



Beef Quality Assurance Fact Sheet

Animal Sciences/Forages



AL-BQA 9

July, 2005

Maintaining Proper Records for Quality Assurance

Maintaining a permanent record of all animal treatments is crucial for keeping drug residues out of meat. Records should also provide a history of drug purchases and use, or inventory. With a treatment record, you and your veterinarian can better prescribe meaningful therapy and ensure that animals do not get sold for slaughter before the withdrawal time has expired. Records also serve as protection in case of regulatory follow-up.

The first step in record keeping is animal identification. It is impossible to keep up with treatments if there is no way to tell what animal or group of animals were treated. Identification should be as specific as possible. It is important to have each animal permanently identified to maintain an accurate treatment record. If this is not possible, identify a group of animals by pen or pasture (site). When you treat one animal in a group, and cannot identify the specific animal, all animals in the group are subject to the withdrawal of the compound used.

The next step in record keeping is prompt, accurate recording. After working cattle all day, what are the odds of remembering what was done to an individual animal? Ideally, you should take your actual record sheets to the working area and write everything on the sheets as you do them. An alternative is using a small pocket calendar. Record the events in the calendar, then transfer them to the record files later in the day. Regardless of the method used, write down exactly what you did. If for some reason you give 1cc more than you need, record the actual dose, not the calculated dose.

Finally, keep records in a safe place for at least 3 years after you sell the cattle. As we enter a time of verification, it is much easier to show what you do with records than memories. Buyers may request copies of treatment records, but keep the originals for your use.

The following pages are examples of record forms that meet BQA requirements. They include:

- BQA 1. GROUP PROCESSING RECORD**
- BQA 2. INDIVIDUAL TREATMENT RECORD**
- BQA 3. DRUG INVENTORY RECORD**
- BQA 4. CROPS INSECTICIDE/HERBICIDE RECORD**
- BQA 5. FEED MEDICATION RECORD**
- BQA 6. SHIPPING / TRANSFER RELEASE RECORD**

ALABAMA A&M AND AUBURN UNIVERSITIES, AND TUSKEGEE UNIVERSITY, COUNTY GOVERNING BODIES AND
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BQA 1. GROUP PROCESSING RECORD (use when individual identification is not possible)

Site (group Identification): record the specific location of the group being treated

Product: name of the product used to treat the group

Lot number: lot number from the product label or box

Company: manufacturer/distributor of the product

Dose: actual amount given

Route of administration: method of treatment (oral, intramuscular, etc.)

Withdrawal time: from the label/box/insert, the days between treatment and sell date

Booster date: if needed, the date for a follow-up treatment

Crew initials: initials of the person actually treating the animals

BQA 2. INDIVIDUAL TREATMENT RECORD (use when individual identification is used)

Animal ID: the specific identification of the individual

Group: the group the animal is from

Date sick: the date the animal was first observed showing symptoms

Date returned to group: the date the recovered animal is returned to the group

Date sold

Site (group Identification): record the specific location of the group being treated

Product: name of the product used to treat the group

Lot number: lot number from the product label or box

Company: manufacturer/distributor of the product

Dose: actual amount given

Route of administration: method of treatment (oral, intramuscular, etc.)

Withdrawal time: from the label/box/insert, the days between treatment and sell date

Booster date: if needed, the date for a follow-up treatment

Crew initials: initials of the person actually treating the animals

BQA 3. DRUG INVENTORY RECORD (maintain accurate inventory of all drugs)

Drug: name of product

Storage location: site of regular storage

Date purchased

Amount purchased/stored

Units: what is stored- bottles, boxes, cases, tubes, etc.

Amount/unit: the amount of active ingredient per unit

Purchaser initials: initials of the person purchasing the product

Amount used

Amount used: actual amount of product used to treat an animal/group

Pen or animal ID: the pen (site) or animal that was treated

Crew initials: initials of the person actually treating the animals

BQA 4. CROPS INSECTICIDE/HERBICIDE RECORD (record of pasture/hay field treatments)

Date: the actual date of application

Field/Crop: site of application and crop growing at that site

Insecticide/Herbicide: name of product used

Rate/Acre: actual application rate used

Withdrawal: how long must the animals be off of the pasture/hay before selling

Harvest Date: when was the crop harvested

BQA 5. FEED MEDICATION RECORD

Date: when was the medication added to the feed

Medication: name of the product added to feed

Amount per ton: amount of active ingredient added to a ton of feed

Amount per herd: amount of active ingredient actually fed (amount of active ingredient/ton X
tone of feed fed to the herd)

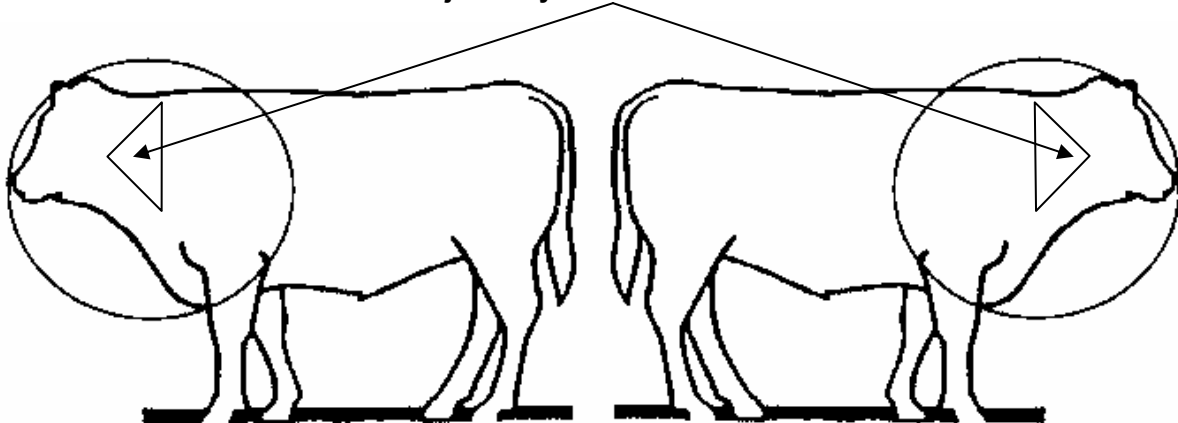
Withdrawal: amount of time animals must be kept off of the product before selling

BQA 6. SHIPPING / TRANSFER RELEASE RECORD

This record goes with the cattle you sell, and assures the buyer you followed BQA guidelines.

BQA 1. GROUP PROCESSING RECORD

Inject only in the neck.



Note: Include Internal and External Parasite Control

* = Location from map ** = Route of Administration

Site*	Product	Serial #	Company	Dose	ROA**	WD Time	Booster Date	Crew Initials

Number of Cattle _____ Date Weaned _____ AL-BQA # _____

Dehorned (Yes / No) Method _____ Number of Bulls _____

Steers _____ Method of Castration _____ Heifers _____

Implanted (Yes / No) Ear (R / L) Date _____ Date _____

Product Name _____ Phone _____

Description/Comments _____

Address _____

City _____ State _____ Zip _____

Veterinarian's Signature _____ Date _____

All records should be maintained for at least three years.

BQA 2. INDIVIDUAL TREATMENT RECORD

Animal ID _____

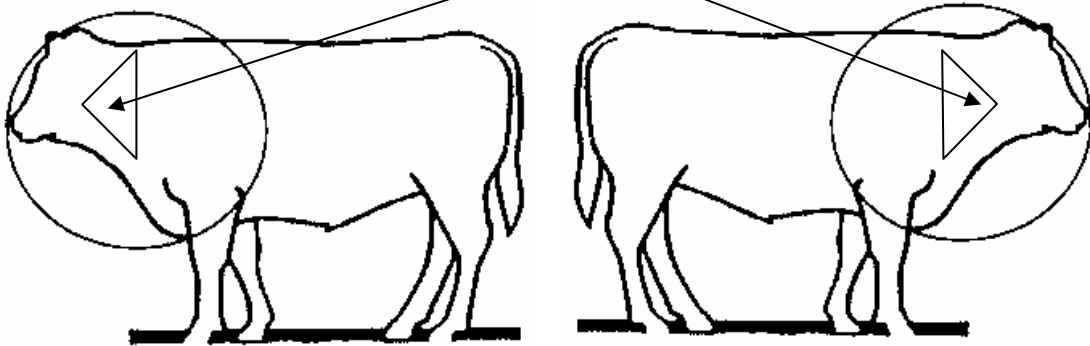
Group _____

Date Sick _____

Date returned to group _____

Date Sold _____

Inject only in the neck.



Site*	Product	Serial #	Company	Dose	ROA**	WD Time	Booster Date	Crew Initials

* = Location from map

** = Route of Administration

COMMENTS:

All records should be maintained for at least three years.

