Department of Agriculture

National Directorate: Veterinary Services

Notice No. VPN/19/2009-01

To: STATE VETERINARY OFFICERS

SUBJECT: Standard relating to the National Export Residue Control Programme

PART I	Definitions
PART II	Responsibilities
PART III	Assessment to determine which veterinary drugs and environmental chemicals or agricultural compounds must be singled out for surveillance in animal products
PART IV	Sampling
ANNEX A (1)	Sample submission form for samples collected at export approved establishments.
ANNEX A (2)	Sample submission form for on farm collection of ostrich serum samples.
ANNEX B	Sample submission form for on farm collection of feed samples
ANNEX C (1)	Dispatch Form for samples collected at the abattoir.
ANNEX C (2)	Dispatch form for on farm collected ostrich sera.
ANNEX D	Sample suitability and confirmation form.
ANNEX E s	Standard operating procedure to be followed in the case of non-compliant sample results.

THIS VPN/19/2009-01 REPLACES VPN/19/2008-01

ACTING DIRECTOR: VETERINARY SERVICES **DATE:** 2009 -04- 03

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 National Department of Agriculture.
Animal	Means: bees 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 animal health measures or public health measures.
Directorate	Means Directorate of Veterinary Services of the National Department of Agriculture.
Establishment	Means an abattoir, or premises where dairy products, honey or hens eggs are processed for human consumption.
Matrix	Means: 250g of muscle 250g of liver Kidney in its entirety 250g of fat 50 ml of urine 2 x 7ml of blood plasma Thyroid in its entirety 100 ml raw milk 12 whole eggs 100 ml of honey In the case of poultry and game 250g of any matrix from one farm may be pooled.

Provincial co-ordinator	Means an officer designated by the Provincial Controlling Authority to co-ordinate all matters relating to the residue monitoring program in their Province, where available.
National co-ordinator	Means an officer designated by the National Department of Agriculture 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.
OVI	Chemical Residue Analysis Laboratory, Onderstepoort Veterinary Institute, Agricultural Research Council, National Reference 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 analysing laboratories 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.

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 Services. This is the responsibility of the National Reference Laboratory, at the Onderstepoort Veterinary Institute (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 chemicals, and agricultural compounds 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 Chemical 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 completed 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.

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 authorized 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.

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.

8. SAMPLING STRATEGY

The residue control plan is aimed at:

8.1 Detecting administration or use of illegal treatments.
8.2 Controlling the compliance with the maximum residue limits (MRLs) for residues of veterinary drugs and environmental chemicals or agricultural compounds 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, 2 X 7 ml serum/individual ostrich from 2 different randomly selected ostriches must be collected once a year on all export-registered ostrich farms.

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

9.3. PROCEDURES
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.
9.3.3. Every serum sample collected (2 x 7ml) must be packed individually and a sample submission form must be attached to each sample. [Annex A(2)].
9.3.4. The form must be completed in its entirety and put in an envelope provided by the National Directorate or relevant provincial office. 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 National Directorate or relevant provincial office.
9.3.4. The export-registration number of the farm and the sample number (1 – 2) of the bird must be written on both tubes.
9.3.5. The identification 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.
9.3.6 The sex of each bird must also be indicated on the tubes. If this cannot be done at the stage of the bleeding the following must be recorded in the applicable space: "Unknown".
9.3.7. The two tubes with serum collected from 1 ostrich, must be tied together with a rubber band (do not use sellotape, it might damage the information written on the label when it is removed).
9.3.8. The sample submission form [ANNEX A (2)] provided must be completed for each individual bird. This form must be completed in full. The authorized 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 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 OVI.
9.3.10. Blood samples must be centrifuged, to obtain blood plasma. The plasma can then be frozen or chilled (preferably chilled) and forwarded to the coordinating laboratory (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 C2: 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 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 of 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 Services.

9.4.6. All residue samples must be couriered directly to the OVI.

9.4.7. The following courier service must be used for all residue samples only:

- SKYNET
- ACCOUNT NUMBER P12807
- All copies of the SKYNET waybills must be kept separate from other courier services waybills.

9.4.8. Telephonically arrange with SKYNET courier service to collect the parcel for overnight transport to OVI.

9.4.9. If SKYNET Courier Services is not available in your area please contact SKYNET head office to arrange for alternative courier services.

9.4.10. Make use of the prescribed IATA approved packaging for transport of samples by airfreight.

9.4.11 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.

9.4.12 A feedback report Annex D: NATIONAL DEPARTMENT OF AGRICULTURE RESIDUE CONTROL PROGRAMME SAMPLE SUITABILITY AND CONFIRMATION FORM) will be forwarded from the OVI to the provincial co-ordinator who must forward it to the authorized 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

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

10.5.2 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.

10.5.3 The form must be completed in its entirety and put in an envelope provided by the National Directorate or relevant provincial office. 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 National Directorate or relevant provincial office.

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**

10.5.4 Samples of liver, fat, kidney and muscle must be packed in sample bags provided by the National Directorate or relevant provincial office, securely sealed and frozen to prevent leakage. The sample with the sample submission form (wrapped as described in point 10.5.3) attached to it must be packed in a second zip-lock bag and forwarded to the OVI Chemical Residue Laboratory.

10.5.5 Samples of urine must be collected in the containers provided by the National Directorate or relevant provincial office and securely sealed to prevent leakage. It must be frozen and the sample with the sample submission form (wrapped as described in point 10.5.3) attached to it must be packed in a second zip-lock bag and forwarded to the OVI Chemical Residue Laboratory.

10.5.6 Blood samples must be centrifuged, to obtain blood plasma. The plasma can then be frozen and forwarded to the OVI Chemical Residue Laboratory. This procedure must be done under the close supervision of the authorised person.

10.5.7 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 (250g).

10.5.8 The whole kidney of the animal must be collected. In the case of animals where the weight of both kidneys is less than 250g, kidneys from more than one animal from the same farm can be pooled until the weight of the sample is at least 250g.

10.5.9 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 250g, fat from more than one animal from the same farm can be pooled until the weight of the sample is at least 250g.

10.5.10 In the case of animals where the weight of the liver is less than 250g, livers from more than one animal from the same farm can be pooled until the weight of the sample is at least 250g.

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

10.5.12 Urine samples collected at the abattoir may be drawn directly from the bladder before evisceration using a 50ml syringe.

10.5.13 Blood samples collected at the abattoir must be collected when the throat is cut and not when the carcass is being dressed.

10.5.14 Honey samples should be taken directly from the honeycomb.

10.5.15 100 ml milk samples should be taken from the bulk container on the farm after it has been switched on to ensure a homogeneous sample.

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

10.5.17 A feedback report Annex D: NATIONAL DEPARTMENT OF AGRICULTURE RESIDUE CONTROL PROGRAMME SAMPLE SUITABILITY AND CONFIRMATION FORM) will be forwarded from the provincial co-ordinator who must forward it to the authorized 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.

10.6 ON FARM TARGETED SAMPLING

10.6.1 Criteria for the selection of targeted samples on farms

All registered ostrich export farms are required to be subjected to on farm sampling. Animals/birds for sampling can be chosen using local knowledge or any other relevant information such as type of fattening system, breed and sex of animal/bird. The inspector 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/birds of different breed/categories,
e. animals/birds with good conformation and little fat.

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.

10.7 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.

11. COLLECTION OF FEED SAMPLES

11.1 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.

Feed samples must be collected in the following way:

11.2 Apparatus used for sampling feed eg. 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.

11.3 The method of feed sample collection must preclude any contamination or change of the sample content.

11.4 Containers for the collection of the final 500g sample will be provided by the national Department of Agriculture or the provincial Controlling Authorities.

11.5 Containers must be labelled and sealed in such a way that the label is destroyed if the container is opened.

11.6 The sample submission form for feed (Annex B) must be put in an envelope which must be attached to the feed sample, preferably including it in a bag with the sample.

11.7 Feed samples must be dispatched to the laboratory (OVI) as soon as possible after collection.

11.8 Each sample sent to the OVI must be accompanied by the prescribed sample collection form (Annex B)

12. SAMPLE NUMBERS

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

13. SAMPLING SUBMISSION

Please refer to Annex A(1) for an example 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 a sample submission form, duly completed, signed and officially stamped.

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

14. OTHER DOCUMENTS TO BE REFERRED TO.

a) VPN/00 Definitions applicable to the various VPNs

15. AUDITING.

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

16. SAMPLE SUBMISSION AND REGISTRATION

Unless instructed otherwise, the samples must be submitted to:

Onderstepoort Veterinary Institute
Old Zoutpan road
Onderstepoort

17. TRANSPORT AND STORAGE

SKYNET COURIER SERVICES

Please contact: Ms T. Zwartz at the Directorate: Veterinary Services for account details:
Tel: (012) 319 7649
Fax: (012) 329 6892

Directorate: Veterinary Services.
Private Bag X138, PRETORIA, 0001 Republic of South Africa

NATIONAL AGRICULTURE RESIDUE MONITORING PROGRAMME
SAMPLE SUBMISSION FORM

ANNEX A(1)

Sample registration number

A: SAMPLING REPORT: TO BE COMPLETED BY INSPECTOR

1. *Description of sample:*

Type	**Minimum sample size**	**Single sample**	**Pooled sample**	**Substance Group to be analysed (For use by the laboratory only)**
Muscle	250 g			
Liver	250 g			
Kidney	One kidney, chicken 250 g			
Fat	250 g			
Thyroid	Entire organ			
Milk	100 ml			
Eggs	12 whole eggs			
Urine	50 ml			
Blood plasma	7 ml			
Honey	100 ml			

Type		*Indicate with a tick or cross*	Identification if known
Domesticated	Bovine		
	Ovine		
	Caprine		
	Porcine		
	Equine		
	Poultry(1)		
Farmed game(1)	Ostrich		
	Crocodile		
	Other		
Wild game(1)	Impala		
	Springbuck		
	Blesbuck		
	Other (Name)		
Other	Bees		

(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.

3. *Identification of authorised person*

Name and address of authorised person: _____
(Telephone and Fax number) _____
Date of sample collection: _____

4. *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:								
Farm Grid Reference (Degrees, minutes and seconds)	D	M	S	East	D	M	S	South

District in which the farm is situated: _____
State Veterinarian area: _____
Name and registration number of the establishment where sample was collected: _____

_____

5. *Declaration and signature of authorised person*

I _____(full name of authorised person) hereby declare that the sample was 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 of owner) 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 OVI LABORATORY ONLY

Substance or substance groups examination:
Laboratory to carry out examination:
Date dispatched to Accredited laboratory:

agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

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

From: Directorate Veterinary Services
Tel: +27 12 319 7649
Fax: +27 12 329 6892
E-mail: TalitaZ@nda.agric.za
Enquiries: Ms Talita Zwartz
Ref: 15/10/5

NATIONAL DEPARTMENT OF AGRICULTURE RESIDUE CONTROL PROGRAMME
SAMPLE SUBMISSION FORM FOR OSTRICH SERUM

ANNEX A(2)

State vet office ref. no.:

A: SAMPLING REPORT: TO BE COMPLETED BY AUTHORISED PERSON

1. *Description of sample:* SERUM

Type	Minimum sample size
Serum	2 x samples (2 x 7 ml)

2. *Animal species:*

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

3. *Identification of authorised person*

Name and address of authorised person: (Fax and telephone number as well) _____

Date of sample collection: _____

4. *Origin of animal*

Farm registration number: | | | | | | | |

Farm name: _____

SV Area: _____

5. *Declaration and signature of authorised person*

I _____ (full name of authorised person) hereby declare that the sample was 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 of owner) 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:

ANNEX B
SAMPLE SUBMISSION FORM FOR ON FARM COLLECTION OF FEED SAMPLES

AUTHORIZED PERSON

1. Name of authorized person:
2. Designation of authorized person:
3. State Veterinary office:
4. Contact details of authorized person:
    - Telephone number:
    - Cell phone number:
    - E-mail address:
    - Postal address:

FARM OF ORIGIN

1. Name of farm:
2. Export registration number of farm:
3. Name of owner:
4. Contact details of owner:
    - Telephone number:
    - Cell phone number:
    - E-mail address:
    - Postal address:

SAMPLE INFORMATION

1. Sample was collected from the following sampled portion:

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 4 Kg.	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 4 Kg*.	Thorough mixing of incremental samples	500g	

Feed bags (1 – 4 bags)	All bags sampled in equal amounts to make up a total of 4 Kg.	Thorough mixing of incremental samples	500g	
Feed bags (5 - 16 bags)	Four bags sampled at 1Kg each to make up a total sample of 4 Kg.	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 4 Kg*.	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 4 Kg.	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 4 Kg*.	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 feeds:
- In the case of farm mixes, commercial name of premixes used:
- Batch number(s) of commercial premixes:

SAMPLE IDENTIFICATION

The sample container contains the following information on the outside:

1. Name of farm

2. Registration number of farm

3. Date of sample collection

DECLARATION AND SIGNATURE OF AUTHORIZED PERSON

I …… (authorized 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 samples described on this form had been collected by the authorized person above in my presence and that no information was withheld from the authorized 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 a 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 authorized 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 (sampled portion) is indicated in the table above.

ANNEX C(1)

SAMPLE DISPATCH FORM FOR SAMPLES COLLECTED AT THE ABATTOIR

Abattoir ZA number: _____

Analysis Code	**Matrix**	**Total number of samples dispatched**
No longer need to be completed	Muscle	
	Fat	
	Blood plasma	
	Kidney	
	Liver	
	Urine	
	Blood	

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 and one sent to the National Directorate Veterinary Services for attention Ms. T. Zwartz

Details of sender:
Name and Address of Authorized person
Telephone number
Fax number
Dispatch date

Registration laboratory:
Date received
Condition of samples
Comments
Signature

ANNEX C (2)

SAMPLE DISPATCH FORM FOR ON FARM COLLECTED OSTRICH SERA

STATE VET OFFICE: _____

Farm Name	Total number of samples dispatched

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 and one sent to the National Directorate Veterinary Services for attention Ms. T. Zwartz

Details of sender:
Name and Address of Authorized person
Telephone number
Fax number
Dispatch date

Registration laboratory:
Date received
Condition of samples
Comments
Signature

agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

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

From: Directorate Veterinary Services
Tel: +27 12 319 7649
Fax: +27 12 329 6892
E-mail: TalitaZ@nda.agric.za
Enquiries: Ms Talita Zwartz
Ref: 15/10/5

NATIONAL DEPARTMENT OF AGRICULTURE RESIDUE CONTROL PROGRAMME SAMPLE SUITABILITY AND CONFIRMATION FORM

ANNEX D

State vet office ref. no:
Date received:

Description of sample:

Type	Minimum sample size	Total number of samples	Substance Group to be analysed
Muscle	250 g		
Liver	250 g		
Kidney	250 g		
Fat	250 g		
Thyroid	Entire organ		
Eggs	12 whole eggs		
Serum – Ostrich (On farm)	7 ml x 2 = 1 sample		

Type		Number of samples
Domesticated	Ovine/Caprine	
	Bovine	
	Porcine	
	Poultry	
Farmed game	Ostrich	
	Crocodile	
	Other	
Wild game)	Impala	
	Springbuck	
	Blesbuck	
	Other (Name)	

Some of the samples could not be used for analysis due to the following reasons:

- not sufficient sample quantity
- incorrect temperature (sample rotten)
- sample form incomplete
- incorrect sample type
- incorrect labelling of sample

You are hereby requested to repeat the sample collection for this period and send the samples to the registration laboratory as soon as possible.

Yours sincerely

For **Director Veterinary Services**

ANNEX E: 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 Analysis Laboratory the following procedures must be followed:

Chemical Residue Analysis 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 Chemical Residue Laboratory by providing an official sample report and all relevant information.

Onderstepoort Veterinary Institute Chemical Residue Laboratory

1. The Manager of Onderstepoort Veterinary Institute Chemical Residue Laboratory will immediately inform the Director: Veterinary Services 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.

2. A copy of the information provided to the Director: Veterinary Services will also be provided to the State Veterinarian: Residue Control in the office of the Director: Veterinary Services who will be responsible to ensure that the follow-up investigation is completed satisfactorily.

National Department of Agriculture

1. The State Veterinarian: Residue Control in the office of the Director: Veterinary Services who will be responsible to ensure that the follow-up investigation is completed satisfactorily.

2. The State Veterinarian: Residue Control will inform the Provincial Controling 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 be forwarded to the provincial co-ordinator as well as the state veterinarian in whose area the sample(s) was(were) collected. 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.

3. The Director: Veterinary Services 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 Chemical 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)/bird(s) from which the non-compliant sample was(were) collected.
    - Identify any feed, feed additives, water sources, pastures or medication that were provided or administered to the animal/bird or group of animals/birds and it's cohorts from which the non-compliant samples were collected.
    - Collect samples from cohorts, other animals/birds under the same production circumstances or related circumstances, feed, feed additives, water sources, pasture and any others indicated by the circumstances or findings.
    - In particular consideration must be given to the normal route/source of the residue or contaminant that tested non-compliant.
    - 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/birds at export approved establishments for a time period, or a warning letter.
    - Take steps to prevent any non-compliant animals/birds of being slaughtered and marketed for export or the local market.
    - Compile a detailed report to the Director: Veterinary Services 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, include any recommendations pertaining to the meat safety risks and the mitigation thereof gleaned from the investigation.