



TRANSPORTATION AND INSPECTION OF CATTLE AND HORSES UNDER THE *ANIMAL KEEPERS ACT*

TO: ANIMAL KEEPERS

The Animal Health and Assurance Branch of Alberta Agriculture and Forestry (AAF) is responsible for the administration of the *Animal Keepers Act*. This information is in addition to the procedure established by AAF for the sale of animals under the Animal Keeper's Act. LIS is involved with the *Animal Keepers Act* when animal keepers sell cattle and horses at livestock markets and country sale sites.

The purpose of this memo is to explain the animal keeper's obligations with respect to the transportation and inspection of cattle or horses when sold under the *Animal Keepers Act* at livestock markets and country sale sites.

Completing a Livestock Manifest

Cattle and horses transported for sale under the *Animal Keepers Act* must be accompanied with a Livestock Manifest. The Livestock Manifest must be completed as follows:

Part A – Purpose of manifest

The animal keeper can check off "Transport for sale by owner" since this Part cannot be left blank.

Part B – Transportation and Sale Details

- The words "AKA" and the animal keeper's name and phone number will be entered in the "Owner or Dealer Name" row.
- The animal keeper's address will be entered in the "Owner or Dealer Address" row.
- The name of the owner of the animal being sold will be entered in the "On Account of" row.
- The address where the animal keeper kept the animal will be entered in the row "Livestock Location Before Transport, Sale, Consignment".
- The Premises ID number of that location must be entered in to "Premises ID#" box.
- The box "Consigned to" will be checked off in the next row.
- The "Name" and "Address" to be entered in the last two rows of this section will be the name and address where the animal is being sold as listed on the Notice of Sale.

Part B – Description of the Livestock

This Part must be fully completed by the animal keeper. The information about the number of head, colour, kind and brands and location must match the information on

the Notice of Sale. The letter codes for animal kind can be found on the back cover of the Livestock Manifest Book.

Part C – Certification

The animal keeper can sign Part C of the Livestock Manifest as the agent of the owner of the animal.

Part D – Inspector

This Part will be completed in the usual manner by the Livestock Inspector after the animal is inspected on arrival at the inspection site.

Part E – Transporter

This Part will be completed in the usual manner by the transporter. If the animal keeper is transporting the animal, the animal keeper's name, the trailer or conveyance license number and the animal keeper's signature must be entered in the boxes provided.

Part F – Livestock Security Interest Declaration

This Part will be left blank unless the animal keeper is aware of the name of the holder of any livestock security interest in the animal. If known, Part F must be completed by the animal keeper.

Part G – Destination

This Part will be completed in the usual fashion by the person receiving the animal.

A sample Livestock Manifest is attached.

Inspection of cattle and horses

In order for the animal to be inspected, the animal keeper, or the operator of the inspection site on behalf of the animal keeper, must provide the Livestock Inspector with the following:

- original and two copies of the Livestock Manifest, completed in accordance with this procedure and the attached sample;
- a copy of the letter from AAF authorizing the sale of the animal; and
- a copy of the Notice of Sale referred to in the letter from AAF.

The Livestock Inspector will inspect the animal being sold under the *Animal Keepers Act* in the same manner in which all livestock is inspected under the *Livestock Identification and Commerce Act*. The authority for selling the animal will be the letter from AAF and the Notice of Sale. The Livestock Inspector will be comparing the animal being sold with the description of the animal on the Notice of Sale and the Livestock Manifest.

If there are brands on the animal presented for sale and the brands are not registered to the owner of the livestock named in the "On Account of" row on the livestock manifest, the brands must be cleared in accordance with LIS inspection procedure.

The Livestock Inspector is required to detain and hold the animal in the following circumstances:

- if the Livestock Inspector does not have a copy of the Notice of Sale and the AAF letter authorizing the sale under the *Animal Keeper's Act*;
- the animal is not being sold at the location shown on the Notice of Sale,
- the animal is being sold on a date or at a time other than the date and time specified on the Notice of Sale,
- the Livestock Inspector is not satisfied that the animal being sold is the animal described on the Notice of Sale,
- the Notice of Sale does not adequately describe the animal so that the person either receiving or seeing the Notice would identify the animal being sold with the animal described on the Notice of Sale, and
- if directed to detain and hold the animal by AAF, LIS or the RCMP Livestock Investigator.

If the animal is not presented for sale by the animal keeper at the location of the sale listed on the Notice of Sale or on the date and time of the proposed sale, LIS will notify AAF accordingly.

Contact information for LIS

Any questions with respect to Livestock Manifests or the inspection process can be directed to the Livestock Inspector at the livestock market where you propose to sell the animal under the *Animal Keepers Act* or the LIS head office in Calgary at (403) 509-2088 or (866) 509-2088.

A list of the LIS Field Offices and Livestock Inspectors is available on the LIS Website: <http://www.lis-alberta.com>.

Sample – Livestock Manifest – Owner Known

| | | | | | |
|---|---|--|--|--|-------------------|
| <small>This information is collected for the purposes of the Livestock Identification and Commerce Act and is governed by the Freedom of Information and Protection of Privacy Act. Contact LIS at (866) 509-2088</small> | | | | | |
| LIVESTOCK IDENTIFICATION SERVICES LTD. ALBERTA LIVESTOCK MANIFEST | | | | | AM 00000 |
| Part A – Purpose of Manifest | | | | LIS USE | |
| <input type="checkbox"/> Transport Only | <input type="checkbox"/> Transport For Sale - | <input checked="" type="checkbox"/> By Owner | <input type="checkbox"/> By Dealer on behalf of owner | <input type="checkbox"/> Inspection Only | |
| Part B – Transportation and Sales Details | | | DATE YDate#/DD | | |
| Owner or Dealer Name AKA - Name and phone number of Animal Keeper | | | Phone # | | |
| Owner or Dealer Address Animal Keeper's Address | | | | | |
| On Account of Full name of animal owner/debtor | | | | | |
| Livestock Location Before Transport, Sale, Consignment Location where animal was kept | | | | Premises ID # Premises ID of location | |
| Check One | <input type="checkbox"/> Transport to | <input type="checkbox"/> Sold to | <input checked="" type="checkbox"/> Consigned to | <input type="checkbox"/> Other specify | |
| Name Name of location of sale from Bill of Sale | | | | | |
| Address Address of location of sale | | | | | |
| Description of the Livestock | | | | Lot or Pen # | |
| Number | Colour | Kind | Brand(s)/Identifier | Loc | Other Information |
| Complete description of animal to be transported and sold | | | | | |
| Total | Part C – I CERTIFY THAT PARTS "A" AND "B" ARE TRUE X Signature of Animal Keeper <small>Signature of Owner (or if permitted Owner's agent)</small> | | | | |
| Part D – Inspector | | | | | |
| Adjusted Total | Inspector Signature | | Inspector # | Client # | |
| | Date: YYYY/MM/DD | | Permit / Hold Form # | | |
| Part E – Transporter | | | | | |
| Transporter's Name (Print) Name of transporter | | | Trailer or Conveyance licence # Licence number | | |
| Transporter's Signature Signature of transporter | | Phone # | Trucking Charges | | |
| Part F – Livestock Security Interest Declaration | | | | | |
| NAME AND ADDRESS of the Holder of any Livestock Security Interest in the Livestock or the Dam of the Livestock or if None so indicate by writing "None" | | | | | |
| I CERTIFY THAT THIS DECLARATION IS TRUE. | | | | Date YYYY/MM/DD | |
| X <small>Signature of Owner</small> | | | | | |
| Check if Livestock Security Interest Declaration is by separate document <input type="checkbox"/> | | | | | |
| Part G – Destination | | | | Placed in Pen # | |
| Destination Name | | Date Received YYYY/MM/DD | Time received | Count | |
| Received and counted by - Print name and signature | | | | Premises ID # | |

HEAD OFFICE COPY

AM 00000