

**Canadian Sheep Federation**  
**Standard Operating Procedures for the CWD Herd Certification Program:**  
**Updated July 2020**

## **Background**

The role of Regional Administrator and Status Assessor within **Quebec**, Ontario, Manitoba and Saskatchewan will be filled by the Canadian Sheep Federation.

In many provinces, cervid producers have provincial and federal legislative and regulatory requirements for cervid farming that are separate from the CWD HCP program and this standard operating procedure. Producers are obligated to meet provincial and federal requirements under the oversight of their provincial governments and Canadian Food Inspection Agency, respectively. The RA and SA should be aware that cervid producers may request administrative assistance to meet these additional requirements.

## **Signing/Verification Authority**

Program delivery roles and responsibilities are outlined in *Section 1 – Roles and Responsibilities* of the National Standards for the Chronic Wasting Disease Herd Certification Program. Specific to signing and validation functions in the *Standard Operating Procedures for the CWD HCP*:

Accredited veterinarians (private veterinarians accredited by the CFIA to deliver the CWD HCP) and official veterinarians (veterinarians employed by a provincial government department and trained to deliver the CWD HCP) may complete and sign:

- a) Form 4 - Declaration of Enrollment Form
- b) Form 6 – Initial and Annual Operation Review Form
- c) Form 7 - Farm Site Plan
- d) Form 8A - Veterinarian Inventory Confirmation Veterinarian, Form 8B - CFIA Veterinarian Inventory Confirmation or Form 8C - Owner-Operator Inventory Confirmation Form as required
- e) Form 11 - Biosecurity Assessment
- f) Form 12 - Statement from Veterinarian
- g) Form 14 - Entire Herd Inventory Multiple Years, each page
- h) Form 15- Annual Submission Review Form

Approved third parties including staff of a provincial department or agency (in Saskatchewan these are game farm investigators), a registered animal health technician supervised by an accredited veterinarian or a CFIA veterinarian or inspector may complete and sign:

- a) Form 8A - Veterinarian Inventory Confirmation, Form 8B - Veterinarian & CFIA Veterinarian Inventory Confirmation Form or Form 8C - Owner-Operator Inventory Confirmation Form as required

## **I. Initial Application:**

The SA processes the application using the steps listed in Sections 1-10 within 30 business days of receipt. If any part of the application is incomplete or unsatisfactory, the procedure in section 8 is applied.

## 1. Open a Hard Copy File under the Producer Name

### 2. Verify Application Form Information

- a) Ensure that all applicable forms and documents listed on Form 1 (Annual Submission Checklist) are present in the application package.
- b) Confirm producer contact information is complete and the producer signature is present on the application form.
- c) Ensure accredited veterinarian or official veterinarian employed by a province, contact information is complete and their signature is present.
- d) Confirm with CFIA CWD HCP National Administrator or CWD Program Specialist to ensure that the premise is not currently subject to the CFIA CWD Disease Control Program nor is a previously infected premises, and that the herd applying for enrollment has not been deemed CWD-exposed in the past three years nor ever been identified as CWD positive. CFIA contact information is in Appendix E.
- e) Confirm information for acquired status as in 9. c), if applicable
- f) For farms in provinces requiring cervid farm licensing, validate with provincial authorities that the applicant has a valid license.

### 3. Verify Animal Identification and Record Keeping Systems

- a) Verify producer's record keeping system is appropriate for maintaining program status. Every animal born on the farm must be identified and accounted for in addition to a record of any animals that enter or leave the herd.
- b) Each cervid in the herd with at least two unique identification devices, one of which is an official device, and one of which can be read from a distance, before each cervid reaches the age of 12 months.
- c) In Quebec, each cervid in the herd must have two unique identification devices provided by ATQ, before the age of 11 months or earlier if the fawns or calves are to be recorded in the annual inventory, if they leave the premises or if they are subject to a change in ownership.
- d) All cervids, regardless of age, must be appropriately tagged prior to moving off the premise or if a change in ownership occurs.

### 4. Verify Accredited Veterinarian, Official Veterinarian, or Trained and Qualified Provincial HCP Staff Status

Confirm with the appropriate authority that the accredited veterinarian, official veterinarian, or approved third party is qualified to deliver their relevant portions of the CWD HCP. The appropriate party is to provide validation of their authority as follows:

- a) If an accredited veterinarian, their current licensing and accreditation.
- b) If an official veterinarian, confirmation of their position.
- c) If a trained and qualified provincial HCP staff, confirmation from the relevant provincial government that the staff is qualified to deliver the CWD HCP.

### 5. Verify Herd Inventory

- a) An inventory including appropriate identification for all cervids is present.
- b) The initial enrollment inventory has been conducted by a third party.
- c) Accredited veterinarian, official veterinarian, or approved third party's signature or initials are present on each page of the inventory.
- d) The initial inventory must have been completed within three months of the time the application is submitted.

- e) The initial inventory appears to be complete and includes both breeding animals and young stock of all cervid species present on the premise, regardless of ownership.
- f) Ensure that the appropriate Form 8(a, b or c) accompanies the inventory, attesting to who conducted and reconciled the inventory report, and the Form is signed by the appropriate authority.

## 6. Site Plan

Ensure a comprehensive Form 7 – Farm Site Plan is included with the application for enrollment, and includes the locations of:

- a) All structures to which cervids will have access
- b) All grazing areas to which cervids will have access
- c) Storage locations for all cervid feeds
- d) Water sources both natural (lakes, ponds, rivers, streams, etc.) and man-made (wells, water troughs, etc.)
- e) Fencing, permanent and temporary
- f) Proximity to other farmed cervids
- g) The signature of the accredited veterinarian or official veterinarian.

## 7. Entering Information into the Database

If the producer application is complete, the SA will enter the following information into the program database:

- a) Enter producer information into a blank producer form in the CWD database.
  - i. Fields: Producer first name, Producer last name, Farm Name, Address, premise(s) location(s) Current status, Application date, Last Inventory date, Anniversary, Phone, Fax, Email, accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff – name, clinic (if applicable), address, phone, email, fax number, Comments.
- b) If not currently entered, enter the accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff information into the veterinarian form.
  - i. Fields: accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff (automatic), accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff Name, Vet clinic (if applicable), Address, Phone, Fax, Email, accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff credentials.
- c) Enter herd inventory using the Animal Inventory Submission-form:
  - i. Date of inventory
  - ii. the cervid's species;
  - iii. the cervid's identification tag/device number(s);
  - iv. the cervid's sex;
  - v. The cervid's date of birth (day, month, year);
  - vi. the source of the cervid (homegrown, purchased, loaned);
  - vii. the date the cervid entered the herd (day if available, month and year);

## 8. Incomplete or Unsatisfactory Initial Application

- a) If information is incomplete or unsatisfactory, the SA will inform the producer (via conversation, voice mail or email) of the discrepancy within one week of processing the application.
- b) A written statement will be issued within two business days if the method of communication was a phone call (either mailed or email), which confirms the information required for enrollment and states a deadline of 45 days by which the

- producer must submit information. A copy of the statement will be placed into the producer file and the file flagged for follow up.
- c) If the producer responds with appropriate information, proceed with the application process.
  - d) If producer contacts the SA within the stated deadline and is willing to comply but needs additional time to complete requirements, the RA may set a new deadline. The producer will be informed of this decision as outlined in 8 a) and 8 b).
  - e) If after the 45-day period (8 b)) there is no response from the producer, the SA may consider the application abandoned. The producer file will be maintained for at least 12 months after the original date of the application.
  - f) The producer may appeal the decision to consider the application abandoned made in 8 e), as per Section 27 (Appeal/Review Process).

### 9. Assigning Entrance Level

Within one week of completed processing of the application for enrollment (provided the application was complete), the SA will assign an entrance level:

- a) All producers will be entered at Level E unless there are mitigating circumstances or a request for advanced status
- b) Accelerated admission up to a maximum Level C is possible provided the farm meets all program requirements for the number of years of status requested.
  - i. All program documentation for each year is required, and must be reconciled as though they were requests for advancement (see Sections 14-23).
  - ii. The SA will consult with the RA, provincial government if more information is required to consider advanced status.
- c) Starting a new herd with acquired cervids of level D or higher, the new farm can inherit the lowest status level of the source animals provided the following conditions are met:
  - i. The premises has never contained farmed cervids, validated by the producer, accredited veterinarian or provincial authorities. Ensure validation is included.; or
  - ii. The farmed cervids previously contained on the premises were enrolled on a CWD HCP, including proof of status level. In this case the new herd may start at the lowest status level of the new cervids or the last level of the previously stocked cervids, whichever is lowest. Ensure validation of previous status level is included and verify the information.  
If it is unknown whether farmed cervids were on the premises previously, the new herd must start at Level E.
- d) Herds enrolling on a premises that has been subject to the CFIA CWD Disease Control Program may only be admitted to the CWD HCP at Level E, no sooner than one year after cervids have been re-introduced to the premises, provided:
  - i. The CFIA has categorized the premises as minimally contaminated.
  - ii. All disease control actions have been completed.
  - iii. Any existing declarations of infected place and quarantines have been removed.  
Validate this information with the CWD HCP National Administrator or the CFIA CWD Program Specialist (see Appendix E for contact information).
  - iv. Use cervid movement permit information to verify the length of time the cervids have been on the premises.
- e) If the herd had been identified as CWD-exposed within the past three years, ensure it has been cleared of suspicion.

- i. If the herd has not been cleared of suspicion, it must wait for 3 years after being deemed CWD-exposed before applying.
- f) The producer may appeal the assigned entrance level decision as per Section 27 (Appeal/Review Process).

### **10. Enrollment Certificate**

Within one week of completing the processing of the application for enrollment (provided the application was complete), the SA will:

- a) Issue a signed enrollment certificate and program acceptance letter, indicating that the application was accepted for enrollment in the program at the Level assigned in Section 9 (Assigning Entrance Level). The enrollment certificate will state producer name and farm name, premise location, date of acceptance, status level, and anniversary quarter of inventory.
- b) The paperwork required for the next year's application for advancement will be included in the enrollment certification package.
- c) Place copies of the enrollment certificate, acceptance letter and application in the producer's file.

### **11. Publishing Updates**

The NA and/or the RA will publish enrolled producer statuses on their website(s), updating them quarterly by June 15<sup>th</sup> (first quarter updates), September 15<sup>th</sup> (second quarter updates), December 15<sup>th</sup> (third quarter updates) and March 15<sup>th</sup> (fourth quarter updates).

## **II. Review of Anniversary Date for Application for Advancement**

### **12. Notification of Application**

- a) On a quarterly basis based on the calendar year (during the last month of the quarter) the SA will review the database for producers having an anniversary date in the upcoming quarter (ex: If a producer's anniversary date is in May, they will be notified in March because it is the last month of the first quarter of the year).
- b) The SA will produce an inventory report for each producer whose anniversary is in the upcoming quarter.
- c) Producers will be informed via email or mailed letter that the application is due within the upcoming quarter.
- d) A copy of the previous year's inventory will be emailed or mailed to each producer along with notification that the application is due within the upcoming quarter.
- e) The correspondence date and any other details will be noted in the comments section of the producer file in the database. A hard copy of the email/letter will be saved in the producer's file.

### **13. Overdue Applications**

- a) Producers who fail to submit their application for advancement within three months of their original anniversary date will be suspended from the program (see Section 25- Suspension).
- b) During the quarterly review of the database by the SA, any producers who are more than three months past their original anniversary date will be notified and immediately suspended as in Section 25 (Suspension).
- c) A producer who is under a suspension for failing to remit their annual application for advancement will have the opportunity to submit any relevant information to the SA within 30 days of the suspension being imposed.

### III. Application for Advancement (Annual Report)

The SA processes the application using the steps listed in Sections 14-21, within four business weeks of receiving the file. If any part of the application is incomplete or unsatisfactory, the procedure in Section 22 (Incomplete or Unsatisfactory Application for Advancement) is applied.

#### 14. Verify Application for Advancement Form Information

- a) Ensure that all applicable forms and documents listed on Form 1 (Annual Submission Checklist) are present in the application package.
- b) Confirm producer contact information is complete and the producer signature is present on the application form.
- c) Ensure accredited veterinarian or official veterinarian employed by a province contact information is complete and their signature is present.
- d) For farms in provinces requiring cervid farm licensing, validate with provincial authorities that the applicant has a valid license.
- e) Ensure that the application date falls within three months of the anniversary date (before or after). If the application is submitted more than three months after the anniversary date a suspension will be applied (see Section 25- Suspensions).

#### 15. Verify Accredited Veterinarian, Official Veterinarian, or Trained and Qualified Provincial HCP Staff Status

Confirm that the accredited veterinarian, official veterinarian, or approved third party is qualified to deliver their relevant portions of the CWD HCP. The appropriate party is to provide validation of their authority as follows:

- d) If an accredited veterinarian, their current licensing and accreditation.
- e) If an official veterinarian, confirmation of their position.
- f) If a trained and qualified provincial HCP staff, confirmation from the relevant provincial government that the staff is qualified to deliver the CWD HCP.

#### 16. Enter Inventory into Database

- a) Ensure the accredited veterinarian, official veterinarian, or approved third party's signature or initials are present on each page of the inventory.
- b) Confirm producer and accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff contact information is current. If the accredited veterinarian, official veterinarian, or trained and qualified provincial HCP staff investigator has changed from the previous year, update the information in the database as in Section 7 (Entering Information into Database).
- c) Enter animal inventory:
  - i. Date of inventory
  - ii. The cervid's species;
  - iii. The cervid's identification tag/device number(s);
  - iv. The cervid's sex;
  - v. The cervid's date of birth (day, month, year);
  - vi. The source of the cervid (homegrown, purchased, loaned);
  - vii. The date the cervid entered the herd (day if available, month and year);
  - viii. Any cervid movement permits;
  - ix. If the cervid was not born in the herd, the name and address of the person from whom it was obtained; a copy of the proof of herd status issued for the herd of origin; and the day, month, and year it was issued;
  - x. The date the cervid left the herd; the premise to which the cervid was moved; and the name, address, and telephone number of the person to whom the



cervid was sold (new owners/cervid farm operators are required to keep bills of sale);

- xi. The reason for the cervid leaving and appropriate documentation (a shipping invoice if shipped, a receipt if sold, a date of death/test result); and
  - xii. CWD testing results for all cervids 12 months of age and older that die, are destroyed for any reason or are slaughtered (as per *National Standards* Section 4.2.1).
- d) Ensure that the appropriate Form 8 (a, b or c) accompanies the inventory, attesting to who conducted and reconciled the inventory report, and the Form is signed by the appropriate authority.

### **17. Reconcile Previous and Current Inventories**

- a) Review previous and current inventory.
- b) Ensure that the date of birth and sex of each animal is listed.
- c) For animals on both lists there is no further investigation.
- d) For animals on previous list but not on the current list, verify the following information:
  - i. For live animals leaving the property, verify the presence of a bill of sale and a cervid movement permit including individual ID.
  - ii. Ensure there is a Form 13 (Trucker Statement) present for each shipment subject to cleaning procedures.
  - iii. All on-farm deaths (natural, euthanized or hunted) were reported on a quarterly on-farm death report, and the corresponding CWD sample submission report date aligns with the on-farm death report.
  - iv. Samples from 100% of cervids 12 months of age and older that die, are humanely euthanized, or hunted on-farm have been tested for CWD. See Section 18 (Verify Presence of Suitable Lab Results)
  - v. Verify that beginning January 1, 2019, a minimum of 75% of any cervids on the premise slaughtered at any abattoir (including US abattoirs) or on farm have been tested for CWD and as of January 1, 2020 the slaughter requirement for CWD testing will increase to 100%.
- e) For animals on current list but not on previous list:
  - i. Ensure that the date of birth and sex of the animal is listed on the inventory.
    - a. If born on the premise, no further action is required.
  - ii. If purchased, verify herd of origin via a sales receipt.
    - a. Verify the status of the herd(s) that acquired animals came from including any suspensions or if enrollment is revoked, anniversary dates and country of origin.
  - iii. For live animals entering the property, verify the transporter.
    - a. Every third-party vehicle that transports cervids must be cleaned and disinfected before loading. The owner will require the third-party transporter to provide a statement that indicates the truck was cleaned and disinfected (See Form 13- Statement from Trucker).
- f) Examine herd numbers for both inventories and review Form 15- Annual Submission Review Form. Ensure that Form 15 is signed and dated by the producer and the appropriate authority.

### **18. Verify the Presence of Suitable Lab Results**

- a) Verify that there is a valid lab result from a CFIA-approved TSE Network Laboratory approved to test samples for the CWD HCP for 100% of cervids 12 months of age

and older that die, are humanely euthanized, or hunted on farm within the previous year. If results from submitted samples are not yet available, verify a submission form indicating that a sample has been submitted for 100% of cervids 12 months of age and older that die, are humanely euthanized, or hunted on farm within the previous year. Within 45 days, verify the producer has provided the test result(s) associated with the submission form.

- i. If a required sample is missed, an owner/cervid farm operator at levels E–A has the option to sacrifice two other adult cervids (12 months of age and older) from the herd for every sample that is missed in order to meet requirements to advance. The test result from a cervid of the same cohort that has been slaughtered in the previous three months can be used to fulfil the sacrifice requirement.
  - ii. An owner/cervid farm operator at the certified level has the option to sacrifice one other adult (12 months of age and older) cervid from the herd for every sample that is missed in order to meet the requirements to maintain certified level. The test result from a cervid of the same cohort that has been slaughtered in the previous three months can be used to fulfil the sacrifice requirement.
  - iii. Where required samples are missed, and the farm operator chooses NOT to sacrifice adult cervids as in 18a) i. or ii., a status penalty will be assessed as follows:
    - a. If a single required sample is missed and no sacrifices are made, the farm status will be downgraded by 1 level.
    - b. If more than one sample and up to 50% (rounded up to the nearest whole number) of required samples are missed and sacrifices are not made in compensation, the farm status will be downgraded by 2 levels.
    - c. If more than 50% (rounded up to the nearest whole number) of required samples are missed and sacrifices are not made in compensation, the farm status will be downgraded by 3 levels.
- b) Cross reference the sample submission form with the quarterly on-farm death report to ensure deaths were appropriately reported throughout the program year.
- vi. Verify that beginning January 1, 2019, there are valid lab results from CFIA-approved TSE Network Laboratory approved to test samples for the CWD HCP for a minimum of 75% of any cervids on the premise slaughtered at any abattoir (including US abattoirs) or on farm. January 1, 2020 the slaughter requirement for CWD testing will increase to 100%.
- c) There may be exemptions from testing under the following conditions ONLY:
- i. Destruction of cervids (including stored heads/samples) by fire: a certificate or letter from an appropriate official must accompany the annual report.
  - ii. The destruction or carrying away of the head of a cervid by a predator: a certificate or letter from an appropriate wildlife officer or other government official responsible for investigating such incidents must accompany the annual report.
  - iii. Theft: a report from the police officer who investigates the theft must accompany the annual report.
  - iv. Loss or destruction of the head/tissue sample that is no longer in the control of the owner/cervid farm operator (e.g. by an accredited veterinarian, courier or laboratory). Recognized laboratories should note on reception of the specimen that the obex, RPLN or other appropriate tissue samples are not present and the reason why. A letter setting out the details of the loss of the sample by the individual responsible must accompany the annual report.



- v. Any other reason (such as a flood), over which the owner/cervid farm operator could not reasonably be expected to have control that results in the destruction or disappearance of the head/tissue sample: a letter or report by an acceptable third party that sets out the details of the reason for failure to submit the sample must accompany the annual report. The status assessor may accept a picture (when available) of the cervid's head that clearly shows the identification device(s), preferably still in situ.
- d) Owners/cervid farm operators are responsible for ensuring that the tissue samples are of good quality, and that all required samples and identification are submitted. If an unsuitable specimen is received (see *National Standards* Section 4.2.5), the receiving laboratory is to notify the submitter.
  - i. Follow-up on the details of each unsuitable sample.
  - ii. More than two (2) unsuitable samples could lead to the herd's suspension, assessed by the SA.
  - iii. Sacrifices cannot be used to overcome the repeated submission of poor quality samples.
  - iv. When a head is presented to a certified CWD sample collector but there is no brain tissue, the CWD sample collector will provide a letter to the owner/operator with an explanation. Include this in the file.
- e) Acceptable CWD test results must be one of the following:
  - i. CWD not detected – Required for advancement
  - ii. CWD not detected in the secondary target tissue – Permitted only sporadically; refer to Section 18f) for frequent recurrence

## 19. Site plan

A *Form 7 – Farm Site Plan* is required for every year there has been changes to operations.

Site plans must include locations of:

- a) All structures to which cervids will have access
- b) All grazing areas to which cervids will have access
- c) Storage locations for all cervid feeds \*as this can change from year to year, especially for stored forages.
- d) Water sources both natural (lakes, ponds, rivers, streams, etc.) and man-made (wells, water troughs, etc.)
- e) Fencing, permanent and temporary
- f) Proximity to other farmed cervids
- g) The signature of the accredited veterinarian or official veterinarian.

## 20. Biosecurity Assessment

Ensure that a completed *Form 11 - Biosecurity Assessment* is present with the annual application for advancement and is signed by the accredited or official veterinarian;

- a) Fencing
  - i. Ensure there is perimeter fencing around the herd.
  - ii. Assess if fences are adequate to prevent intrusion (ingress) or escape (egress).
  - iii. Assess the integrity of fencing systems
    - a. By accredited veterinarian, official veterinarian or approved third party at the time of the annual inspection
  - iv. Effective November 1, 2017, new fences must meet provincial regulations and must be a minimum of 2.4 meters (8 feet) high.
    - a. Cross reference the site plan and identify new fences, ensuring they

meet the height requirement.

b) Feed storage

- i. Verify that feed is stored in a manner that it is not accessible to wild cervids
- ii. Ensure that all non-ruminant feed on-farm is stored in a manner that it is not accessible by the farmed cervids.

c) Water sourcing

Ensure water for farmed cervids is sourced in a manner that it is not accessible to wild cervids

- i. This applies to standing bodies of water including artificial sources. Running water including rivers, streams and spring run-off are not subject to this restriction.

d) Taxidermy and carcasses

Ensure no carcasses or parts from wild cervids or farmed cervids with lower or no status have been brought on the premise (*Form 11 – Biosecurity Assessment*).

- i. Field-dressed carcasses from wild or farmed cervids with no or lower status are permitted for personal use only, and only where farmed cervids do not have access
- ii. Exemptions allowed where there is a processing facility physically separate from live farmed cervids, provided waste materials are inaccessible to farmed and wild cervids.

e) Transportation vehicles

- i. Ensure there is a protocol that is followed in each instance, for collecting and disposing of any organic matter that escapes any vehicles entering the premise containing cervids of lower or unknown status.
- ii. Ensure all vehicles subject to the protocol outlined in 20.e)i., from the time of the last biosecurity assessment, are listed.
- iii. Ensure there is a protocol that is followed for cleaning transportation vehicles and periodically disinfecting farm transportation vehicles as a routine preventative measure. Photos can be used as a record of cleaning.
- iv. Ensure all vehicles subject to the protocol outlined in 20.e)iii., from the time of the last biosecurity assessment, are listed.

f) Escapes/Intrusions

Cross reference the number of escapes/intrusions reported on the biosecurity assessment with the number of *Form 10 – Escape/Intrusion Reports* filed through the program year. See Sections 21 and 22 for risk assessments relevant to escapes and intrusions.

g) Acquisition of previously owned equipment

Ensure the accredited veterinarian validates if used equipment has been acquired and the following information has been assessed.

- i. Appropriate documentation i.e. bills of sale, nature of source.
- ii. Status level of herd of origin and/or proper disinfection of the equipment has been verified.

## 21. Escaped (Egressed) cervids

Ensure that each case of escaped cervid(s) was reported at the time of the occurrence using *Form 10 – Escape/Intrusion Report* with the outcome of each egress sufficiently detailed and included on *Form 11 – Biosecurity Assessment*. See Egress (Escape) Decision Tree, (Annex A)

- a) Escaped animals 12 months of age or older that were never recovered, the case is treated as an on-farm death or slaughter that was not sampled (see Section 18 –

- Verify the Presence of Suitable Lab Results).
- b) Escaped animals 12 months of age or older that are dispatched and tested for CWD are treated as an on-farm death or slaughter. (see Section 18 – Verify the Presence of Suitable Lab Results).
  - c) If escaped cervid(s) subsequently returned to the enrolled premise, the herd will be suspended from the program pending the outcome of a status decision (See Annex A - Egress (Escape) Decision Tree):
    - i. If an individual or group escape was supervised, meaning the cervid(s) remained within sight of the operator at all times, and did not exhibit risky behavior; there is no impact on status.
    - ii. If the individual or group escape was supervised, meaning the cervid(s) remained within sight of the operator at all times, and exhibited risky behavior (i.e. grazed on open land, drank from standing water source or came into contact with wild cervids), status is downgraded by 1 or 2 levels depending on the circumstances reported in *Form 10 – Escape/Intrusion Report*.
    - iii. If the escape was an individual unsupervised event, meaning a single cervid left the operator's sight, and escaped for less than 24 hours outside of rut season; status will be downgraded by 1 or 2 levels depending on the circumstances reported in *Form 10 – Escape/Intrusion Report*.
    - iv. If the escape was an individual unsupervised event, meaning a single cervid left the operator's sight, and escaped for less than 24 hours during rut season; status downgraded by 3 levels.
    - v. If the escape was an individual unsupervised event, meaning a single cervid left the operator's sight, and escaped for more than 24 hours outside rut season; status downgraded by 3 levels.
    - vi. If the escape was an individual unsupervised event, meaning a single cervid left the operator's sight, and escaped for more than 24 hours during rut season; status downgraded to Level E.
    - vii. If the escape was a group unsupervised event, meaning a group of cervids left the operator's sight for any period of time, an ad hoc committee (of all available RAs plus anyone else determined necessary (i.e. epidemiologist) will be formed to assess the impact on status.

## **22. Intrusions (Ingress) of wild cervids**

Ensure that each case of wild cervid intrusions (ingress) was reported at the time of the occurrence using *Form 10 – Escape/Intrusion Report* with the outcome of each ingress sufficiently detailed and included on *Form 11 – Biosecurity Assessment*. Ingress Decision Tree, (Annex B):

- a) If the wild cervid is dispatched immediately and tested negative for CWD, there is no impact on status.
- b) If the animal is kept on the premise or with the herd, the premise will be revoked from the program.
- c) If the wild cervid subsequently escapes intrusion and is never recovered, the herd will be suspended from the program pending the outcome of a status decision (see Annex B - Ingress Decision Tree):
  - i. If the intruder had no direct contact with captive cervids or indirect contact via access to areas on the farm that captive cervids can access, there is no impact on status.
  - ii. If the intruder had direct contact with captive cervids or indirect contact via access to areas on the farm that captive cervids can access, status

will be downgraded to Level E for Levels up to A, to Level C for certified premise.

**It is important to note that in many provinces, cervid producers have provincial legislative and regulatory requirements for dealing with escaped farmed cervids or the intrusion of wild cervids. Producers MUST follow provincial regulations in these cases, first and foremost. The SA taking actions/making assessments to address where escapes and/or intrusions have occurred in a HCP herd happens secondarily to actions required by provincial regulations.**

### **23. Program Advancement**

- a) If the SA determines that the annual report is complete and the herd is advanced to the next level.
  - i. There are six levels in the HCP, from the entry level, E, through levels D, C, B, A, to the highest level, "certified".
  - ii. Certified herds maintain this level provided that the applicable requirements continue to be met.
- b) If deficiencies are identified in the file, the SA may require that the current level be maintained until deficiencies are resolved. These cases will be assessed on an individual basis and documented in the producer file, and included in the advancement letter in 23 c).
- c) Mail a certificate and advancement letter to the producer outlining the successful completion of the annual report.
- d) Report the update to the CWD website on a quarterly basis.

### **24. Incomplete or Unsatisfactory Application for Advancement**

- a) If information is incomplete or unsatisfactory, the SA will inform the producer (via email, conversation or voice mail) of the discrepancy within two weeks of processing the application.
- b) A written statement will be issued within two-business days if the method of communication was a phone call (either mailed or email), which confirms the information required for advancement and states a 30-day deadline by which the producer must submit information. A copy of the statement will be placed into the producer file and the file flagged for follow up.
- c) If producer submits the requested information within the 30-day period, proceed with completing the advancement.
- d) If producer is willing to comply but needs additional time to complete requirements, the SA may set a new deadline. If this new deadline is not met, a suspension will be applied. The producer will be informed of this decision as in (a) and (b).
- e) If the producer does not respond within the deadline set in (b), the SA will issue a suspension (see Section 25- Suspension).
- f) If producer appeals the original judgment to withhold the advancement or the decisions made in (d) or (e), see Section 28- Appeal/Review Process.

### **25. Suspension**

A suspension will be applied if:

- a) The owner/cervid farm operator does not submit the annual report including inventory within the anniversary quarter (within 15 months of last year's anniversary date). If the operator subsequently submits the report as per Section 13 b), the suspension may be lifted. If the operator fails to remit the report within

- the timeframes listed below in 'In issuing a program suspension', the premise will be revoked from the program.
- b) The herd has failed to meet the testing criteria or any other criteria for advancement (and none of the exemptions apply). The premise may be reinstated at a downgraded status level as per Section 18 or revoked from the program for failure to meet testing requirements.
  - c) Samples for CWD testing are deemed unsuitable for testing as the result of owner/operator negligence, as determined during the follow-up to unsuitable samples on one or more occasion. The premise may be reinstated at a downgraded level (see Section 18) or revoked from the program if no efforts were made to ensure sample quality.
  - d) The herd (or any cervid in the herd) is suspected of being, or proves to be, infected with CWD at any time during its enrolment.
  - e) The herd is subject to a CWD investigation under any CWD disease control program;
    - i. Once the investigation is complete, the CFIA will inform the SA of the herd's risk level with respect to CWD.
    - ii. The SA will determine outcome on the herd's status: reinstate at previous level, downgrade or revoke, as per risk assessment.
  - f) If the outcome of an egress/ingress event, through the decision tree (see Annex A or B) requires a program suspension (See Annex A and B). Once a status decision has been made based on the egress/ingress, the premise will either be reinstated (at the same or different level) or revoked from the program. See Annex A or B.
  - g) Any contravention of the CWD HCP requirements.
  - h) Gross negligence with respect to the National Standards.

All suspensions are intended to be temporary measures. While a herd is suspended, it remains enrolled but has no officially recognized level (E, D, C, B, A or certified) of risk mitigation for CWD on the HCP; thus, the status is considered "suspended".

In issuing a program suspension:

- a) The SA will inform the producer (via email, conversation or voice mail) of the reasons for applying a suspension and the deadline for complying with program requirements 24 (b), (c) and (d).
- b) A producer who is under a suspension will have the opportunity to submit any relevant information to the SA within 30 days of the suspension being imposed.
- c) A producer who is under suspension will have the opportunity to appeal the decision within 60 days of the suspension.
- d) If the producer does not respond as in 24 (c) or (d), the herd will be removed from the program (see Section 26 - Revocation).
- e) A herd may only remain suspended for a period of one year, following which the herd is revoked from the program. The only exceptions are herds suspended due to an investigation under a CWD disease control program.
  - i. If the herd has been cleared of its CWD-exposed status, it will be re-instituted at the previous status level provided all program requirements were met during the suspension. The CFIA will advise of eligibility for re-instatement.

## 26. Revocation

A revocation will be applied if the owner/operator of the cervid farm does not comply with suspension conditions set out in Section 25 (Suspend), OR if the herd is found to be infected with, or a source of CWD.

- a) The SA will notify the producer (via email, conversation or voicemail) regarding the reasons for revoking the registration and the process of appealing.
- b) The SA will notify the producer in writing (mailed) of the same information as included in 26 a) and include the name and address of the RA and relevant SA. A copy of the letter will be included in the producer file.
- c) The producer is allowed 30 days to appeal the decision of revocation (See Section 28- Appeal/Review Process). An owner/cervid farm operator may appeal a suspension or a revocation of registration, but not both.

## 27. Publishing Updates

- a) The NA and/or the RA will publish enrolled producer statuses on their website(s), updating them quarterly by June 15<sup>th</sup> (first quarter updates), September 15<sup>th</sup> (second quarter updates, December 15<sup>th</sup> (third quarter updates) and March 15<sup>th</sup> (fourth quarter updates).
- b) Farms under suspension will be removed from the published list pending the outcome of the suspension. Updated status will be re-published; revoked farms will remain removed from the published list.

## 28. Appeal/Review Process

A request by the owner/cervid farm operator must be made in writing to the SA, within 30 days of the decision subject to appeal/review and it must set out the reasons why the appeal should be considered.

An owner/cervid farm operation may appeal:

- a) A decision regarding advancement
- b) A decision regarding downgrading
- c) A decision by the SA not to accept an exemption, or sacrifice(s), for missed sample(s)
- d) A decision made by the SA regarding conditions imposed before the herd is allowed to participate in the HCP after a suspension or revocation.
- e) A suspension or a revocation of enrolment, but not both.

At the request of the owner/cervid farm operator, the SA will implement the appeals/review process to consider the submitted appeal. The SA will convene an appeals/review committee of individuals appointed from one or more of the following groups:

- a) An employee of the provincial veterinary authority;
- b) An employee of any provincial/territorial department responsible for regulation of the farmed cervid industry.
- c) A professional employee of a college or university who is familiar with the cervid industry;
- d) A producer representative of the small ruminant industry and currently enrolled in the Scrapie Flock Certification Program (SFCP); or
- e) A representative of the status assessor from another Canadian regional HCP.

A representative of the status assessor will be the non-voting chairperson of the committee. A representative of the CFIA will observe the appeal as a non-voting member. A representative of the appropriate cervid organization may assist the committee to provide information related to the cervid industry.



The appeal committee may conduct its meeting(s) by teleconference and need not meet in person. All references to an owner's/cervid farm operator's personal information are to be removed/hidden from the appeals review documents sent to the committee representatives. An owner/cervid farm operator has the option of being present on a teleconference to present material.

After review and consideration of the appeal/review committee's recommendations, the status assessor makes the final decision regarding the appeal. Where the status assessor believes the recommendation of the appeals review committee would jeopardize the integrity of the HCP, the status assessor may convene a further committee consisting of the CFIA Veterinary Program Specialist responsible for CWD or a delegate, and two provincial government veterinarians from provinces/territories where the government is responsible for the HCP. A representative of the national cervid organization will be an ex-officio (non-voting) member of the committee. Following consultation with these additional individuals, the status assessor makes the final decision regarding the appeal. The decision and associated rationale are documented by the status assessor and placed in the associated herd's file.

### **29. Re-enrolling on the CWD HCP**

An owner/cervid farm operator whose herd has been removed from the CWD HCP due to contravention of HCP requirements may submit a new application after meeting the conditions stipulated in the CWD HCP. The owner/cervid farm operator must submit satisfactory proof to the status assessor that steps have been taken to ensure that the herd will meet the HCP requirements in the future.

In the case of a herd that is re-enrolled in the HCP, the re-enrolment level will depend on the reasons for revocation and submitted documentation. The herd will not be automatically re-enrolled at its previous level, and conditions may be imposed by the status assessor during the re-enrolment and in the first year after revocation.

In cases where the herd was removed for reasons of information falsification, failure to report to a CFIA veterinary inspector that a cervid might have CWD, or any other action that might expose other cervids to CWD, an owner/cervid farm operator may lose the privilege of registering in the HCP.

### **30. Voluntary Withdrawal**

If an owner/operator chooses to withdraw from the program, they must notify the regional administrator. In this case, note the request in the file and remove the owner/operator from the program.

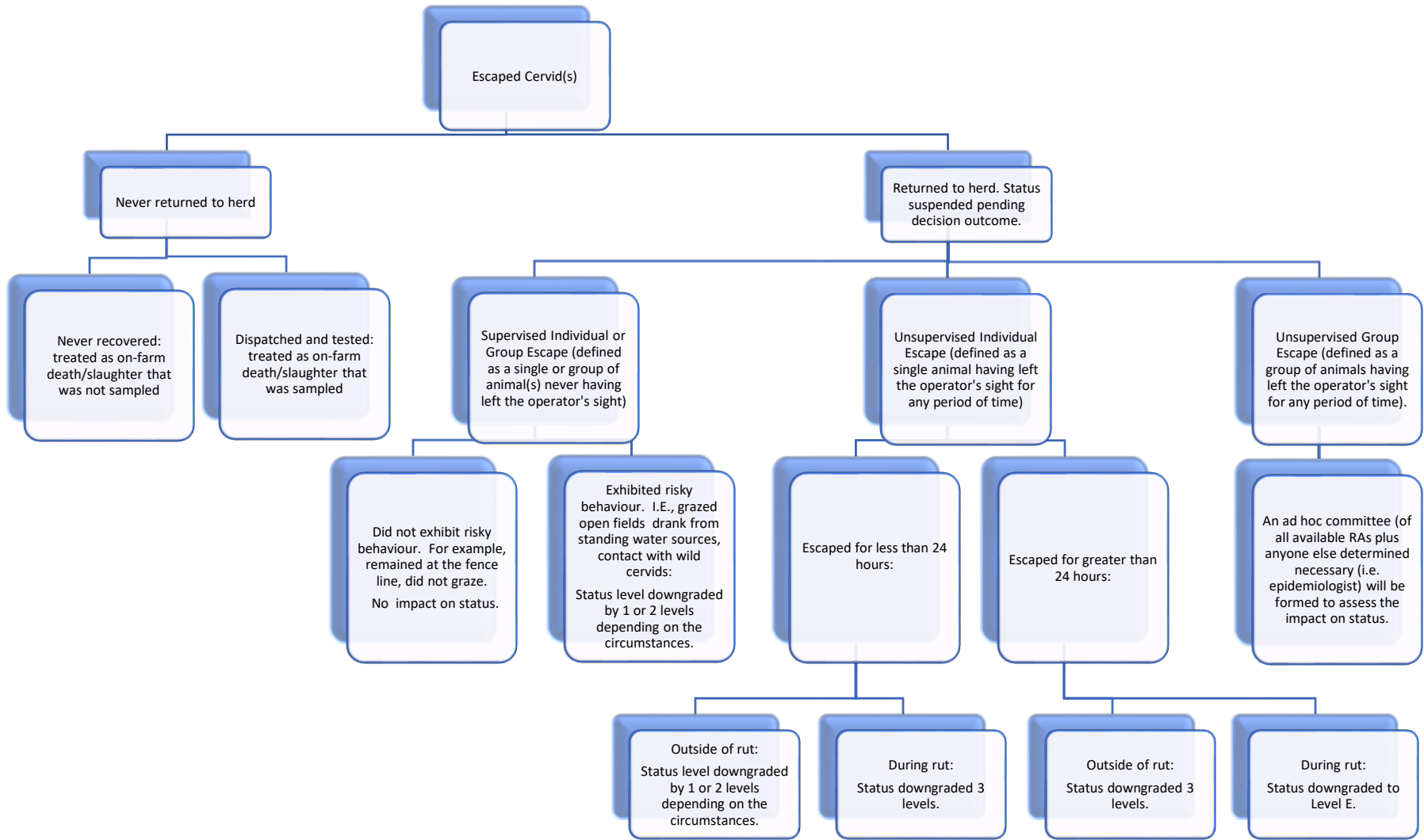
### **31. Changes to the National Standards**

The HCP will be reviewed, at a minimum, on an annual basis.

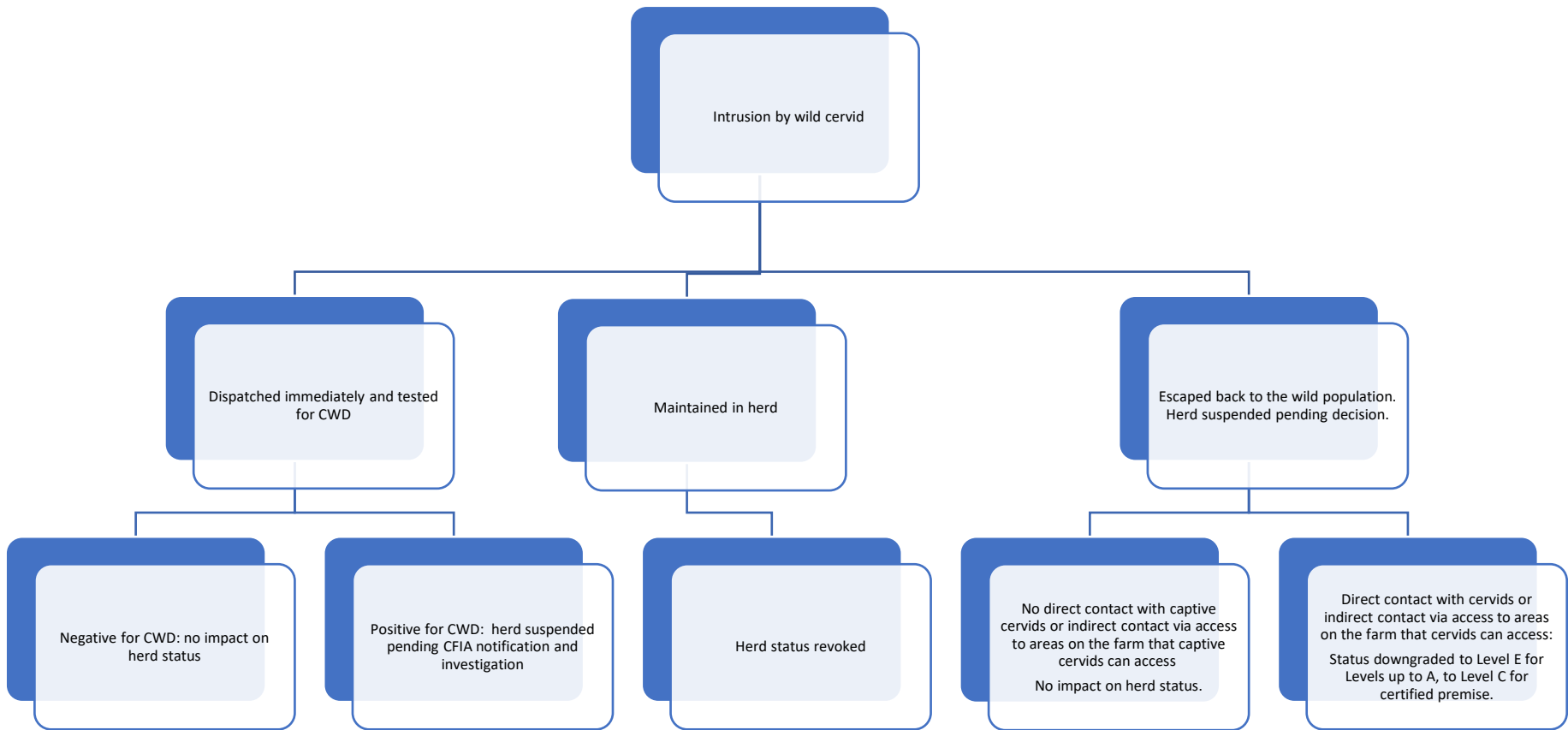
- a) The CWD HCP National Administrator (NA) is responsible for changes to the national standards, and will organize the annual review.
- b) The National Standards review panel will include the NA, one representative from each regional administration and three industry representatives.
- c) The RA will relay any producer comments regarding requested changes to the NA
- d) The RA will provide hard copies or e-copies of approved changes to standards to all enrolled producers within 30-days of receipt of official revisions from CFIA unless revised National Standards are to be phased in at a later date.

- e) The RA will notify enrolled producers of changes to SOPs related to revised National Standards and provide e-copies, or where requested hard copies, of SOPs before new procedures are implemented.

## Annex A – Egress (escape) Decision Tree



## Annex B – Ingress (intrusion) Decision Tree



## Annex C – CFIA Regional Office

### New Brunswick

500 Beaverbrook Court  
Suite 430  
Fredericton, New Brunswick  
E3B 5X4  
Tel: 506-452-4962  
Fax: 506-451-2562

[Local Offices – New Brunswick Operations](#)

### Newfoundland and Labrador

10 Barter's Hill  
St. John's, Newfoundland  
A1C 5X1  
Tel: 709-772-4424  
Fax: 709-772-2282

[Local Offices – Newfoundland and Labrador Operations](#)

### Nova Scotia

1992 Agency Drive  
Dartmouth, Nova Scotia  
B3B 1Y9  
Tel: 902-536-1010  
Fax: 902-536-1098

[Local Offices – Nova Scotia Operations](#)

### Prince Edward Island

690 University Ave  
Charlottetown, Prince Edward Island  
C1E 1E3  
Tel: 902-566-7290  
Fax: 902-566-7334

[Local Offices – Prince Edward Island Operations](#)

### Montreal East

RME – 2001 Robert-Bourassa Boulevard  
Room 671  
Montreal, Quebec  
H3A 3N2  
Tel: 514-283-8888

Fax: 514-283-3143

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### Montreal West

RMO – 2001 Robert-Bourassa Boulevard  
Room 671

Montreal, Quebec

H3A 3N2

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Fax: 514-283-3143

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### Quebec

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Suite 100  
2954 Laurier Boulevard  
Ste-Foy, Quebec  
G1V 5C7

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Fax: 418-648-4792

[Local Offices – Quebec Operations](#)

### St-Hyacinthe

3225 Cusson Avenue  
Suite 4500  
Saint-Hyacinthe, Quebec  
J2S 0H7

Tel: 450-768-1500

Fax: 450-768-1473

[Local Offices – St-Hyacinthe Operations](#)

### Central

259 Woodlawn Road West  
Suite A

Guelph, Ontario

N1H 8J1

Tel: 226-217-1200

Fax: 226-217-1211

[Local Offices – Central Operations](#)

### North East

500 Huronia Road  
Unit 103

Barrie, Ontario  
L4N 8X3  
Tel: 705-739-0008  
Fax: 705-739-0405  
[Local Offices – North East Operations](#)

#### South West

1200 Commissioners Road East  
Unit 19  
London, Ontario  
N5Z 4R3  
Tel: 519-691-1300  
Fax: 519-691-1314  
[Local Offices – South West Operations](#)

#### Toronto

1124 Finch Avenue West  
Unit 2  
Toronto, Ontario,  
M3J 2E2  
Tel: 647-790-1100  
Fax: 647-790-1104  
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#### Alberta North (includes NWT and Nunavut)

8403 Coronet Road North West  
Edmonton, Alberta  
T6E 4N7  
Tel: 780-395-6700  
Fax: 780-395-6792  
[Local Offices – Alberta North Operations](#)

#### Alberta South

110 Country Hills Landing North West  
Floor 1, Room 102  
Calgary, Alberta  
T3K 5P3  
Tel: 587-230-2450

Fax: 587-230-2481  
[Local Offices – Alberta South Operations](#)

#### BC Coastal

4321 Still Creek Drive  
Suite 400  
Burnaby, British Columbia  
V5C 6S7  
Tel: 604-292-5700  
Fax: 604-292-5605  
[Local Offices – Coastal Operations](#)

#### BC Mainland/Interior (includes Yukon)

4321 Still Creek Drive  
Suite 400  
Burnaby, British Columbia  
V5C 6S7  
Tel: 604-292-5700  
Fax: 604-292-5605  
[Local Offices – Mainland / Interior Operations](#)

#### Manitoba

269 Main Street  
Room 613  
Winnipeg, Manitoba  
R3C 1B2  
Tel: 204-259-1400  
Fax: 204-259-1331  
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#### Saskatchewan

1800 11<sup>th</sup> Avenue  
Room 301  
Regina, Saskatchewan  
S4P 4E3  
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Fax: 306-780-5177  
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## **Quebec**

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P: (800) 267-1427  
P: (450) 774-1427  
F: (450) 774-7635  
[www.omvq.qc.ca](http://www.omvq.qc.ca)

## **Ontario**

The College of Veterinarians of Ontario  
2106 Gordon Street  
Guelph, Ontario N1L 1G6  
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Toll Free: [1 \(800\) 424-2856](tel:18004242856)  
Fax: (519) 824-6497  
Toll Free Fax: 1 (888) 662-9479  
[inquiries@cvo.org](mailto:inquiries@cvo.org)  
Validate licenses online: <https://onlineservice.cvo.org/webs/cvo/register/#/>

## **Manitoba**

Manitoba Veterinary Medical Association  
1590 Inkster Blvd.  
Winnipeg, MB  
R2X 2W4  
Toll Free General Office Line: 1.866.338. MVMA (6862)  
Local General Office Line: 204.832.1276  
Fax: 204.832.1382  
Validate licenses online: <https://www.mvma.ca/resources/animal-owners/find-veterinarian>

## **Saskatchewan**

Saskatchewan Veterinary Medical Association  
202 - 224 Pacific Avenue  
Saskatoon, SK S7K 1N9  
Main 306.955.7862  
Fax 306.975.0623

## **Appendix E – Chronic Wasting Disease Herd Certification Program Delivery Bodies**

**CWD HCP National Administrator**

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**CFIA CWD Program Specialist**

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**CWD HCP Regional Administrator for Saskatchewan, Manitoba, Ontario and Quebec**

Canadian Sheep Federation  
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**CWD HCP Status Assessor for Saskatchewan, Manitoba, Ontario and Quebec**

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