



# *Livestock Production Assurance Guidebook*

LIVESTOCK PRODUCTION ASSURANCE  
**STAND BY WHAT YOU SELL**



## Contact details

LPA administration:

Tel: 1800 683 111

Web: [www.mla.com.au/lpa](http://www.mla.com.au/lpa)

Mail: LPA administration

AUSMEAT Limited

PO Box 3403, Tingalpa DC, QLD, 4173

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## Foreword

Food safety is important to consumers in Australia and maintaining market access to export markets for Australian beef, lamb and goat meat.

The Livestock Production Assurance (LPA) program provides a food safety assurance to these customers. In doing so, it supports the reputation and on-going economic viability of Australia's livestock producers and industry.

When you tick the box on your LPA National Vendor Declaration (LPA NVD) form, you are guaranteeing your on-farm practices meet LPA requirements. Your tick must be backed up by accurate farm records.

While some producers may have to introduce management systems to ensure they comply with these practices, others will be doing this as part of their existing farming system.

LPA-accredited producers have the right to use the LPA NVD when selling or moving their livestock, which means their livestock always attract maximum value. They are also subject to on-farm audits to ensure they are meeting all LPA requirements.

LPA is your pledge that the meat from your farm has been produced safely. Your LPA accreditation means you stand by what you sell.

I'd encourage you to read the detail of this document which outlines the key requirements of the LPA program. It also serves as practical guide to implement and demonstrate compliance with the LPA Rules and Standards.

If you still have questions please seek answers from the LPA website or call the LPA hotline on 1800 683 111.

**Kevin Roberts**

Chairman, Livestock Production Assurance Advisory Committee



# Table of contents

<b>Foreword</b>	<b>3</b>
<b>1. About LPA</b>	<b>5</b>
1.1 What is LPA?	5
1.2 The five elements of LPA	6
1.3 Record keeping	6
1.4 Auditing LPA	7
<b>2. Meeting LPA requirements</b>	<b>9</b>
2.1 Property risk assessment	9
2.2 Safe and responsible animal treatments	11
2.3 Fodder, crop, grain and pasture treatments and stock foods	13
2.4 Preparation for dispatch of livestock	15
2.5 Livestock transactions and movements	16
<b>3. Frequently asked questions</b>	<b>18</b>
<b>4. Glossary of terms</b>	<b>25</b>



# 1. About LPA

## 1.1 What is LPA?

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Livestock Production Assurance (LPA) is the Australian livestock industry's on-farm food safety program. Introduced in 2004, it meets the stringent requirements of our export markets, providing an assurance of the safety of red meat grown on Australian farms. In 2013/14 Australia exported 71 per cent of beef, 56 per cent of lamb, 95 per cent of mutton and 95 per cent of goat meat to overseas markets.

LPA is an industry-owned program. The majority of meat processors require livestock to be sourced from LPA-accredited properties. More than 210,000 Property Identification Codes (PIC) are currently LPA-accredited.

LPA is overseen by the industry's Livestock Production Assurance Advisory Committee (LPAAC) – comprising representatives of peak industry bodies responsible for red meat production – and aims to provide an assurance of the safety of red meat grown on Australian farms.

LPAAC representatives include Cattle Council of Australia, Sheepmeat Council of Australia, Goat Industry Council of Australia, Australian Lot Feeders Association, Australian Dairy Farmers, Australian Livestock & Property Agents Association, Australian Meat Industry Council, Department of Agriculture, Meat & Livestock Australia and AUS-MEAT Limited (AUS-MEAT).

AUS-MEAT administers the LPA program on behalf of industry, and carries out all LPA audits.

LPA is just one of the contributing programs ensuring Australia's red meat industry remains viable and sustainable.

The LPA National Vendor Declaration (LPA NVD) is the main document behind Australia's meat and livestock food safety reputation. When an LPA NVD is signed, the producer is sharing information on livestock history and declaring compliance with all LPA requirements. It enables important information regarding livestock history to be transferred through the supply chain.

### What does LPA mean for the livestock producer?

Producers who become LPA-accredited commit to carrying out specific on-farm practices in order to fulfil their responsibility to produce safe red meat. When livestock are transferred from that property, LPA-accredited producers tick the box on the LPA NVD to say they have met the requirements of the LPA program.

It is also a requirement that LPA producers source livestock from other LPA-accredited producers.

To participate in LPA producers must:

- Step 1.** Register your PIC with LPA at [www.mla.com.au/lpa](http://www.mla.com.au/lpa) or phone 1800 683 111. Producers will be provided with an LPA User ID and password at time of registration which should be recorded and saved for future reference.
- Step 2.** Review your on-farm management systems to ensure you meet the LPA requirements. This Guide, as well as the factsheets available at [www.mla.com.au/lpa](http://www.mla.com.au/lpa), provide a basis for this review.
- Step 3.** Become accredited with the LPA program. Once registered and meeting LPA requirements, apply for

## 1. About LPA

full accreditation by visiting [www.mla.com.au/lpa](http://www.mla.com.au/lpa), logging in to your LPA profile, and applying for full accreditation.

**Step 4.** Order and pay for your LPA NVD book through [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

### 1.2 The five elements of LPA

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Producers who become LPA-accredited commit to carrying out specific on-farm practices in order to fulfil their responsibility to produce safe red meat. There are five elements which producers must meet in order to obtain LPA accreditation.

These are:

1. Property risk assessments  
Producer responsibility: To minimise the risk of livestock being exposed to sites that are unacceptably contaminated with persistent chemicals or physical contaminants.
2. Safe and responsible animal treatments  
Producer responsibility: To ensure animal treatments are administered in a safe and responsible manner that minimises the risk of chemical residues and physical hazards.
3. Stock foods, fodder crops, grain and pasture treatments  
Producer responsibility: To minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee livestock are not fed animal products.
4. Preparation for dispatch of livestock  
Producer responsibility: To ensure livestock are fit for transport and minimise the risk of stress and contamination of livestock during assembly and transport.
5. Livestock transactions and movements  
Producer responsibility: To ensure traceability requirements, with respect to treatments or exposure to food safety hazards, have been fulfilled for all livestock movements - between farms and feedlots, and including to slaughter and live export.

LPA is a voluntary industry program, however the majority of meat processors require livestock to be sourced from LPA-accredited properties. LPA is a vital component in managing on-farm food safety risk. The use of NVDs displaying the LPA logos (LPA NVDs) are proof of LPA accreditation and compliance.

### 1.3 Record keeping

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When you tick the box on your LPA NVD form, you are guaranteeing your on-farm practices meet LPA requirements, and your declaration must be backed by accurate farm records. Accredited producers must ensure that NVDs and other records are retained for a minimum of three (3) years, or in accordance with state legislation, or for the time of the livestock on a specific property, whichever is longer, for the time of the livestock on a specific property.

#### How to keep records?

There is no perfect formula for record keeping. Some producers find that keeping clear notes in a diary works well for them, others use electronic spreadsheets. Regardless of the method, it is important that all relevant management activities are accurately and clearly recorded.

Key aspects of management that should be recorded include:

- Livestock treatments – including date, identification of mob, number of stock, product, batch number, expiry date, With Holding Period (WHP)/Export Slaughter Interval (ESI) and date safe for slaughter.
- Grain and fodder treatment record – including date, silo/storage identification, amount, product, batch number, expiry date, WHP/ESI and date safe for use.
- Crop, pasture and paddock treatment record – including date, paddock identification, area, product, batch number, application rate and method, expiry date/ date of manufacture, WHP/ESI, and the date paddocks are safe to graze.
- Livestock feeding record – including date, commodity vendor declaration (CVD) number, origin of feedstuff, description of feedstuff, amount, storage location, identification of livestock fed and time of feeding (start and finish dates).
- Record of purchased or introduced livestock – keeping copies of the LPA NVD from livestock you receive records the date, LPA NVD number, number of stock, identification, breed, sex, age, agent/sale, vendor (name and address) and Property Identification Code (PIC).
- Records of livestock sold – keeping a copy of the LPA NVD records the date, LPA NVD number, number of stock, identification, breed, sex, age, purchaser/ agent/ sale, date and time of yarding, transport company and vehicle registration number.
- Property risk assessment – record any possible contaminated sites, the risk identified, results received (if soil samples were conducted) and a description of how the site is managed to eliminate the risk of livestock contamination.

There are a range of LPA record keeping templates to assist in keeping records and maintaining the LPA program standards available online ([www.mla.com.au/lpa](http://www.mla.com.au/lpa)). A hard-copy record keeping book can also be ordered online through the LPA website or through the hotline 1800 683 111.

## 1.4 Auditing LPA

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On-farm audits are conducted each year to ensure the management systems introduced by livestock producers comply with LPA Rules and Standards. The LPA Rules and Standards are available at [www.ausmeat.com.au/audits-accreditation/lpa-livestock-production-assurance/lpa-rules-and-standards](http://www.ausmeat.com.au/audits-accreditation/lpa-livestock-production-assurance/lpa-rules-and-standards).

All LPA-accredited producers – from large scale operators to hobby farmers – may be audited. Audits are randomly selected from the database of all LPA-accredited producers. Approximately 2,000 random audits are conducted annually.

It is a condition of accreditation that LPA producers agree to participate in the audit process. Refusal to participate may result in LPA accreditation being withdrawn.

Qualified auditors from AUS-MEAT conduct the on-farm audits for LPA. The audit program is overseen by the LPAAC.

### What is the audit process?

If selected for an audit, producers receive an LPA Audit Notification Pack with information to help them prepare for audit. Reviewing on-farm practices against the checklist provided in the Notification Pack will assist in identifying any areas that may need attention before the audit. The more preparation that is done before the audit, the easier the process is likely to be.

An auditor will contact the producer to organise a mutually convenient time for the on-farm audit.

On the day of the audit, the auditor will check how records are maintained and food safety-related



## **1. About LPA**

management is being carried out. The auditor may accompany the producer on an inspection of property facilities relating to food safety and the LPA Rules and Standards. Parts of the farm that have been identified as contaminated with persistent chemicals – risk sites – may also be visited to review the management systems implemented at these locations.

### **What if issues are identified?**

A complete description of the LPA sanctions is set out in the LPA Rules. These sanctions describe the process by which the LPA will deal with instances where a producer is found to be in breach of its obligations under the Rules or the Standards.

A non-conformance with the Rules or the Standards may be categorised as minor, major or critical, depending on the nature of the non-conformance and the potential impact it may have on food safety or the integrity of the LPA program or the Australian meat and livestock industry. A producer may be required to participate in additional audits to ensure that a non-conformance has been addressed. If additional audits are required, a producer may be required to pay the cost of each audit.

#### **Minor non-conformance**

Minor non-conformance will be recorded as an observation. This means an area for which there has been or could be a variance from the LPA Rules and Standards but where it is unlikely to directly affect food safety. Observations represent opportunities for improvement in the overall management system.

#### **Major non-conformance**

Major non-conformance will be recorded on a Corrective Action Request (CAR). A CAR may be issued if, among other things, a non-conformance has the potential to compromise food safety or affect the integrity of the Australian meat and livestock industry or the LPA program. A producer will be required to correct a non-conformance within a specified period of time.

#### **Critical non-conformance**

Critical non-conformance will be recorded on a Critical Incident Report (CIR). A CIR may be issued if, among other things, a non-conformance impacts on the integrity of the Australian meat and livestock industry or the LPA, compromises the Rules or the Standards or jeopardises food safety. For example, this could include but not limited to, the feeding of restricted animal material to livestock, a residue detection above MRL or stock found chewing/licking an old battery.

If a CIR is issued, a producer's accreditation may be suspended until the producer is able to demonstrate that the non-conformance has been addressed. If the issue has not been satisfactorily addressed, a producer may be issued with a Show Cause Notice and asked to give reasons as to why the LPA accreditation should not be withdrawn.

### **What happens if LPA accreditation is suspended?**

In the event that a producer is suspended or has its accreditation withdrawn, it must immediately cease using the LPA trade mark, including any LPA NVD Waybills displaying the LPA trademark.

### **What happens if a producer disagrees with a sanction?**

If you do not agree with a sanction which is imposed, you may lodge an appeal in accordance with the LPA Rules and Standards.

Full details of the sanctions process, including the appeals process, are set out in the LPA Rules and Standards which are available on the AUS-MEAT website at [www.ausmeat.com.au/audits-accreditation/lpa-livestock-production-assurance/lpa-rules-and-standards](http://www.ausmeat.com.au/audits-accreditation/lpa-livestock-production-assurance/lpa-rules-and-standards) or by phoning 1800 683 111.





## 2. Meeting LPA requirements

### 2.1 Property risk assessment

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**Outcome:** On farm systems have been implemented to minimise the risk of livestock being exposed to sites that are unacceptably contaminated with persistent chemicals or physical contaminants.

#### What you need to do:

As a livestock producer, you must guarantee the animals you sell do not have unacceptable residues of these chemicals.

You must ensure stock do not have access to sources of contamination, as well as ensuring that livestock have not been exposed to contaminants through injury, such as broken needles, wire or drilling equipment.

#### Evidence you need to keep:

- Complete a risk assessment and map and update it when any changes to the enterprise's activities occur.
- Document and file this risk assessment and map.

#### Questions you need to be able to answer:

As part of the risk assessment every producer should consider any issue that may impact the risk status of stock. Answers to the following questions will form the basis of a property risk assessment and help producers prepare a property map and management plan for risk areas.

The questions are:

1. Have Organochlorine (OC) residues ever been found in stock from this property or in soil or other material samples from the property?
2. Do livestock have access to areas where bananas, cotton, corn, potatoes, lucerne, orchard crops, sugar cane, tobacco, vegetables or other potentially OC-treated crops were grown prior to 1998?
3. Do livestock have access to any timber buildings, sheds, yards, power poles, stockyards or other structures, which may have been treated against termites before July 1995?
4. Is there a dip or spray race (working or not) or a dip/spray race site on the property which was built or operated before 1990?
5. Do livestock have access to a rubbish dump, farm machinery, sheds, painted feed bins, or any painted surface?
6. Do livestock have access to current or former chemical storage, mixing or washdown areas or fertiliser storage or loading areas?

## 2. Meeting LPA requirements

7. Do livestock have access to leaking electrical transformers, capacitors, hydraulic equipment or coal mine wastes?
8. Is feed stored in silos, hay sheds or other areas that may have been treated with OCs?
9. Have sources of potentially injurious physical contaminants been identified?

A risk assessment must be carried out when any changes to the enterprise's current activities occur, such as a change in land use on the property. It will be examined in detail should your property be subjected to a random audit.

Templates to assist you with your record keeping are available on the LPA website at [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

### Practical ways to implement the elements

- Mark on a property map suspect areas such as:
  - old yards and dip sites
  - treated yards
  - old rubbish dump sites
  - treated power poles
- Conduct soil tests for any sites of concern.
- Conduct animal fat tests for suspect sites where animals are fed intensively, such as feedlots or weaning yards.
- Using the test results determine whether livestock can be allowed access to various parts of your property.
- Complete the Property Risk Assessment provided by LPA and file for future reference/audit.
- Isolate contaminated sites to deny stock access. Erect 'restricted access' signs if people could inadvertently let stock in.
- Store persistent chemicals in a place where livestock cannot gain access.
- Clearly identify livestock which may have gained access to restricted areas. Keep records on these animals to make sure they cannot be accidentally sent for slaughter until it is safe (eg get the animals tested).

Your State Department of Primary Industries or Local Land Services can assist with testing of livestock for residues of persistent chemicals and provide advice on when livestock that have accessed contaminated sites can be sold.

## 2.2 Safe and responsible animal treatments

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**Outcome:** On-farm systems have been implemented to ensure that animal treatments are administered in a safe and responsible manner to minimise the risk of chemical residues and physical hazards.

### What you need to do

As a livestock producer, you must guarantee that you use veterinary drugs only when necessary, and that animals that are treated get an effective course of treatment. You must also ensure there is minimal risk of adverse side effects, including carcase residue or physical contaminants.

It is essential that all animal treatments are stored and used appropriately and that animals are not slaughtered while they may still have unacceptably high chemical residues or physical contaminants. This can be achieved by carefully following label instructions (particularly regarding dose) withholding period (WHP) and export slaughter interval (ESI).

Producers using Hormone Growth Promotant (HGP) in livestock must ensure the application of HGPs is in accordance with statutory requirements. This includes permanent identification of treated livestock by a triangular ear punch, and records of the use of HGPs are maintained.

### Evidence you need to keep

- Document and file all animal treatment details. Records should include:
  - treatment date
  - animal/mob identification
  - chemical/drug used, including batch number and expiry date
  - dose rate
  - relevant WHP and/or ESI (and date of expiry) or date animal is first eligible for sale
  - adverse reactions (if applicable)
  - broken needle still in animal (if applicable)
- Note in a diary when equipment utilised for livestock treatment is cleaned.
- Ensure you have written authorisation and directions from a veterinarian for any off-label use of animal treatments.
- Note animals that may have been exposed to physical contaminants such as broken needles, buckshot, etc.

### Questions you need to be able to answer

It is recommended producers document and file responses to the safe and responsible animal treatments checklist, and make them available should the property be subject to an LPA audit. Questions asked by the auditor may not be limited to these.

The checklist includes seven questions:

1. Do you only allow people who are trained and/or competent to administer animal treatments?
2. When treating animals, do you abide by the legal directions (e.g. as written on the label) or written directions from the vet and only used approved veterinary chemicals?
3. Are veterinary chemicals stored according to instructions on the label and kept in a place safe from animals?
4. Do you ensure that any equipment used to administer or measure animal treatments is working correctly before use and clean it before and after you use it?

## 2. Meeting LPA requirements

5. Are management systems in place to prevent cross-contamination between treated and non-treated animals?
6. Do you administer veterinary chemical injections in the neck (unless site specific) and minimise damage to the site?
7. Do you record livestock treatments, including adverse reactions, and pass this on when selling stock?
8. Do you dispose of chemical containers and equipment in accordance with the manufacturer's directions?

Templates to assist you with your record keeping are available on the LPA website at [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

### Practical ways to implement the elements

- Any person on your property handling veterinary chemicals must be competent in administering veterinary chemicals to livestock.
- Ways to show competence include:
  - for those using chemicals, evidence of completion of a recognised chemical user's course (if applicable)
  - being supervised by someone holding a current chemical user's certificate
  - or being able to show competency to an auditor.
- Read all labels and apply the animal treatment using those directions or written veterinarian directions.
- Ensure that any equipment used to administer or measure chemicals delivers the correct dose. Check the equipment works correctly and is clean before using it.
- Thoroughly clean all equipment used to administer animal treatments after each use (eg. application equipment, buckets, utensils etc) and prior to reuse.
- Prevent cross contamination between treated and non-treated animals (e.g. through urine or milk).
- Administer veterinary chemical injections in the neck (unless site specific).
- Record if livestock have an adverse reaction to a treatment.
- Ensure animals treated with HGP have the correct triangular earmark in accordance with state regulatory requirements.
- Store chemicals in a secure area so there is no risk of livestock contact.
- Store treatments as indicated on the label and dispose of chemicals with an expired use-by date as recommended on the label.
- Keep and use a copy of the latest WHP/ESI listing (available from [www.apvma.gov.au/ESI](http://www.apvma.gov.au/ESI) or within your LPA NVD Waybill booklet). Where a WHP or ESI is not available make additional enquiries with the chemical company and note the recommendation.
- Keep records of livestock treated with veterinary chemicals and HGPs.
- Permanently identify any livestock that have broken needles.
- If selling livestock, advise the buyer of treatment details of livestock (including if cattle require tick treatment during transport). This information can be completed on the LPA NVD.
- Ensure records are retained for a minimum of three (3) years, or in accordance with State Legislation, or for the duration of the livestock on a PIC, whichever is the longer period.

## 2.3 Fodder crop, grain and pasture treatments and stock foods

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**Outcome:** On-farm systems have been implemented to minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee livestock are not fed animal products.

### What you need to do

As a livestock producer, you must guarantee that animals are not exposed to foods containing chemical contamination or fed animal products.

Exposure to contaminated food or animal product may result in unacceptably high chemical residues in the animal at the time of slaughter, posing a risk to human health, trade and industry reputation.

Producers must, therefore, do all they can to ensure agricultural chemicals are applied and stored correctly and that animals are not exposed to chemical residues. Records must be kept to enable the traceability of stock feeds provided to animals, including details on WHP, ESI, Export Grazing Interval (EGI) or Export Feeding Interval (EFI) as applicable.

### Evidence you need to keep

- Keep records of your agricultural chemical treatments. Records should include:
  - treatment date
  - location/area/quantity of treatment
  - chemical used, including batch number and expiry date
  - application rate and method
  - relevant WHP
  - relevant withholding from grazing period
  - wind direction and speed
- Introduce management systems to identify livestock that may have become contaminated and to map or list treated or contaminated areas.
- Keep records of Commodity Vendor Declarations (CVDs) that accompany all introduced stock feeds – origin of purchased feedstuff (eg. invoice).

### Questions you need to answer

It is recommended producers document and file answers to the checklist questions and make them available when the property is subject to an LPA audit.

The fodder crop, grain and pasture treatments and stock foods checklist includes nine questions to ensure a livestock producer is doing all they can to minimise exposure of livestock to foods containing chemicals or animal products.

The checklist includes nine questions:

1. Do you only allow people who are trained and/or competent to use chemicals?
2. When applying chemicals, do you abide by the legal directions (e.g. as written on the label) and only use approved agricultural chemicals?
3. Do you ensure that any equipment used to apply or measure chemicals is working correctly before use and clean it before and after you use it?
4. Are agricultural chemicals stored according to instructions on the label and kept in a place safe from animals?

## 2. Meeting LPA requirements

5. Are management systems in place to identify livestock that may have accessed treated paddocks or contaminated feed?
6. Do you record agricultural treatments, including spray drift and introduced stock feed, and pass this on when selling stock?
7. Do you record introduced stock feeds and ensure these come with a CVD that shows there is a minimal risk of contamination?
8. Do you meet the ruminant feed ban legislation of the state in which you raise stock?
9. Is there a management system in place to map or list treated and contaminated areas and signpost them on-farm?

Templates to assist you with your record keeping are available on the LPA website at [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

### Practical way to implement the elements

- Ensure those using chemicals can demonstrate evidence of completion of a recognised chemical user's course (if applicable).
- Ensure that any equipment used to apply or measure chemicals delivers the correct amount of chemicals. Use an accurate measuring device and do not estimate quantities. Check that the application equipment works correctly and is clean before using it.
- Only use legally approved chemicals and use them in accordance with label directions.
- Store chemicals in a secure area so there is no risk of livestock contact.
- Store treatments as indicated on the label and dispose of chemicals with an expired use-by date as recommended on the label.
- Keep a farm map or list of treated paddock areas and any contaminated sites/facilities and ensure livestock do not have access if there is a risk of contamination.
- Treated paddocks may be identified with signs.
- Where a WHP is not available make additional enquiries with the chemical company and note the recommendation and or review relevant information on the APVMA web site ([portal.apvma.gov.au/pubcris](http://portal.apvma.gov.au/pubcris)).
- When receiving introduced stockfeed, ensure it comes with a CVD, which indicates there is minimal risk of contamination. If you do not receive a CVD with your stockfeed ask for one. The CVD program can be downloaded from the LPA website [www.mla.com.au/Meat-safety-and-traceability/On-farm-risk-management/Feed-and-fodder-declarations](http://www.mla.com.au/Meat-safety-and-traceability/On-farm-risk-management/Feed-and-fodder-declarations).
- If you're not sure of the chemical residue status of stockfeed, do not provide it to livestock until you can prove it is clear (eg get the feed tested).
- Identify treated feed storage facilities or treated feed product by signage.
- Keep records on agricultural treatments, including spray drift events as well as introduced stockfeed.
- Identify livestock that may have accessed treated paddocks or contaminated feed. This can be by any method that works for you (e.g. a unique coloured ear tag, or by segregating from other non-contaminated livestock).
- Do not purchase and use feed that contains any form of animal products (unless you have an approved exemption). For a list of banned animal products in feed, contact your local state department of agriculture.
- Ensure records are retained for a minimum of three (3) years, or in accordance with State legislation; or for the duration of the livestock on a PIC, whichever is the longer period.

## 2.4 Preparation for dispatch of livestock

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**Outcome:** On-farm systems have been implemented to ensure that livestock are fit for transport and minimise the risk of stress and contamination of livestock during assembly and transport.

### What you need to do

As a livestock producer, you must guarantee that livestock are fit to transport and that they experience a minimum of stress and contamination during assembly and transport.

They must also meet the specific requirements relating to the transportation for sale or slaughter of bobby calves.

### Evidence you need to keep

- Document and file LPA NVDs completed for PIC.
- Document and file transport records.
- Records of animals that may have been exposed to physical contaminants such as broken needles, buckshot or wire.

### Questions you need to answer

The preparation for dispatch of livestock checklist includes six questions to ensure a livestock producer is doing all they can to minimise livestock stress and contamination during assembly and transport.

It is recommended producers document and file their responses to the checklist and make this available should the property be subject to an LPA audit.

The checklist includes six questions:

1. Do you record transport details, including vehicle registration and key times?
2. Do you only select animals for transport that are fit for travel?
3. Do you inspect vehicles prior to livestock transportation?
4. Are pre-consignment curfews enforced for livestock destined for slaughter?
5. Do you choose transport operators that operate in accordance with a recognised quality assurance program?
6. Do you prepare bobby calves for transport in accordance with the requirements prescribed in Bobby Calf LPA NVD?

Records must be updated every time livestock are transported. Templates to assist you with record keeping are available on the LPA website at [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

### Practical way to implement the elements

- Muster, assemble and transport livestock so that there is minimal contamination and stress on the animal.
- Only select animals that are in a condition fit for travel. No sick or injured animals should be consigned.
- When transporting stock, inspect the vehicle for cleanliness and ensure the construction of multi-level trucks minimises soiling of livestock on the lower deck.



## 2. Meeting LPA requirements

- Meet curfew requirements, unless a customer specifies otherwise:
  - cattle destined for slaughter should have at least six hours curfew before departure
  - sheep/goats destined for slaughter should have at least 12 hours dry curfew.
- Where possible use a quality assured transporter (e.g. Truckcare accredited).
- If you have received complaints from processors or purchasers regarding excessive soiling of livestock, ensure it does not happen again.
- Ensure that all calves described on Bobby Calf LPA NVDs have been prepared for transport in accordance with the following provisions at all times: Calves are between the age of 5 and 30 days old and must be: protected from cold and heat; in good health; able to rise up; fed milk or replacers on the farm within 6 hours of transport; delivered and fed within 18 hours of last feed and transported for less than 12 hours. Note: The above requirements are as stated on the BC0412 version of the Bobby Calf NVD.
- Keep evidence of your management, for example:
  - copies of the LPA NVD and Transport records.
  - name of transport operator and the vehicle registration number.
  - date and time of yarding and truck departure.
  - records of feedback/complaints from processors or purchasers and any actions taken.
- For bobby calves, records need to be maintained to demonstrate that compliance to the fitness for transport provisions including for example that bobby calves are in their 5th day or older; and that calves have been fed within 6 hours of transport.
- Ensure records are retained for a minimum of three (3) years or in accordance with State legislation; or for the duration of the livestock on a PIC, whichever is the longer period.

### 2.5. Livestock transactions and movements

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**Outcome:** On-farm systems have been implemented to ensure traceability requirements, with respect to treatments or exposure to food safety hazards, have been fulfilled for all livestock movements – between farms and feedlots, and including to slaughter and live exports.

#### What you need to do

As a livestock producer, you must guarantee that the animals you sell are not exposed to food safety hazards and that you meet all traceability requirements, should a food safety issue occur. This involves careful attention to the accuracy and completion of LPA NVDs and effective filing of records of all livestock that are introduced and leave your property.

#### Evidence you need to keep

- Record all purchases and sales.
- Keep copies of all LPA NVDs for introduced and dispatched livestock.
- Record vendor's name and address, and PIC.
- Record livestock details/description.
- Keep records of animals purchased while within a WHP/ESI period.
- Records of HGP application.
- Keep records of animals that may have been exposed to physical contaminants such as broken needles, buckshot or wire.

- Record updates to the National Livestock Identification System (NLIS) database.
- Record the identification of livestock in accordance with NLIS requirements.

### **Questions you need to answer**

The livestock transactions and movements checklist includes questions to ensure a livestock producer is doing all they can to ensure traceability requirements for their livestock are fulfilled.

While the checklist is not compulsory, producers should consider documenting and filing their responses to the questions and make this available should the property be subject to an LPA audit. A template to assist you with your record keeping is available on the LPA website at [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

The eight (8) questions are:

1. Do you use LPA NVDs for every livestock movement from your property?
2. Do you complete LPA NVDs accurately and keep a copy on file?
3. Do you have management systems in place for identifying individual livestock and mobs?
4. Do you keep records of livestock you introduce to your property?
5. Do you keep records of livestock that leave your property?
6. Do you review the chemical residue status of all animals before dispatch?
7. Do you update the NLIS database for all movements onto your PIC?
8. Do you ensure livestock are identified in accordance with NLIS requirements?

### **Practical ways to implement the elements**

LPA NVD are to be used for every livestock movement from one PIC to another PIC or destination. This includes all sales and purchases as well as movements from your property (whether it be to slaughter, another property, for agistment, saleyard or other movement).

- LPA NVD must be accurately completed and retained on file.
- Identify livestock using individual or mob identification as in accordance with NLIS requirements.
- Keep records of purchased/introduced and dispatched livestock.
- Review the chemical residue status of all animals before dispatch.
- Ensure livestock treated with HGPS are identified in accordance with regulatory requirements.
- Ensure that all introduced livestock have been updated to the NLIS database.
- Ensure records are retained for a minimum of three (3) years, or in accordance with State Legislation; or for the duration of the livestock on a PIC whichever is the longer period.



## 3. Frequently asked questions

### LPA Accreditation

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#### How do producers become LPA-accredited?

There are three key steps:

1. Read and understand the LPA requirements, found in this Guide.
2. Register on line at [www.mla.com.au/lpa](http://www.mla.com.au/lpa) or call the LPA helpline, ensuring that details of the PIC and contact details of the property owner/manager are available.
3. Agree to abide by all requirements of the LPA program via the online declaration or the LPA helpline.

Once a PIC is accredited, producers are provided with a LPA user identification number/accreditation number (LPA User ID) which should be recorded in a convenient place as this is required for future use (in particularly when reordering NVDs).

#### What does it mean to be accredited?

In signing up to LPA, producers pledge to undertake and maintain specific on-farm practices which guarantee the food safety of the livestock they sell. They may have to introduce management systems to ensure they comply with these practices. LPA-accredited producers have the right to use the LPA NVD when selling their livestock. They are subject to random farm audits to ensure they are meeting all LPA requirements.

#### Is LPA accreditation linked to a person or a PIC?

Accreditation is linked to PIC. It is the responsibility of the PIC owner (or nominated representative) to ensure that the management systems meet LPA requirements and that all producers with access to the accredited PIC are made aware of and understand these requirements.

A PIC must be accredited to be able to obtain and use LPA NVDs.

#### How do I log onto the LPA website?

You can log on to the LPA website by visiting [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

#### What is the LPA Management Console?

The LPA Management Console is the website through which producers can order NVDs online and/or update their relevant contact details. This can be accessed at [www.mla.com.au/lpa](http://www.mla.com.au/lpa) by selecting either order NVDs or manage your LPA profile.

## How do producers know if their PIC is accredited?

Producers can check if their PIC is accredited through their user profile on [www.mla.com.au/lpa](http://www.mla.com.au/lpa) or call the LPA helpline. Producers will need their PIC and LPA User ID number (accreditation number) to log onto the website. As a general guide, producers that are using an LPA NVD that is pre-printed with the property PIC are accredited. The LPA accreditation status of all PICs is also available on the NLIS database. The accreditation status of a PIC can also be checked on the following website: [lpawebadmin.ausmeat.com.au/accredsearch.aspx](http://lpawebadmin.ausmeat.com.au/accredsearch.aspx).

## Is LPA accreditation ongoing?

No. Accredited producers are required to confirm their commitment to the LPA program annually or when they next purchase NVDs if greater than one (1) year.

## Why do producers need to confirm their commitment?

All LPA-accredited producers need to be aware of and understand their responsibilities under the program. Accredited producers have previously agreed to the requirements of the program and the re-commitment process is an important step in ensuring livestock producers maintain their awareness of the on-farm practices required under LPA.

## How do producers confirm their commitment to LPA?

Accredited producers will be required to complete a declaration which has nine questions. This can be completed either online via [www.mla.com.au/lpa](http://www.mla.com.au/lpa) or by calling the LPA helpline on 1800 683 111.

## What does this commitment involve?

The recommitment declaration involves responding to nine questions. The questions are the same as previously agreed to by the PIC representative at the time of applying for accreditation in the LPA program.

Producers must agree to each of the following statements:

1. I understand that eligibility to use the LPA National Vendor Declarations (LPA NVDs) is restricted to PICs that are accredited under the LPA Program.
2. I have read and understood the requirements of the LPA Program as described in the LPA Rules and Standards (as amended from time to time).
3. I will seek to ensure all persons with access to LPA NVDs for this PIC will comply with the requirements of the LPA Rules and Standards at all times.
4. I will ensure that all records required by LPA Administration and the LPA Rules and Standards are maintained, including auditable evidence to demonstrate compliance with the five (5) elements of the LPA Standards – property risk assessment; animal treatment records; agricultural chemical usage and stockfeeds; preparation of livestock; and livestock movements and transactions.
5. I will provide access to LPA Administration to conduct random audits as required under the LPA program (irrespective of whether the business is a hobby farm, a small or large operation, or is currently destocked).
6. I will take any corrective action and preventative action as required under the LPA Rules and Standards.
7. I will cease using NVDs displaying the LPA logo if accreditation is withdrawn.
8. All information provided to LPA applicable to this PIC is correct to the best of my knowledge.
9. I will inform LPA Administration of all changes applicable to the LPA Accreditation of (PIC number).

### **3. Frequently asked questions**

#### **Does the confirmation need to be done per person, per farm or per PIC?**

The confirmation needs to be completed for each accredited PIC.

#### **Who is required to confirm the commitment?**

The confirmation can only be completed by the authorised PIC representative being either (a) the property owner, (b) the manager, or (c) the person responsible for the husbandry of the livestock.

#### **How often do LPA-accredited producers need to confirm their commitment?**

Producers will need to confirm their commitment every time they order a new NVD booklet, but only once every 12 months for more frequent sellers.

#### **If a producer orders say, one NVD book every three years for a PIC, how often do they have to confirm their commitment?**

In this scenario, where the producer is ordering NVDs infrequently, the producer would be required to confirm their commitment at the time of ordering NVDs – i.e. every three (3) years.

#### **If a producer places an order for NVDs say, twice per year for a PIC, how often do they have to confirm their commitment?**

In this scenario, where the producer is ordering NVDs more regularly, they are required to complete the commitment declaration no more than once every 12 months.

#### **Will LPA-accredited producers get a reminder to confirm their commitment?**

Yes. The LPA database will automatically flag when it is time to confirm the commitment. This reminder flag will appear automatically for producers that take advantage of ordering NVDs online (via the website). For producers that order via the hotline, the requirement to complete the declaration will be flagged to the call centre operator who will walk through the commitment process with the caller.

#### **What happens if an LPA-accredited producer does not confirm their commitment?**

Producers who do not confirm their commitment will not be able to purchase new LPA NVD books or e-DECs, and will be required to undergo an audit as a part of the LPA targeted audit program.

#### **Can LPA accreditation be taken away?**

Yes. Producers whose on-farm practices do not meet LPA requirements risk having their accreditation suspended or withdrawn until they can demonstrate compliance in accordance with the LPA Rules and Standards. Where accreditation is suspended (or withdrawn) producers are no longer entitled to use LPA NVDs.

#### **What is the risk if accredited producers do not comply with LPA regulations?**

The requirements of LPA guarantee the safe production of red meat on Australian farms. As an industry, failure to meet these requirements may threaten our industry's international reputation and consumers trust in our product. The non-compliance of a single farmer poses a potential risk to this guarantee.

Those producers who are LPA-accredited are subject to random audits. Should the audit highlight a failure to comply with the LPA regulations the producer may have their LPA accreditation revoked or suspended pending resolution of the identified issue/s.

## How does LPA fit with my PIC and the NLIS?

LPA is just one of the contributing programs ensuring Australia's red meat industry remains viable and sustainable.

A Property Identification Code (PIC) is an eight character code allocated by the Department of Primary Industries (DPI) or equivalent authority in other states/territories to identify a livestock producing property. The PIC forms the basis of Australia's food safety and traceability programs.

LPA is an individual farmer's pledge that they have undertaken the necessary farm management practices on their property to ensure their livestock will produce safe food.

The National Livestock Identification System (NLIS) is Australia's system for identification and traceability of livestock. It enables cattle, sheep and goats to be traced from property of birth to slaughter for:

- Biosecurity
- Meat safety
- Product integrity
- Market access

## LPA National Vendor Declarations

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The LPA National Vendor Declaration (LPA NVD) is the main document behind Australia's meat and livestock food safety reputation. When an LPA NVD is signed, the producer is sharing information on livestock history and declaring compliance with all LPA requirements. It enables important information regarding livestock history to be transferred through the supply chain.

There is currently a suite of five LPA NVDs for cattle, EU cattle, sheep, goats and bobby calves. LPA NVDs are available in hard copy and electronic format.

## What is the purpose of the LPA NVD?

The LPA NVD has two purposes:

1. In completing and signing the LPA NVD, the seller provides the buyer with a guarantee relating to the food safety status of the animals they are purchasing.
2. The LPA NVD enables livestock movements to be traced if necessary.

## When are LPA NVDs required?

LPA NVDs are required for any movement of stock – to processors, to feedlots, to saleyards or between properties (irrespective of ownership) if they have different PICs.

## How do producers obtain LPA NVDs?

Hard copy – NVD/Waybill booklets contain 20 forms (in triplicate). Hard copy NVDs can be ordered online ([www.mla.com.au/Meat-safety-and-traceability/lpa](http://www.mla.com.au/Meat-safety-and-traceability/lpa)) or via the LPA hotline, at a cost of \$40 (GST incl). The price of hard copy NVDs is subject to change.

Electronic NVDs (eDECs) an online version of the LPA NVD that can be printed off for use as an LPA NVD form. The eDEC is available at a discount of 48% compared to the price of the hard copy NVDs. Price of eDECs is also subject to change.

### **3. Frequently asked questions**

To obtain e-DECs, producers must first register to use the eDEC program and then must purchase electronic tokens. One token is equivalent to one NVD. eDECs are available in bundles of 5, 10, 20, 50 and 100 tokens.

To register login to the LPA Management Console [www.mla.com.au/lpa](http://www.mla.com.au/lpa).

Note: Access to EU NVDs is restricted to producers that are accredited in the European Union Cattle Accreditation Scheme (EUCAS).

#### **What happens if a producer runs out of NVD forms?**

The producer must order a new NVD booklet (via [www.mla.com.au/lpa](http://www.mla.com.au/lpa) or via the helpline). LPA-accredited producers can also access three (3) Emergency NVDs forms (once an order has been placed) by calling the LPA helpline or by logging into the LPA Management Console.

#### **How to I pay for NVDs?**

Hard copy NVDs can be paid for by credit card or manual payment options including cheque or money order. Electronic NVDs (eDECs) are available online via credit card payment.

### **LPA requirements**

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#### **What record keeping is required for LPA?**

Producers need to keep accurate records on chemical usage, fodder feeding, stock movement and treatment, disease and management activities, and property risk assessment.

#### **Why is good record keeping required?**

Producers are required to keep good records to demonstrate compliance with all the LPA requirements. The records substantiate all claims made on the LPA NVD. It underpins Australia's global reputation for producing safe red meat.

As a result of record keeping, producers should be able to easily check key food safety details, such as when livestock were most recently treated, whether they are outside export slaughter intervals and withholding periods, and if they can be sent to market for human consumption. Record keeping must be detailed, accurate, legible and accessible.

#### **How does LPA ensure that livestock are not exposed to chemical residues?**

Producers are required to carry out and document property risk assessments and ensure livestock are not exposed to chemical residues, contamination does not occur through animal treatments, feed or transportation.

#### **How does LPA ensure livestock are properly prepared for transport?**

It is a requirement of the LPA program that accredited producers ensure that the animals they are transporting are fit for transport and that the risk of stress and contamination of livestock during assembly and transport is minimised.

#### **Does LPA ensure transactions and movements can be traced?**

It is a requirement of LPA that all livestock transactions and movements can be traced. An LPA NVD needs to accompany all livestock movements, and all stock movements and management activities need to be recorded.



## LPA audits

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### Why does LPA need audits?

On-farm audits are conducted each year to ensure the management systems introduced by livestock producers are complying with LPA Rules and Standards.

### Who gets audited?

All LPA-accredited producers – from large scale operators to hobby farmers – may be audited. PICs are randomly selected from the database of all LPA-accredited producers. While the total number of audits varies, approximately 2000 random audits are conducted annually.

### Who does the audits?

Qualified auditors from AUS-MEAT conduct the on-farm audits for LPA. The audit program is overseen by the LPA Advisory Committee.

### What does an on-farm audit involve?

If selected for an audit, producers receive an LPA Audit Notification Pack with information to help them prepare for audit. They are then contacted by an auditor to organise a mutually convenient time for the auditor to visit the farm and carry out the audit.

### What happens during an audit?

On the day, the auditor will review how records are maintained and food safety-related management is being carried out on farm. The auditor may accompany the producer on an inspection of property facilities relating to food safety including confirmation of the adopted livestock identification system. Parts of the property that have been identified as contaminated with persistent chemicals or potential risk sites may also be visited to review the management systems implemented at these locations in order to prevent livestock access.

### How can producers prepare for an audit?

Producers selected for an audit will receive an LPA Audit Notification Pack, including an Audit Checklist. Reviewing on-farm practices against the checklist will identify any areas that may need attention before the audit. The more preparation that is done before the audit, the more efficient the process is likely to be.

### Can the auditor provide advice?

No. The auditor is not able to provide specific advice to producers they have audited, however they may be able to provide guidance as to where to obtain assistance or advice.

### What happens if any issues are identified during the audit?

If the issue is minor, the auditor may record an 'observation' which means that the producer should consider taking action to improve the relevant practice. If the issue is more significant (i.e. major non-conformance), the auditor may raise a 'corrective action request' which means that the producer needs to take action to ensure compliance with LPA requirements, and this action will be followed up.

### ***3. Frequently asked questions***

#### **How long does a producer have to rectify an issue?**

If a 'corrective action request' is raised, the auditor and the producer will agree to the necessary activities that need to be undertaken to rectify the problem, and a timeframe for completion.

#### **What happens if the results of the audit show serious problems?**

The results of an audit determine what steps need to be taken. Producers can seek help to change their practices, where required. Failure to address problems identified may lead to a producer losing their accreditation. Where a critical issue is identified, LPA Accreditation for a producer's PIC can be suspended immediately.

#### **Can producers decline to be audited?**

No. It is a condition of accreditation that LPA producers agree to participate in the audit process. Refusal to participate may result in LPA accreditation being withdrawn. If a producer is not available at a particular time, they need to liaise with LPA administration and /or the auditor to identify suitable arrangements.

#### **Is there a cost for the audit?**

There is no direct cost to a producer selected for an LPA Audit where an audit is promptly scheduled with an Auditor. LPA Administration recognises that there may be extenuating circumstances that may prevent a producer scheduling an audit at different times. In such situations the producer should contact LPA Administration to progress suitable arrangements.



## 4. Glossary of terms

### **Animal fat test**

A test undertaken to determine if any chemical residues are stored in the fat deposits of a carcass.

### **Australian Pesticides and Veterinary Medicines Authority (APVMA)**

The APVMA is an Australian government statutory authority established in 1993 to centralise the registration of all agricultural and veterinary chemical products into the Australian marketplace. Previously each State and Territory government had its own system of registration.

### **Audit**

A review process where records and procedures are checked to ensure that necessary requirements are being met.

### **Assurance**

To provide some guarantee.

### **Bobby calves**

Calves that are between 5 and 30 days of age and are not accompanied by its mother.

### **Chemical user's certification**

The accreditation given to a person deemed competent in administering veterinary and/or using agricultural chemicals.

### **Commodity Vendor Declaration (CVD)**

A declaration of the residue status of stockfeed (including by-product feeds) and details of any chemical treatments that have been applied to the feed.

### **Corrective Action Request (CAR)**

A producer may be issued with a Corrective Action Request (CAR) following identification of non-conformance through the audit process. The CAR will request the non-conformance be corrected within a specified time period.

### **Critical non-conformance**

An audit term which indicates the auditor has identified a variance that may cause loss of integrity of the Australian meat and livestock industry or the LPA; jeopardise food safety, or a reoccurring major non-conformance which has not been addressed by corrective action.

### **Curfew**

A specified period of time without feed or water before travel.

### **Export Slaughter Interval (ESI)**

The period of time that must elapse between treatment of an animal with a veterinary drug or other chemical and sending the animal to slaughter for export.

### **Export Grazing Interval (EGI)**

Is the minimum time interval between application of a chemical to a crop or pasture and grazing by animals destined for slaughter for export purposes.

**Export Feeding Interval (EAFI)**

Is the minimum interval between the application of a chemical to a crop or pasture and its harvest or being cut for stock feed.

**Full accreditation**

The official recognition given to producers who have confirmed their on-farm systems meet the requirements of the LPA Rules and Standards.

**LPA Advisory Committee (LPAAC)**

The committee that maintains the Rules and Standards and oversees the administration of the LPA program and implementation of the sanctions policy.

**LPA National Vendor Declaration (LPA NVD)**

The food safety declaration that accompanies cattle, sheep and lambs, goats and bobby calves for sale and or slaughter from LPA-accredited properties. It displays the LPA logo.

**Livestock movements**

The transfer of livestock from one place to another, not necessarily involving a sale or purchase ie livestock transaction.

**Livestock transactions**

The sale or transfer of livestock ownership.

**Major non-conformance**

An audit term which indicates the auditor has identified an issue on-farm that has the potential to compromise food safety or impinge on the integrity of the Australian meat and livestock industry or the LPA.

**Minor non-conformance**

An audit term which indicates the auditor has identified a variance from the Rules and Standards that is not likely to directly impinge on food safety or the integrity of the Australian meat and livestock industry or the LPA.

**Non-conformances**

Where the requirements of the LPA Rules and Standards are not met.

**Organochlorine chemicals (OCs)**

Organic chemical compounds containing chlorine that have an insecticidal activity. While their use is now banned, their persistence in soil continues to pose a risk of residues in meat.

**Persistent chemicals**

Chemicals that remain in the environment, posing a potential residue risk to grazing cattle in both meat and milk products. A full list of persistent chemicals of concern can be obtained from the LPA Administration.

**Physical hazards**

Foreign material that can end up in food such as metal fragments, lead shot, broken needles, wire, glass etc.

**Producer eDEC**

Software program that generates electronic LPA NVDs. The eDEC application can be accessed from the LPA Management Console (via [www.mla.com.au/lpa](http://www.mla.com.au/lpa)) by selecting the Producer eDEC button and following the prompts.

**Property Identification Code (PIC)**

A number issued to a property, which allows animal disease and other notifiable problems to be traced back to the property of origin of stock. The PIC is a unique identifier for land used for keeping livestock. PICs are assigned to individual properties. State/Territory NLIS authorities are responsible for issuing a PICs. One owner may have several PICs for their operation.

**Property Residue Status**

The category a property is allocated to in accordance with the presence of organochlorine (OC) residues on the property – this is used to minimise the risk of cattle with organochlorine residues above the maximum level being slaughtered for human consumption.

**Quality Assurance (QA)**

A program that is intended, by its actions, to maintain a standard level of quality.

**Risk assessment**

The process of identifying and reviewing controls for threats that could cause food safety problems.

**Sanctions**

An action taken for failure to rectify an identified non-conformance or follow requirements of the LPA program as prescribed in the LPA rules.

**Traceability**

The ability to trace the history, application or location of an item or activity by means of recorded identification. It is a key requirement of the LPA program.

**Truckcare**

A quality assurance program for livestock transporters.

**Waybill**

State specific stock movement document.

**Withholding Period (WHP)**

The minimum period that must elapse between treatment with a certain chemical and the treated animal's slaughter for human consumption in Australia.

### Need to know more?

Watch a video: [www.mla.com.au/lpavideo](http://www.mla.com.au/lpavideo)

#### Access and download:

LPA rules, a checklist, record templates  
and factsheets at [www.mla.com.au/lpa](http://www.mla.com.au/lpa)

Email: [lpa@mla.com.au](mailto:lpa@mla.com.au)

Call: 1800 683 111

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