

# CANADIAN ACCREDITATION PROGRAM FOR INDUSTRY SERVICE ORGANIZATIONS 2015 EDITION

**INCLUDING DAIRY CATTLE, EMBRYOS, SEMEN, SALES BUSINESSES AND  
FILING BUSINESSES**



CANADIAN DAIRY BREEDS  
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Telephone: (519) 756-8300 Fax: (519) 756-3502

Ayrshire  
Jersey

Brown Swiss  
Holstein

Canadienne  
Milking Shorthorn

Guernsey

As revised and amended December 2015

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AND FILING BUSINESSES**

## **PURPOSE**

The purpose of the accreditation program is to ensure that "accredited" businesses and individuals keep adequate records in order that resulting calves can be registered with assurance by the respective Breed Association. Additionally, supporting records will exist to assist in the resolving of problems in cases of parentage disputes and disaster, regardless of dates and time lapse. The rules require that a bull be registered, parentage-tested and properly identified, and that his semen be labelled according to a specific standard. A.I. technicians and herd owners must ensure that the correct semen has been used on the right cow in all circumstances, and keep accurate records of all inseminations performed.

The accreditation program focuses specifically on reliable record-keeping by all rather than separating businesses into acceptable and unacceptable categories. This approach places the onus on the breeder/producer to deal with responsible businesses, and provides an "Accreditation" system to assist breeders in identifying reliable businesses, practitioners, semen handlers and agents.

## **CONSEQUENCES OF NON-ACCREDITATION**

If breeders choose to be "non-accredited" or to deal with "non-accredited" organizations or technicians, the resulting calves may still be eligible for registration. However, numerous problems could be encountered at the expense of the breeder. In such cases, the Association, in order to ensure the continued accuracy of the Herd Book and correct parentage of resulting calves, would conduct a complete investigation. Breeders would be charged for all costs including parentage verification, veterinarian fees, audit of herd records, staff time, etc.

## **KNOW YOUR SUPPLIER**

Breeders must know and trust their suppliers to ensure that purchased semen, animals and embryos have moved between and through accredited sources. Accredited semen handlers, practitioners, businesses and agents are expected to have proper documentation attesting to semen, animal and embryo origin and movement, both at the time of purchase and when problems arise.

# ACCREDITATION PROGRAMS AND FEE SCHEDULE

## **AI Business**

Artificial Insemination (AI) accreditations are for those organizations, businesses or individuals who participate in collection, distribution and / or insemination of bull semen.

Automatic renewal of your accreditation will take place annually at a fee of \$34.50 per year + applicable taxes.

## **ET Business**

Embryo Transfer (ET) accreditations are those organizations, businesses or individuals which collects, processes or distributes bovine embryos (recovery, splitting, freezing, sexing and / or transplanting of embryos).

Automatic renewal of your accreditation will take place annually at a fee of \$34.50 per year + applicable taxes.

Canadian Dairy Breeds (CDB) extends equivalent recognition to all current Canadian Embryo Transfer Association (CETA) “certified” organizations/practitioners on an annual basis and without the traditional CDB Accreditation renewal fee.

## **Sales Business**

Sales business (SB) accreditations are for those organizations, businesses or an individual which buys, sells or trades dairy animals.

Automatic renewal of your accreditation will take place annually at a fee of \$34.50 per year + applicable taxes.

## **Filing Business**

Filing business (FB) accreditations are for those organizations, businesses or individuals which files registration or transfer applications on the owner’s behalf.

Application for filing business accreditation will commence on the date on which it accepted and shall continue until terminated. There is no fee.

## **On-Farm (under revision)**

On-farm accreditation (OF) is for dairy producers who will be storing semen and / or embryos at their location.

There is a one-time fee of \$15.00 + applicable taxes.

# RULES

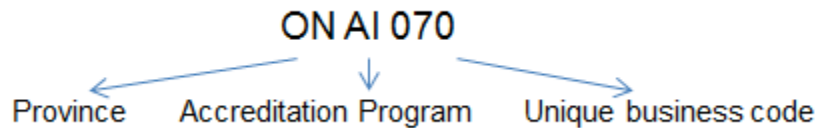
The rules, incorporating the "Accreditation" concept, provide for current producer needs, continued registration accuracy and the identification of reliable businesses, AI technicians, ET practitioners, sales agents and registration / transfer filing services.

These rules have been established in order to protect and safeguard the accuracy of the herd book.

- (a) Animals resulting from semen which has been collected, processed or distributed by persons other than accredited organizations or businesses or resulting from inseminations or from embryos removed or deposited by persons other than accredited organizations or businesses, will not be registered unless the Association is satisfied as to the identity of the semen or embryo used in the production of such animal and the Association is able to carry out such investigations as it considers necessary to determine the identity of the semen or embryo at the expense of the applicant for registration.
- (b) An organization or business may be accredited under one or more programs.
- (c) All accreditations as described in this document with annual fee shall automatically be renewed yearly on the anniversary of your accredited date. Upon receipt of your invoice, your organization can contact us to provide updates and / or cancellation if no longer required.
- (d) All records relating to the handling and use of semen, animals and embryos shall be open at all times for inspection by the Association. All accredited organizations or businesses shall provide such periodic reports as the Association may reasonably request.
- (e) All relevant records of an accredited organization or business shall be maintained for at least fifteen years.
- (f) The Association may at any time withdraw its accreditation of an organization or business or herd owner if, in the opinion of the board, continuing such accreditation might jeopardize the achievement of the purposes of these rules. The Association reserves the right to declare any employee, organization or business, or herd owner unacceptable at any time and undertakes to provide reasons for such a declaration.
- (g) The CDB accreditation program does not affect the status of provincial regulations governing artificial insemination and embryo transfer. Applicants are expected to comply with provincial legislation including licensing/recognition.

- (h) Upon accreditation, an organization or shall be assigned a unique identification code comprised of: province (2 alpha characters), type of accreditation program (2 alpha character), and an individual organization or business code (3 numbers).

For example:



## **Semen Production**

1. The Association may, upon application and payment of the prescribed fee, accredit semen producing organization or business in Canada.
2. Except as provided elsewhere in these rules all semen used in artificial insemination for the production of calves to be registered in the herd book shall have been collected, labeled and processed by accredited semen producing organization or business.
3. Before semen can be collected from any bull of the breed:
  - 3.1. The bull shall have been registered in the herd book;
  - 3.2. The organization or business shall have positively identified the bull from its Certificate of Registry;
  - 3.3. The organization or business shall have filed with the breed registry office a Notice of Intent to Freeze Semen;
  - 3.4. Parentage verification shall have been completed to the satisfaction of the Association; and
  - 3.5. Every individual container for semen shall be accurately and permanently labelled with the complete registered name and number of the bull, the date of collection or batch number, and a code in prescribed format to uniquely identify both the bull and the organization or business collecting and freezing the semen. The prescribed format to be comprised of, organization or business code (4 numbers), breed code (2 alpha characters), and bull code (5 numbers).
  - 3.6. All semen producing organization or business shall prepare and maintain a record of all collections, receipts and shipments of semen, identifying the particular semen by recording all of the information appearing on the individual containers.

## **Semen Distributing Business**

1. The Association may, upon application and payment of the prescribed fee, accredit semen distributing organization or business in Canada.
2. All semen used in artificial insemination for the production of calves to be registered in the herd book shall have been delivered from the point of collection or storage to all other points of storage and to the point of insemination through an accredited organization or business, an accredited herd owner for on-farm or imported in accordance with federal regulations.
3. All semen distributing organization or business shall prepare and maintain a record of all receipts and shipments of semen, identifying the particular semen with a record of all information appearing on the individual containers together with the identity of the supplier and receiver.
4. All semen distributing organization or business shall be responsible for its employees engaged in distribution of semen and HAC will interact with the primary organization unless advised otherwise.

## **Inseminating Business**

1. The Association may, upon application and payment of the prescribed fee, accredit an insemination organization or business in Canada.
2. The semen used by an inseminating organization or business must have been obtained from an accredited organization or business, an accredited herd owner, or imported as noted under on-farm storage of semen and embryos of these rules.
3. The semen inseminating organization or business shall be responsible for its employees engaged in semen insemination and HAC will interact with the primary organization unless advised otherwise.
4. An inseminating organization or business shall prepare and maintain a Report of Service in an approved format containing the following information:
  - name and address of inseminating organization or business
  - accreditation code of inseminating organization or business
  - name and address of owner of animal
  - name, registration / ear tag number and birth date of animal being served
  - breed of animal
  - secondary ID within herd tag ID, tattoos (brown breeds)

- electronic ID number
  - if animal properly identified at time of breeding
  - date of insemination
  - name and number of bull/service sire
  - bull code
  - date of freezing or batch number of semen
  - service number
  - date, sire number and bull code of previous service
  - technician code/number and signature
  - sequential serial number
5. An inseminating organization or business shall prepare and maintain individual Reports of Service for all inseminations or a computer or microfilm record containing the same information.
6. All inseminating organizations or businesses and inseminators shall at all times comply with the following instructions in order to qualify the resulting calves for registration:
- 6.1. Before inseminating an animal, the inseminator must carefully check her NLID / ATQ tag ID with the certificate of registry. If there is no doubt of the animal's identity, the question on the Report of Service regarding identification shall be marked "YES". If the individual identification does not match the certificate of registry, or if the certificate is not acceptable, this question shall be marked "NO".
- 6.2. The names and numbers required in Reports of Service shall be copied in full directly from the certificate of registry for the cow and from the semen container label for the bull. The date of freezing and a code or letters to identify the freezing laboratory must also be copied from the semen label. Ear tag numbers or tattoos or other forms of individual identification must be taken directly from the cow and not from the certificate of registry or other record. Indelible pencil or ink must be used. If any correction is made, the original writing shall not be erased and changes must be initialed by the inseminator;
- 6.3. If a cow is rebred with semen from a different sire within 14 days of the previous service, the inseminator shall note on both Reports of Service the following: "parentage test required for registration";
- 6.4. A Report of Service must be issued for every service, including services in the same heat period with semen from the same sire. The particular batch of semen used each time must be identified;
- 6.5. An electronically produced Report of Service shall contain all of the information required and identify the technician. The signature of the technician is not required.

## **On-farm Storage of Semen and Embryos**

*Under revision*

### **Embryo Transfer Business**

1. The Association may, upon application and payment of the prescribed fee, accredit an embryo transfer organization or business in Canada.
2. The embryo transfer organization or business shall be responsible for their employees and HAC will interact with the primary organization unless advised otherwise.
3. An embryo transfer organization or business shall prepare and maintain all necessary records:
  - 3.1. all embryos processed by the organization or business, identified as to the sire and dam from which each embryo originates;
  - 3.2. the disposition and the dates thereof of all such embryos.
4. All embryo transfer organizations or businesses shall at all times comply with the following instructions in order to qualify an animal resulting from an embryo transfer eligible for registration:
  - 4.1. each donor dam must be genotyped, and each donor dam must be parentage tested insofar as the necessary information is obtainable, prior to the recovery from such dam of an embryo;
  - 4.2. subject to paragraph 6 below in embryo transfer business section each donor dam may be bred to only one bull within any fourteen day period;
  - 4.3. not more than one embryo or two parts of the same embryo may be transplanted into any recipient dam;
  - 4.4. the Association must have been advised of the freezing, splitting (dividing), cloning, transferring of ownership, importing, exporting and transplanting of the embryo within the times prescribed;
  - 4.5. the forms approved by the Association, or electronically produced records containing the same information, shall have been used in the manner provided for in the relevant form;
  - 4.6. the Association shall have been provided with such genotype samples from such animals as may be necessary to establish beyond doubt the parentage of the embryo and the resulting animal;



5. Application for registration of an animal resulting from embryo transfer shall be made by the recorded owner of the embryo at the date of birth of such animal.
6. In the case of the Holstein breed, a maximum of two bulls may be used to inseminate a donor dam, providing genotyping is completed for parentage validation.

## **Sales Business**

1. The Association may, upon application and payment of the prescribed fee, accredit a sales organization or business (SB) or sales agent (SA) located in Canada.
  - 1.1. A sales organization or business and/or sales agent shall prepare and maintain a record of all receipts and shipments of cattle and/or embryos together with the identity of the seller and buyer.
2. A sales organization or business and/or sales agent shall be responsible for their employees and HAC will interact with the primary organization unless advised otherwise
3. Accredited organizations or businesses and accredited agents have the privilege of filing a transfer into their ownership (transient) without fee, provided the animal is transferred out of the accredited business ownership, with fee, within 6 months. This includes the transfer of ownership of a resulting calf, if born on the agent's premises, without an additional transfer fee.
4. Accredited organizations or businesses and accredited agents receive free corrections of ownership of animals and embryos transferred but not qualifying for export.
5. Sub-agents to be accredited and aligned to parent sales organizations or businesses (similar to AI and ET accreditation). It is conceivable that some sub-agents may also be accredited as agents in their own right.

## **Filing Business**

1. The Association may, upon application, accredit a filing service business or organization in Canada and by such accreditation authorize such business or organization to file applications for registry or transfer on the owner's behalf, subject, of course, to the owner's authorization.
2. The term of accreditation shall commence on the date on which it is signed and shall continue until terminated.
3. Either party may terminate this accreditation upon thirty (30) days written notice to the other party.

4. The Association may terminate accreditation upon written notice to the registration filing service business/organization, if the business/organization submits false or incomplete information to the Association and fails to correct such information immediately upon becoming aware of the error, or is otherwise in breach of the accredited business's/organization's obligations under this Agreement.
5. The Association will provide written notification to the accredited registration filing services business/organization of any data file layout changes 60 days in advance.
6. By completing and filing the Application and Certificate of Accreditation (Form RF) the filing service business/organization certifies that the information provided to the Association pursuant to the terms of accreditation, including without limitation, all registry applications and breeding information, to the best of their ability and as provided by the producer, shall be true, correct and complete in every respect.
7. The Association will use reasonable efforts to ensure that information submitted by the filing service business/organization is added to the Association's databases in a timely and accurate manner, however, the Association does not warrant or guarantee the uninterrupted availability of the databases or the accuracy of the data contained therein.
8. The filing service business/organization shall be responsible for the verification of registration / transfer data with the employee who collected and filed it electronically. Outdated Certificate of Registry must be disposed of in a fail-safe manner. The Association recommends shredding as a prudent means of integral disposal. In the event of a discrepancy the employee or registration filing service business/organization is to verify the data collected with the on-farm/industry records of the client producer.
9. Registration data/applications must be received at Holstein Canada before the calf reaches 3 months of age in order to qualify for the base registration fee.
10. The registration filing service business/organization shall adhere to the ERA format if filing electronically.
11. The registration filing service business/organization shall be responsible for their employees and HAC will interact with the primary organization unless advised otherwise.
12. The registration filing service business/organization will not be obligated to keep and maintain records once the information filed has passed all HAC edits and the business/organization has received confirmation. Source documents (breeding and calving records) must be retained on farm for a minimum of 15 years.

## General Rule of Thumb

*On-farm herd record keeping systems must be up to date and designed in such a manner that an Association designate could visit the farm unexpectedly and confidently proceed to identify calves and prepare applications for all unregistered calves and/or confirm lineage details of previously registered animals.*

### **Edit**

Manual and computerized edits will accompany the ERA file layout. It will be the responsibility of the registration filing business to ensure that the manual and computerized edits are in place.

### **Error Reports**

Acceptance and conformity to the file layout is the responsibility of the registration filing business.

After the registrations have been processed the registration filing business will receive a Herd Book file layout of animals that were registered as well as those that were not registered either by e-mail or Holstein Canada's Web site. Registrations requiring further verification will be between Holstein Canada and the producer.

### **Fees**

The filing service fee is pre-arranged and between the accredited business and the producer.

The herd book registration fee to be assessed to the producer by the Association. All Certificates of Registry and/or documents, including invoices/statements issued by the breed Association, will be mailed directly to the farm.

## **DEFINITIONS**

- (a) "Accredited Business" means an organization or business as defined in this section which has been accredited by the
- (b) "Artificial Insemination" means the deposit of semen in the genital tract of a cow by means other than the natural service of a cow by a bull'
- (c) "Association" means the relevant Association;
- (d) "Board" means the board of directors of the Association;

- (e) "Breed" means (name the breed);
- (f) "Breed Registry Office" means the office where registrations and other required information is recorded in the herd book;
- (g) "Embryo" means fertilized ovum of a cow;
- (h) "Embryo Transfer" means the removal of an embryo from the genital tract of a cow and the depositing of such embryo or any part thereof in the genital tract of the same or another cow;
- (i) "Embryo Transfer Business" means an organization or business which collects, processes or distributes bovine embryos;
- (j) "Employee" means employees and those authorized representatives of accredited organizations or businesses for whom the accredited organization or business is responsible.
- (k) "First Owner" (of an embryo) means the recorded owner of the donor dam at the date of the service that result in the embryo;
- (l) "Insemination Business" means an organization or business which performs artificial insemination of cattle;
- (m) "Herd Book" means the pedigrees and other official records of registered cattle of the breed;
- (n) "Processing" includes collecting, storing, freezing, sexing, transplanting, splitting, cloning or marketing semen or embryos;
- (o) "Semen" means bull semen;
- (p) "Semen Distributing Business" means an organization or business which distributes semen;
- (q) "Semen Producing Business" means an organization or business which collects and processes semen;
- (r) "Individual Animal Identification" means animals to be registered in the herd book must be individually identified at birth by two ear tags/devices properly attached and uniquely numbered which are of a type and kind determined by the Board of Directors to be suitable and appropriate for identification. A sketch or photo or tattoo (other dairy breeds) may be incorporated at time of registration or added later.
- (s) "Sales Business" means an organization or business which buys, sells and trades in dairy animals and embryos;
- (t) "Sales Agent" means an individual that buys sells and trades in dairy animals and embryos;
- (u) "Sub-agent" includes those authorized representatives of accredited organizations or businesses for whom the accredited organization or business is responsible and who are acceptable to the Association.
- (v) "Filing Business" means an individual, organization or business which files registration / transfer applications on the owner's behalf.

