications given:

Procedures completed:

Do you dip newborn calves' navels?

Y N

What type of antiseptic solution is used? _____

What is done with male calves? _____

Foot Care

Frequency of foot trimming for adult cattle: _____

Are foot baths used? Y N

If yes, what type of solution is used? _____

How often is solution changed? _____

How often is locomotion scoring performed? _____

Management Procedures

Are all stock inspected at least daily? Y N

Procedure	Age	Method Used	Is pain control used?
Disbudding			<input type="checkbox"/> Y <input type="checkbox"/> N
Castrating			<input type="checkbox"/> Y <input type="checkbox"/> N
Removal of extra teats			<input type="checkbox"/> Y <input type="checkbox"/> N

Animal handling and identification

Types of handling aids used: _____

How are individual animals identified? _____

8) CASUALTY STOCK POLICY

a. What is the protocol for handling and caring for non-ambulatory animals?

b. Emergency Euthanasia Plan (by age group)

EUTHANASIA METHODS		
Stage of Production	Euthanasia Method of Choice	Alternative Euthanasia Method
Calves		
Heifers		
Adults		

INDIVIDUAL TRAINED AND APPROVED TO PERFORM EUTHANASIA ON FARM		
Name	Trained and Approved By	Approval Date

Producers should keep a copy of the “Practical Euthanasia of Cattle” by American Association of Bovine Practitioners with their farm plan.

c. Carcass Disposal Policy

Method of carcass disposal (if rendering company or dead hauler is used, list name and number):

Method used to restrict access to carcasses present on farm/ranch:

Method used to reduce fly and odor nuisance:

9) ANIMAL RELATED EMERGENCY ACTION PLANS

Are emergency contact numbers posted by phones? Y N

Are caretakers made aware of procedures to follow in an emergency? Y N

Emergency Contacts: _____

Phone Numbers: _____

Are local emergency services numbers posted by phones (Fire Dept., etc.)? Y N

List Local Fire Dept.: _____

Phone Number: _____

Normal stock water supplies: _____

Emergency stock water supplies: _____

Emergency water supply phone number: _____

Normal power sources: _____

Emergency power supplies: _____

Emergency power supply phone number: _____

10) RECORDS

All animal health records must be retained for at least 1 year.

The following information must be available either by using management software, such as DHIA summaries, or by using HFAC forms (available for download at www.certifiedhumane.org):

	Are records available?	
Animal deaths and causes	<input type="checkbox"/> Y	<input type="checkbox"/> N
Culling rate (herd) and reasons	<input type="checkbox"/> Y	<input type="checkbox"/> N
Medication records (reason for Rx, drug used, withdrawal dates)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Locomotion scoring records (score at least once annually)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Animal movement records (bought and sold) with quarantine records	<input type="checkbox"/> Y	<input type="checkbox"/> N
Record of feedstuff used (see Section 4 Herd Nutrition Plan)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Equipment and maintenance checks	<input type="checkbox"/> Y	<input type="checkbox"/> N
Caretaker training	<input type="checkbox"/> Y	<input type="checkbox"/> N
Record of stocking rates and pen/pasture sizes	<input type="checkbox"/> Y	<input type="checkbox"/> N
Production data (fertility, lactation data)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Record of actions taken on complaints about the operation's compliance with HFAC standards	<input type="checkbox"/> Y	<input type="checkbox"/> N

11) STOCKPERSON COMPETENCY TRAINING

List personnel (or family members if operation is family-owned and -operated) who perform routine on farm procedures and their training. Include training information for part-time and seasonal/short-term caretakers.

Disbudding/dehorning

Method used: _____

Caretaker Trained	Trainer	Date of Training

Castration

Method used: _____

Caretaker Trained	Trainer	Date of Training

Administration of Injections

Caretaker Trained	Trainer	Date of Training

Locomotion Scoring

Scoring System used: _____

Caretaker Trained	Trainer	Date of Training

Animal husbandry or animal handling

Caretaker Trained	Trainer	Date of Training

PRODUCER AGREEMENTS

I/we _____, the duly authorized representative(s) of the operation described in this application, hereby affirm that all information supplied in this document and any attachments is true and accurate.

I affirm that I have read and understood the Humane Farm Animal Care (HFAC) standards applicable to my operation. I affirm my commitment to abide by the HFAC certification policies, procedures and standards. No prohibited products or practices have been used, applied, or otherwise allowed to compromise the integrity of the products sold by me. I understand that failure to comply with the standards or giving false information may result in revocation of the certification of my operation.

I understand that the operation will be inspected annually and may also be subject to unannounced inspection and/or sampling for residues at any time. If the operation is a member of a Producer Group, I understand that the Internal Control System of the Producer Group will inspect the operation at least annually and that Humane Farm Animal Care may also conduct inspections of the operation. I agree to report any significant changes to the Farm Questionnaire to HFAC and to supply any information needed for evaluation of products to be certified.

I understand that submission of this application does not guarantee or imply certification. I give permission for HFAC, staff, committee members or filed inspectors to visit my farm and examine fields, buildings, animals, files, documents and records, including but not limited to financial data and tax returns. I understand and agree that no HFAC staff member, board member, committee member, inspector, consultant, subcontractor, or volunteer shall be held liable or responsible for any amount in excess of the certification fees paid. I give my permission for HFAC to use subcontractors to perform tasks released to the process of certification.

I give permission for HFAC to release information from my file to other recognized certification organizations for purposes of document review. I understand that HFAC will obtain confidentiality statement from the requesting certifier before releasing any information.

All information provided in this application will be held in strict confidence and will be used by the inspector, office staff and certification committee members for certification purposed only. The above individuals have disclosed potential conflicts of interest and are bound by confidentiality agreements. HFAC has my permission to obtain information, documents, or materials related to certification, suspension of certification, or revocation of certification from other certifiers.

Signature of Authorized Representative of Producer

Date

ALL ATTACHMENTS, INCLUDING DIAGRAM AND UNIVERSAL APPLICATION, ARE REQUIRED WITH SUBMISSION OF APPLICATION. FAILURE TO PROVIDE THIS INFORMATION MAY CAUSE DELAY IN SCHEDULING YOUR INSPECTION.

Application Instructions

1. **Complete** both the **Universal Application** and the attached **Application**.
 - a. *Applications are to be completed in their ENTIRETY.*
2. **Submit** the two **applications**
3. **Submit a diagram** of the facilities on a separate piece of paper that includes:
 - i. Dimensions of each building
 - ii. Equipment used (feeders, drinkers, etc.)
 - iii. Target air quality/temperature parameters
 - iv. Information about outdoor access, if applicable to your operation
4. **Submit** the Application Fee of \$75.00 to Humane Farm Animal Care.
 - a. [email the application fee]
 - b. Mail to Humane Farm Animal Care, P.O. Box 82, Middleburg, VA 20118

*Completion of the Application provides HFAC an overview of your facility and management, so it is important that you do your best to **fill out the entire application**. A thoroughly completed application will:*

1. **Avoid delays** in your certification.
2. **Reduce** the amount of time taken to conduct an **inspection**.

BEFORE YOU PROCEED

At the inspection, you must be prepared to show the HFAC Inspector the following at his/her visit to the Unit:

- Death/mortality records and reasons for mortality (when known)
- Culling records and reasons for culling
- Medicine records retained for 1 year (including reason for use, drug used, and withdrawal/safe sale date)
- Stocking rates
- Feed and feed ingredient records for previous year
- Movement records (bought and sold dates)
- Production data
- Record of vital automatic equipment maintenance checks
- List of routine farm maintenance checks
- Training and/or experience of all staff involved in the livestock enterprises
- Demonstrate safe, hygienic, well-maintained buildings/environment, handling equipment and automatic equipment.
- Emergency contacts
- Record of actions taken on complaints about the operation's compliance with HFAC standards