

Producer Handbook



CERTIFIED ENROLLED CATTLE™ Program

- Born and Raised in South Dakota
- Complete Identity Preservation with Full Traceability Across all Premises
 - Age Verified
 - Less Than 24 Months of Age at Time of Harvest
- Cattle Raised by South Dakota Beef Quality Assurance Certified Producers
- Never Fed Restricted Ruminant Derived Tissues or any Animal or Food Wastes
- Corn Fed for a Minimum of 100 Consecutive Days Immediately Prior to Harvest

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Ag Product Certification Program
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Background

South Dakota's state-initiated beef certification program was created to add value to South Dakota products by certifying that beef produced in South Dakota is the safest, highest quality, most wholesome and completely identity preserved product available to discriminating customers. This certification program will give additional confidence to the customer by verifying claims that address specific production, management, feeding and processing protocols. The State will serve as the verification agency and provide credibility to the program by standardizing, reviewing and monitoring the claims.

There is a shift in today's beef industry from "commodity" beef production to "value enhanced" beef production. Consumers want confidence in their beef purchases. They want assurance that the beef they purchase is safe and high quality. Reliable source and age verification is not only becoming increasingly important within our country's beef markets for food safety reasons, but is proving to be essential to restoring and maintaining trade with export markets. Identity preservation, traceability and age verification are becoming essential to provide confidence in food safety, quality assurance and disease surveillance.

By implementing a standardized set of State-verified protocols, South Dakota producers can capitalize on universal recognition of the program seal to more effectively market their beef products. Backed by verifiable and auditable state protocols and an aggressive marketing campaign driven by the Governor's Office of Economic Development and the South Dakota Department of Agriculture, the SOUTH DAKOTA CERTIFIED™ seal will soon symbolize to the customer the elevated standards that go into South Dakota cattle and beef production.

Live Cattle Component

The South Dakota Department of Agriculture (SDDA) has identified a minimum set of standards to adhere to at each level of production in order to market cattle enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program. Although the live cattle portion was developed in conjunction with the SOUTH DAKOTA CERTIFIED™ Beef Program, it is designed to operate independently of it until satisfactory in-state beef processing facilities are expanded and able to utilize the cattle enrolled. The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program is designed to assist livestock producers in South Dakota in marketing their cattle in a non-commodity fashion by attaining eligibility for new and existing claim-specific beef markets, including the SOUTH DAKOTA CERTIFIED™ Beef Program. The application process to become a licensed producer in this program and the steps involved to enroll cattle are explained in the following pages.

The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program and the SOUTH DAKOTA CERTIFIED™ Beef Program emphasize to the customer that South Dakota producers and processors are doing their part in delivering the highest quality, most wholesome and safest beef product to their customers.

Program Requirements

A set of production and management criteria must be met in order for cattle to be eligible for program status. The following protocols summarize our program. These requirements are elaborated upon in later sections of this handbook.

Participant Requirements:

- Participants are required to have a State-issued Premises Identification Number (PIN) that uniquely identifies each premises to allow for complete traceability.

- Participants must be South Dakota Beef Quality Assurance - Critical Management Plan (BQA/CMP) certified and raise cattle in accordance with the program to assure that cattle marketed as SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ are wholesome and safe.
- Production, management and health records of all animals in the program will be maintained in compliance with the South Dakota BQA/CMP program and available to the SDDA upon request.
- Participating producers and feedlots must allow for random audits/inspections by South Dakota Department of Agriculture personnel to certify all standards have been met.

Licensing Requirements:

- Participants are required to enter a binding license agreement with the State prior to enrolling cattle or using any program labels or marks in connection with any cattle. *This licensing process must be completed prior to the birth of cattle that are to be enrolled and prior to taking possession of any enrolled cattle.*
- Following the approval of the application form and an in-person producer evaluation, the secretary shall issue a nonexclusive, nontransferable license to use the applicable proprietary rights. A license agreement shall include, but is not limited to, the requirements listed in section 12:79:02:02 of the SOUTH DAKOTA CERTIFIED™ Beef Program administrative rules.

Cattle Requirements:

- Individual birth date records of qualifying calves must be collected at birth and submitted to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System upon enrollment of the cattle. If individual birthdates are not collected, the date the first calf was born can be assigned to the whole group.
- *Bos indicus* breeds or breeds with obvious Brahman influence are not eligible for the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program.
- Only steers and heifers will be eligible to be marketed as SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™. Bull calves may be enrolled provided they are castrated prior to reaching eight months of age.
- Cattle must be fed a ration comprised of at least 50% corn grain and/or corn ethanol co-products on a dry matter basis for a minimum of at least 100 consecutive days immediately prior to harvest (may not apply to participants who market their cattle prior to finishing).
- Enrolled cattle shall not be fed any feed products containing food processing wastes, restaurant food wastes, dried animal or poultry litter, dried or processed animal waste, or any ruminant tissue prohibited from use in ruminant livestock feeds pursuant to the Code of Federal Regulations, 21 C.F.R. 589.2000, as amended to April 1, 2004.
- Cattle must be less than 24 months of age at the time of harvest (may not apply to participants who market their cattle prior to finishing).

Identification/Tracking Requirements:

- Producers must utilize a tamperproof RFID (Radio Frequency Identification) electronic ear tag manufactured according to ISO 11784/11785 standards.
- The electronic identification (EID) tag must be applied to the left ear of each animal prior to enrollment.
- Source and age verification and complete traceability will be maintained using this tag in conjunction with the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.

Enrollment Requirements:

- Cattle must be enrolled into the program with the South Dakota Department of Agriculture, by the first producer in physical possession of the animals, **no later than “at weaning time” and at least seven days prior to any movement from the original premises of birth.**
- To enroll cattle in the program, individual animal information must be collected and electronically submitted to the SDDA to be recorded in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.
- Enrolled cattle must be born, raised and fed within the State of South Dakota in the physical possession of a licensed producer or processor at all times to maintain program enrollment. Removing enrolled cattle from the State of South Dakota automatically terminates the animal’s enrollment and participation in the program.

Transfer Requirements:

- The transfer of enrolled cattle from one premises to another shall be reported electronically to the SDDA to be recorded in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.
- Every licensed producer who transfers physical possession of enrolled cattle shall, prior to or at the time of transfer, electronically report the transfer to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System and generate a Transfer Warranty Certificate, warranting that the enrolled cattle are, on the date of the transfer, in full compliance with all requirements of the program. This Transfer Warranty Certificate is proof of the animal’s status and **MUST** accompany the cattle through all changes in *physical possession*. This includes instances when ownership is maintained but the enrolled cattle are relocated to a different premises, not under the day-to-day management of the person previously in physical possession of the animals.
- A licensed producer or processor who physically receives enrolled cattle must also report the transfer in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System and file a copy of the Transfer Warranty Certificate with the SDDA within seven calendar days after the transfer.

In addition to these production requirements, SOUTH DAKOTA CERTIFIED™ Beef promises the following:

- All beef labeled with the SOUTH DAKOTA CERTIFIED™ seal has met an additional set of processing protocols, including a minimum degree of marbling, to assist in assuring quality, safety and wholesomeness.
- All packaged beef products leaving the licensed processor's facility bearing the certification mark shall be traceable from the package back to the premises and animal of origin.
- Beef product processed from dark cutters, borderline dark cutters, and carcasses with excessive blood splashes is ineligible to carry the certification mark.
- The licensed processor shall collect carcass data for individual animals and submit it to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. This information will be accessible by all producers who had physical possession of that animal.

*For more information on the above program protocols, please refer to the pages that follow and to the SOUTH DAKOTA CERTIFIED™ administrative rules Article 12:79 found on the Legislative Research Council website: <http://legis.state.sd.us/rules/index.aspx>

Program Fees

The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program Fees are in the form of application fees, enrollment fees and transfer fees. Application fees are set at \$100.00 per application regardless of whether the applicant is a natural person or legal entity and are collected along with the completed application to initiate the licensing process. A yearly license renewal fee is also \$100.00 and will be charged to the producer's account upon the receipt and approval of a renewal form.

Enrollment fees for enrolling eligible cattle into the data management system are set at \$.50 per head and will be charged to the enrolling producer's account upon completion of enrollment of the animals.

The fee for reporting the transfer of physical possession of enrolled cattle to a subsequent participant within the data management system is also \$.50 per head, to be paid by the person accepting physical possession of the cattle.

Program Specifics

1. Producer Requirements

South Dakota BQA/CMP Certification

Animals enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program must always be under the physical control of a participant who is South Dakota BQA/CMP certified in order to maintain eligibility in the program.

All participants wishing to raise cattle for the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program are required to become South Dakota BQA/CMP certified prior to completing and submitting a producer application form. Qualifying cattle must be raised in accordance with BQA/CMP requirements. The standards set forth in the South Dakota BQA/CMP program are important to ensure that cattle born and raised in South Dakota are maintained in a proper manner that will result in a wholesome and safe beef product for the consumer. The South Dakota BQA/CMP program is similar to the Food and Drug Administration's Hazard Analysis and Critical Control Point program in that it is intended to identify and prevent potential problems and defects by establishing control points in the production system. Specifically, the South Dakota BQA/CMP program is designed to prevent drug residues, pathogen contamination and carcass blemishes such as injection site lesions and bruises.

A South Dakota BQA/CMP number is assigned by the South Dakota Animal Industry Board (SD-AIB) to producers who have completed a verified training course and a veterinarian-signed individual site plan. Cattle raised according to the South Dakota BQA/CMP stated objectives are assured to be free of prohibited drug or chemical residues and have not been fed prohibited ruminant-derived proteins. Verifiable records of all feed stuffs, feed additives, individual and group treatments, route of administration and product withdrawal times must be kept. Program participants shall handle animals in a humane manner in order to prevent bruises and dark cutting carcasses as well as provide for animal well-being and productivity.

The South Dakota BQA/CMP certification process includes:

- Development of a CMP (Critical Management Plan) outlining the specific steps a producer will take to assure beef quality and safety within their particular operation.
- Veterinarian-approved herd health prevention/treatment and vaccination programs.
- Assurance that prudent medicinal usage, route of administration, withdrawal times, and dosage levels are followed.

- A valid veterinary, client, patient relationship (VCRP) has been established ensuring correct use of animal health products.
- Responsible use of antibiotics and growth promotants to avoid negative effects on beef safety or quality.
- A system to keep and maintain verifiable records of South Dakota BQA/CMP practices including all feed-stuffs, feed additives, treatments, routes of administration and product withdrawal times for a minimum of two years.
- An identification and record keeping system for individually treated animals or groups stating drugs administered, dosage used, and withdrawal times is required at the feedlot level.
- Acceptable levels of cattle handling and well-being to minimize bruising and dark-cutters.
- An assurance of no ruminant-derived protein in feed sources in accordance with FDA.

For more information about the South Dakota BQA/CMP program, contact your local extension educator or the SD-AIB at (605)773-3321. Producers, affiliates or groups interested in having a South Dakota BQA/CMP training session in their area are encouraged to contact South Dakota's BQA/CMP Coordinator by email at aibmail@state.sd.us.

Premises Registration

To maintain traceability of individual animals from their original place of birth across all subsequent locations, it is necessary for all participants to identify their operation(s) with a unique identification number. The SDDA has approved the use of USDA's National Animal Identification System (NAIS) premises registration to serve in this capacity. A USDA premises number registration form can be obtained by contacting the South Dakota Animal Industry Board (SD-AIB) at (605)773-3321 or by visiting their website at <http://www.state.sd.us/aib/Animal%20ID.htm>.

All potential participants must obtain a premises identification number from the SD-AIB prior to completing and submitting a producer application form to become a licensed producer in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program.

Licensing

Producers must enter into a license agreement with the Secretary of Agriculture in order to enroll cattle into the data management system and market animals using the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ term. To become licensed, producers must go through the licensing process as more fully described in the Program Participation Process section of this handbook.

SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System

The SDDA has developed the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System to receive individual electronic animal information from licensed participants or their participating third party data management companies. The system includes a web-based reporting system with individual animal traceability tools and assists in verifying program compliance. The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System allows participants to view and manage data on cattle enrolled in the program.

A user account will be set up for each producer upon completion of the licensing process. Licensed producers can access their account at <https://www.aginfolink.net/SDCB/Login.aspx>. The participant's account within this secure database is *user name* and *password* protected to maintain producer confidentiality. It is recommended that the password is changed upon the producer's first visit to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. Once the producer is logged in to his/her account, the password can be changed by simply clicking on the HOME link and CHANGE PASSWORD link and following the instructions. Additional information on enrollment, management and transfer of animals within the data management system is included in the SOUTH

DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System Handbook. This handbook is provided to all producers at the completion of the licensing process.

Record Keeping

All records, forms and documents pertaining to cattle enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program must be maintained for a period of no less than five years from the release of the cattle from the operation. This includes, but is not limited to things such as; birthdate records, castration dates, feed rations, days on feed, and transfers of physical possession of enrolled cattle. In addition, production, management and health records of all enrolled animals must be maintained in compliance with the South Dakota BQA/CMP program and made available to the SDDA upon request. Verifiable records of all feed-stuffs, feed additives, treatments, drug withdrawal times and routes of administration shall be kept for a minimum of two years. An individual animal identification system of treated animals stating drugs administered, dosage used, and withdrawal times is required at the feedlot level.

2. Cattle Requirements

Born and Raised in South Dakota

To qualify for the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program, cattle must be born, raised and fed within the external boundaries of the State of South Dakota. For cattle to be eligible for enrollment, they must be born into the possession of a producer who has already completed the licensing process. Enrolled cattle must always remain in the physical possession of a licensed producer to maintain program eligibility, and removing the animal from the State of South Dakota at any time automatically terminates the animal's enrollment in and eligibility for the program.

Enrolled cattle that are marketed to be fed or processed outside of the external boundaries of South Dakota become ineligible as SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ and for the SOUTH DAKOTA CERTIFIED™ Beef Program. However, each animal's individual electronic records are maintained and documentation may accompany the cattle as confirmation of the animals' identity, source and age verification. This information is proving to be very valuable in assuring consumers both nationally and abroad of the safety of beef produced in the United States.

Eligible Animals

Only steers and heifers are eligible for participation in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program. As defined for this program the term "heifer" refers to a female bovine animal which has never produced offspring. The term "steer" refers to a male bovine animal that has been castrated. Bull calves may be enrolled prior to or upon weaning, provided they are castrated before reaching eight months of age. If castration has not occurred by this deadline the animal's eligibility and enrollment status will expire. Castration records must be maintained and made available to the SDDA upon request.

Bos indicus (Brahman) breeds or breeds with Brahman influence are not eligible for the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program. These include breeds such as Brahman, Beefmaster, Braford, Brangus, Braunvieh, Santa Gertrudis and Simbrah among others.

Animals enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program shall be less than twenty-four months of age at the time of harvest. This will be verified according to each animal's individual birthdate that was collected by the first producer in physical possession of the animal and maintained in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.

3. General Requirements

Radio Frequency Identification (RFID) Technology.

Individual animal identification is essential in allowing for and validating claims relating to identity preservation and age verification. Electronic Identification (EID) becomes a very important component in the collection process of individual animal information. The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program does not require the use of a *specific* EID tag. There is no exclusive program tag available. Participants are only required to utilize an ISO 11784/11785 compliant, one-time use, tamperproof RFID tag. Enrolled cattle will be continually tracked via the EID tag as they move across subsequent premises within South Dakota, thus completing the system of absolute traceability.

Age Verification

Cattle must be age verified to their date of birth via their individual EID tag number and the data must be submitted to and maintained within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System as an integral part of enrolling cattle in the program.

Participants who do not have the ability to collect individual birthdates of enrolled cattle may assign the date on which the first calf of the enrolled group was born to the entire group. If a group birthdate is assigned, a record of the date that the cows were exposed to the bulls must be maintained. This will satisfy the requirement of maximum age at harvest. However, this may *not* satisfy specific markets that demand individual age verification.

Electronic Enrollment Information

Licensed producers who wish to enroll animals in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program must collect and submit individual electronic compliance data for each animal to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.

The minimum information needed for enrollment is the RFID number for each qualifying animal, corresponding birth dates and sex. Birth dates may be collected on an individual or group basis, with the date the first calf of the group was born assigned to each member of the group. Additional useful but optional information may be collected and submitted upon enrollment at the producer's discretion.

It is important to note that cattle **must** be enrolled in the data management system for them to be legally marketed using the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ term and marks.

Feed/Days on Feed Requirements

No participant may feed any feed products containing one of the following items: food processing waste, restaurant food waste, dried poultry waste, dried poultry litter, dried ruminant waste, dried swine waste, undried processed animal waste products, processed animal waste derivatives, or material prohibited from use in ruminant livestock feeds pursuant to the Code of Federal Regulations, 21 C.F.R. 89.2000, as amended to March 1, 2001 to any enrolled cattle. This includes most ruminant derived tissues.

To aid in verifying this claim, producers are required to keep labels/invoices for all manufactured feeds that are fed to enrolled cattle as part of their program records.

Cattle enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program shall be finished on a ration that is at least fifty percent corn grain or a combination of corn grain and corn ethanol co-products by weight on a dry matter basis for at least one hundred consecutive days ending within five days before slaughter.

Hardcopy ration records—including the date enrolled cattle were placed on the finishing ration—and supporting documents, i.e., invoices, computer records, batch records, etc., must be kept and made available for inspection to verify the duration of feeding and ration content.

Identifying Disqualified Animals

Enrolled cattle that are disqualified from the program for any reason must be identified within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System prior to transferring remaining enrolled livestock to any subsequent licensed producer or processor.

Program Participation Process

Overview:

1. Become South Dakota BQA/CMP Certified (see page 6)
2. Register for an official USDA NAIS Premises Identification Number (see page 6)
3. Complete a Producer Application Form and submit it to SDDA. This form is available at <http://www.southdakotacertified.com> or by contacting the SDDA at 1-800-228-5254.
4. Upon receiving the completed application form, SDDA personnel will schedule a one-on-one pre-license evaluation with the producer to complete the licensing process. This pre-licensing review serves as assurance of the participant's knowledge of and ability to comply with program requirements. Upon completion of the evaluation a license agreement will be offered for the producer's signature.
5. If the application and pre-license evaluation are approved, the Secretary of Agriculture will issue a license to the producer to enroll cattle in the program and permit the licensed producer to market enrolled cattle using the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program marks and term. Official Membership Card and License Certificate will be sent to the producer.
6. Once licensing is complete an account will be created for the producer within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. Participants will be issued a user name and password used to access their account. This account will be used to enroll cattle and to view and manage electronic compliance data on enrolled cattle.
7. Eligible cattle are individually identified with an approved RFID.
8. To enroll cattle, submit electronic individual animal data in an approved format to the SDDA to populate the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System.
9. When a producer is ready to transfer physical possession of enrolled cattle either through sale or transfer of the animals to another premises while retaining ownership, the transfer must be reported to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System and a Transfer Warranty Certificate must be generated to accompany the cattle.

Application and Licensing

Each program participant is required to sign an initial application form and have a valid license agreement signed by the Secretary of Agriculture prior to enrolling cattle in the program. Beginning October 1st, 2006 cattle must be born into the possession of a licensed producer, so this licensing process must be completed prior to eligible cattle being born.

Each participating producer must become South Dakota BQA/CMP certified and receive a USDA NAIS premises identification number from the South Dakota Animal Industry Board prior to completing an application form. A Producer Application form can then be requested by contacting the SDDA at 1-800-228-5254, or the application can be obtained online at <http://www.southdakotacertified.com> under the “Apply Today” link. The completed application form must be printed, signed and submitted to the SDDA to initiate the licensing process.

A Producer Handbook and self-test will be sent to the producer along with the requested application packet. The self-test is based on the information in the Producer Handbook and serves to more thoroughly educate the producer on the requirements of the program. This self-test must be completed and submitted along with the completed Producer Application Form.

If the producer is not a natural person, each natural person owning an interest of greater than 10 percent in the participating legal business entity must sign a resolution that grants contracting authority to the designated individual that will be licensed in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program. This form will be mailed to the producer based on the business status of the applicant as noted on the application.

Promptly upon receipt of the completed application form, SDDA personnel will schedule and conduct an in-person evaluation with the producer. During this evaluation an SDDA representative will review the self-test and answer any questions the producer has on program requirements. Additional information on the producer's operation will be collected and the Resolution Granting Contracting Authority will be reviewed and collected (if necessary).

If this in-person evaluation proves the producer has a good understanding of the program and the ability to comply with program requirements, a license agreement will be offered for the participant's signature. Upon approval of the pre-license evaluation by the Secretary of Agriculture, the Secretary will issue a license to the producer allowing them to enroll cattle in the program. A license certificate and SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ membership card will be issued to the producer, allowing the enrollment of cattle into the program and permitting the licensed producer to represent and market enrolled cattle using SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program marks.

Important: a producer MAY NOT market or represent their cattle using the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ term until the secretary has signed off on the license agreement.

Note: The licensing procedure must be completed prior to enrollment of any cattle and prior to taking subsequent possession of enrolled cattle. **Cattle born after October 1st, 2006 must be born into the possession of a producer who has already completed the licensing process to be eligible for enrollment.**

Tagging Cattle

To maintain source verification with complete traceability, cattle must be tagged with an ISO 11784/11785 compliant, one-time use, tamperproof RFID ear tag. The EID tag must be applied to the left ear of each animal at their original birthplace premises prior to their enrollment in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program. Cattle must be tagged prior to any movement from their original birthplace premises **and absolutely no later than “at weaning time.”** The EID tag must remain on the enrolled animal for as long as the animal is enrolled in the program.

If an EID tag is lost or destroyed and the licensed producer wants to continue enrollment for that animal, the licensed producer shall provide an affidavit to the SDDA showing that individual identification of that animal has been maintained through an alternative identification method unique to that animal and acceptable to the Secretary of Agriculture, and that the animal was subsequently tagged with a replacement electronic ear tag. A Retag Affidavit is included with the packet sent to the producer following license approval. For additional affidavits, contact the SDDA at 1-800-228-5254. This affidavit must be completed prior to marketing re-tagged enrolled cattle.

Enrolling Cattle

General

To enroll cattle in the program, licensed producers must collect and electronically submit individual animal information to the SDDA to be recorded in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. The minimum information needed for enrollment is the RFID number for each qualifying animal and corresponding birth dates and sex. Birth dates may be collected on an individual or group basis, with the date the first calf of the group was born assigned to each member of the group. Additional useful but optional information may be collected and submitted upon enrollment at the producer's discretion.

Cattle must be enrolled by the first producer in physical possession of the animals prior to removal of the cattle from their original birthplace premises AND absolutely no later than "at weaning time". It is not imperative to enroll cattle in the program immediately following calving. However, cattle must be enrolled with the SDDA no later than "at weaning time" AND at least seven days prior to any movement from or transfer of physical possession from their original birthplace premises.

Producers wishing to retain physical possession of animals enrolled in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program beyond weaning must ensure that the cattle are enrolled no later than upon weaning regardless of whether or not cattle will be leaving the premises at that time. For producers who wish to transfer physical possession of cattle to a new premises or market their cattle directly upon weaning, enrollment would need to be completed at least seven days in advance of the actual movement to allow for enrollment to be completed prior to the change in physical possession of the cattle

Removing any enrolled animals from the State of South Dakota or from the physical possession of a licensed producer automatically terminates their enrollment in the program; however, the Transfer Warranty Certificate described in the next section serves as proof of the animals' source and age verification and can accompany the livestock even after they leave the program. The movement of animals into the care of a licensed veterinarian or to an auction market will not result in disqualification of enrolled animals.

Submitting Enrollment Data

One method of submitting enrollment data involves utilizing a third party data management company. Because participants must submit data with specific conditions met, the SDDA will make available a list of the companies that have demonstrated the ability to provide data to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System in an acceptable format. These third party providers will be identified as **Participating Data Management Providers**. For a list of Participating Data Management Providers contact the SDDA at 1-800-228-5254. It should be noted that data management companies may charge additional fees for their services and their use is entirely optional.

Producers who are not interested in utilizing **Participating Data Management Providers** can independently submit individual compliance data directly to the SDDA for submission to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. Instructions and the approved Enrollment Spreadsheet for submitting enrollment information is available at <http://www.southdakotacertifiedbeef.com/ForProducers/forms.asp>, or by contacting the SDDA at 1-800-228-5254.

To submit compliance data independently, participants must have access to a personal computer, and an electronic file of the RFID numbers utilized in qualifying animals is helpful. Data must be

submitted in an electronic form, either by e-mailing the finished spreadsheet as noted in the web site instructions or by sending the spreadsheet on a disk to:

SDCEC Data Management Officer
Division of Ag Development
South Dakota Department of Agriculture
523 E. Capitol Ave
Pierre, SD 57501

The minimum information needed for enrollment is the RFID number for each qualifying animal and corresponding birth dates and sex. Additional optional information may be collected and submitted upon enrollment at the producer's discretion for use in cattle management and decision making processes.

Regardless of the method used to enroll cattle, enrollment information *must* be submitted on an approved Enrollment Spreadsheet.

Complete instructions for enrolling animals, managing transfers and viewing all information within a producer's data management system account are also available in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System Handbook. This handbook is provided in the license approval packet.

Transfer Procedure

The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program is designed not only to verify source and age of enrolled animals, but also to achieve complete traceability of enrolled animals from their original birthplace premises. This is accomplished by performing transfers within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. It is important to note that transfers are based on change in physical possession of enrolled animals—not just changes in ownership.

There are two important points regarding transfer of physical possession of enrolled animals. First, for cattle to remain enrolled in the program, they must remain in the physical possession of a licensed producer after leaving their original birthplace premises. If a producer is planning on purchasing or taking physical possession of eligible cattle, he/she must become a licensed producer prior to taking delivery of the cattle for the cattle to maintain their enrollment status. In the case of producers who retain ownership of enrolled cattle and send them to a custom feed yard, the entity receiving the cattle must become licensed prior to accepting delivery of the cattle.

The second point is that ALL transfers of physical possession of enrolled cattle must be electronically reported by performing a transfer within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. A transfer is reported in two steps. First, the producer moving the animals *out* of his physical possession performs a "Move-out" within his account in the data management system. This step is required whether or not the recipient of the enrolled cattle is known. Second, the person taking physical possession must perform a "Move-in" within the data management system to transfer the enrolled animals into his account. The "Move-in" is only performed if the person taking physical possession of the enrolled animals is a licensed producer. If this second step is not performed, the animals lose their enrollment status after seven days of the physical transfer taking place.

Transfer reporting takes place in the producer's SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System user account. If the producer does not have access to a personal computer, the

SDDA recommends the producer utilize a third party data management company as transfer data will only be accepted in electronic form.

The components of reporting transfers are further discussed in the following sections. Complete instructions for enrolling animals, managing transfers and viewing all information within a producer's data management system account are also available in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System Handbook.

Movement of Qualifying Cattle from Original Premises: Conducting a “Move-out”

The most important result of conducting a “Move-Out” is the generation of a Transfer Warranty Certificate. The Transfer Warranty Certificate is proof that the enrolled cattle are, on the date of the transfer, in full compliance with all requirements of the program. This certificate should be printed **at least 48 hours prior to the time of the transfer**. Once the “Move-Out” is complete the producer must print and sign the Transfer Warranty Certificate. A copy of the certificate is kept for the producer's records and the original certificate must accompany the cattle through the change in physical possession. Failing to report the “Move-Out” and generate the Transfer Warranty Certificate results in loss of enrollment status of the involved animals once they leave transferor's physical possession.

To perform a “Move-Out,” it is necessary to identify within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System which animals will be involved in the transaction, the destination and the date the enrolled cattle will be transferred. The transferor can independently access his username/password protected account within the data management system at <https://www.aginfolink.net/SDCB/Login.aspx>, select the EID tag numbers of the animals to be transferred, and generate the Transfer Warranty Certificate to accompany the cattle. Or he can electronically submit the move-out data directly to the SDDA using the instructions and “Move-Out” spreadsheet located at <http://www.southdakotacertified.com> under the “Enrolling Cattle & Managing Transfers” link. SDDA personnel will then complete the transaction within the data management system on behalf of the transferor and generate a Transfer Warranty Certificate to be sent to the transferor.

When enrolled cattle are transferred directly from a licensed producer to another licensed producer or processor, the transferor can select the receiving producer's SDC Number as the destination of the enrolled animals. To complete the transfer, the receiving producer may then simply accept the transfer of enrolled animals into his account.

When enrolled cattle are marketed through a livestock auction market, the transferor must select the appropriate livestock auction house as the destination of the enrolled animals. Following the completion of the sale, the transferring producer must contact the SDDA and notify the data management officer whether or not the sale actually took place. If, for any reason, the animals were returned to their home premises, the data management officer will cancel the transfer and return the enrolled animals to the producer's account.

Again, the Transfer Warranty Certificate can only be printed upon completion of an electronic “Move-out” of the respective animals within the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. The Transfer Warranty Certificate **must** be signed and provided to the transferee at the time of the transfer. Besides serving as proof of the animals' conformance to program requirements, it acknowledges the age and location history by premises of every individual animal involved in the particular transaction.

In addition to the website instructions, complete instructions for managing transfers, generating Transfer Warranty Certificates and viewing all information within a producer's data management

system account are also available in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System Handbook.

Movement of Enrolled Cattle to Subsequent Premises: Conducting a “Move-in”

Again, all transfers of physical possession of enrolled cattle from a licensed producer shall only be to another licensed program participant to maintain the enrollment status of the cattle. What this means for a producer acquiring physical possession of enrolled animals is that he must complete the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ licensing process prior to taking physical possession of enrolled animals if he wishes to keep the animals enrolled in the program.

A licensed producer or processor who physically receives enrolled cattle must also report the transfer of enrolled animals to the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System by performing a “Move-in”. A “Move-in” involves identifying the EID numbers of the cattle involved in the transfer and accepting the animals into the receiving producer’s account.

If the transfer was directly from one licensed producer to another, the receiving producer may simply accept the transfer under the Pending Transfers link within their data management system account. In other cases, the producer can follow the instructions for conducting a “Move-in” which are available at <http://www.southdakotacertified.com> under the “For Producers” and “Enrolling Cattle and Managing Transfers” links. Complete instructions are also available in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System Handbook.

A copy of the **Transfer Warranty Certificate** which accompanied the enrolled cattle from the transferor’s physical possession must be signed by the receiving producer and filed with the SDDA within seven calendar days after the transfer.

Cattle for Sale Listing

Upon the successful completion of the enrollment process, licensed producers have the ability to market enrolled cattle they have for sale. This can be accomplished by accessing the *List a Cattle Sale* link within their account in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System. Marketing information describing the enrolled cattle for sale can be customized by the producer. This Cattle Sale listing will then be linked to the SOUTH DAKOTA CERTIFIED™ website and made accessible to prospective buyers looking for qualifying cattle.

SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Natural Program

The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Natural Program (Natural Program) is the new option for South Dakota cattle producers. The global natural and organic food markets have experienced double-digit annual growth for each of the past two years and the expected growth rate for 2007 and 2008 is expected to exceed 15% each year. With 8.6% of the total U.S. food industry, natural and organic products are now a true market segment and not simply a niche or fad. Due to the high demand and short supply of “naturally raised” cattle, many producers are considering natural branded programs as marketing alternatives.

The Natural extensions of the SDCEC and SDCB programs were created to offer South Dakota producers yet another tool for marketing their cattle in non-commodity fashion. In creating these programs, the SDDA and GOED consulted with many industry experts, physiologists, beef specialists, foreign markets, and private consultants to determine the most relevant and marketable requirements. As with the base SDCEC program, the credibility that third-party auditing and verification by a government entity provides is one major advantage of these programs.

Natural Program Requirements

In addition to the following Natural Program Requirements, producers wishing to participate in the Natural Program must follow and adhere to all existing requirements of the base SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program.

The following protocols summarize our natural program. These requirements are elaborated upon in later sections of this handbook.

Participant Requirements

- Producers must complete a supplemental Natural Application Form
- The producer must make his premises available to inspection during the initial Producer Evaluation. This includes medication storage areas, feed storage areas, feeding equipment, etc.
- Additional records must be maintained to document adherence to the requirements of the Natural Program.
- Producers licensed in the Natural Program will be audited annually.

Cattle Requirements

- Cattle may not be fed any feed ingredients that contain animal products, animal fats, or marine products, with the exception of milk and milk products.
- Cattle may not be administered with any hormones during their lifetime.
- Cattle may not be treated with antibiotic drugs of any kind during their lifetime. This includes both therapeutic and non-therapeutic antibiotic drugs, as well as ionophores.

Transfer Requirements

- All treated cattle that no longer conform to Natural Program requirements must be identified within the data management system and reassigned from the Natural Program to

the base SDCEC program.

In addition to these production requirements, SOUTH DAKOTA CERTIFIED™ Natural Beef promises the following:

- Beef products may not contain artificial flavors or artificial flavorings of any kind.
- Beef products may not contain artificial colors or artificial colorings of any kind.
- Beef products may be only minimally processed.

*For more information on the above program protocols, please refer to the pages that follow and to the SOUTH DAKOTA CERTIFIED™ administrative rules Article 12:79 found on the Legislative Research Council website: <http://legis.state.sd.us/rules/index.aspx>

Natural Program Fees

There are no additional fees associated with the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Natural program or SOUTH DAKOTA CERTIFIED™ Natural Beef program. Fees remain as described in the section, “Program Fees,” located on page 7 of this handbook. There is no fee for moving an animal enrolled in the Natural Program to the base program.

Program Specifics

Please bear in mind that all previous requirements of the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program must be met in addition to those laid out in the Natural Program.

1. Producer Requirements

Natural Program Documentation and Record Keeping

Treatment Records

Along with the additional requirements of the Natural Program comes a slight increase in record keeping requirements. The Department has tried to limit this burden by developing a standardized “Treatment Form” that producers must use to document any application of program-restricted medications and materials. This form must be presented to auditors during onsite inspections. Information that must be recorded includes the individual identification of the treated animal, the date, and the product that was administered. If calves aren’t individually identified at birth, they must be identified at the time of treatment.

Producer Evaluations

The producer evaluations for those wishing to participate in the Natural Program must be conducted onsite at the producer’s premises. The evaluation will entail a more thorough assessment of the producer’s facility than the base program evaluation. Areas that may be examined include feed storage areas, feeding equipment and medication storage areas. The reason for these more detailed assessments is to give the program specialist a better understanding of the day to day operation of the facility and to identify processes that he must document.

For example, in a feedlot that contains both natural and non-natural cattle, the evaluator may examine the feed storage areas and existing feed labels to see if products not allowed in the Natural Program are present and fed to non-natural cattle. If these products exist, the evaluator must identify if the same

equipment is used to feed both sets of cattle. In the case the same equipment is used, the evaluator must be able to document the procedure the producer uses to ensure that feeds offered to natural cattle are not contaminated with restricted feedstuffs.

Annual Audits

Producers licensed in the Natural Program will be subject to an automatic annual audit which will examine all base SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program requirements as well as the additional Natural Program documentation. Treatment records will be compared with enrollment and transfer records to ensure that treated animals are not represented as enrolled in the Natural Program. Additionally, the premises and feed and medication storage areas may be examined to document the presence of restricted feed and medication products. If these products are present, the inspector will document how they are kept out of contact with natural cattle.

2. Cattle Requirements

Feed Restrictions

Cattle enrolled in the Natural Program may not be fed any feedstuffs that contain animal products, animal fats, or marine products, with the exception of milk and milk proteins. If these products are kept on-site and fed to non-natural cattle, the producer must have a procedure that ensures that cattle enrolled in the Natural Program do not come into contact with the restricted feedstuffs. It is important to remember that restricted feedstuffs may not be fed to mother cows with calves at side if the calves are to be enrolled in the Natural Program.

Antibiotic Restrictions

Cattle enrolled in the Natural Program may not be administered with any antibiotic drugs at any time, including therapeutic and sub-therapeutic levels. This includes ionophores. Of course, sick animals must be treated, and these treatments must be recorded on the approved treatment form. Cattle that are treated with antibiotics must be removed from the Natural Program. Animals removed from the Natural Program will remain eligible in the base SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program if all other base program requirements are met.

The definition of antibiotic drug used by the SDDA is given in the SOUTH DAKOTA CERTIFIED™ administrative rules (ARSD 12:79). The website where these rules can be viewed is given at the end of this section.

In addition to the restriction of antibiotics, it should also be noted here what items *may* be administered to cattle enrolled in the Natural Program:

- All disease vaccinations
- Coccidiostats
- Internal and external parasite control
- Non-steroidal anti-inflammatory drugs approved for use in cattle

Hormone Restrictions

Cattle enrolled in the Natural Program may not be administered with any hormones. The definition of hormone used by the SDDA is given in the SOUTH DAKOTA CERTIFIED™ administrative rules (ARSD 12:79). The website where these rules can be viewed is given at the end of this section.

* For more information on the above program protocols, please refer to the pages that follow and to the SOUTH DAKOTA CERTIFIED™ administrative rules Article 12:79 found on the Legislative Research Council website: <http://legis.state.sd.us/rules/index.aspx> *

3. Transfer Requirements

Transfer from Natural Program to base program

Cattle that are disqualified from the Natural Program may retain their enrollment in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program if all other base program requirements are met.

All cattle that no longer conform to Natural Program requirements must be identified within the data management system and reassigned from the Natural Program to the base SDCEC program. A producer can accomplish this by editing the animal record within the data management system and changing the program selection from “Natural” to “Base.” For more information see the data management system handbook or contact the SDDA at 1-800-228-5254.