

**FORM 1 - ANNUAL SUBMISSION CHECKLIST
CWD VOLUNTARY HERD CERTIFICATION PROGRAM**

Farm Name _____

First Name _____ **Last Name** _____

FORMS TO BE COMPLETED AND SUBMITTED WITH ANNUAL RECONCILIATION,

See Form 16 for details of where to mail completed file:

	NOT APPLICABLE	INCLUDED
Form 1 Annual Submission Checklist.....		<input type="checkbox"/>
Form 2 Annual Owner / Farm Information Update.....		<input type="checkbox"/>
Form 3 Transfer of Responsibilities to Herd Manager: <i>only complete form if applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>
Form 4 Declaration of Enrollment.....		<input type="checkbox"/>
Form 5 Assumption of Risk / Indemnity Agreement & Release Form		<input type="checkbox"/>
Form 6 Initial & Annual Operation Review		<input type="checkbox"/>
Form 7 Farm Site Plan.....	<input type="checkbox"/>	<input type="checkbox"/>
Form 8a Veterinarian Inventory Confirmation, use Form 8a).....	<input type="checkbox"/>	<input type="checkbox"/>
Form 8b Veterinarian & CFIA Inventory Confirmation, use Form 8b).....	<input type="checkbox"/>	<input type="checkbox"/>
Form 8c Owner-Operator Inventory Confirmation, use Form 8c).....	<input type="checkbox"/>	<input type="checkbox"/>
Form 9 Quarterly on-farm death report X 4.....		<input type="checkbox"/>
Form 10 Escape/Intrusion Report.....		<input type="checkbox"/>
Form 11 Biosecurity Assessment.....		<input type="checkbox"/>
Form 12 Statement from Veterinarian.....		<input type="checkbox"/>
Form 13 Trucker Statement, one form for each transportation event.....		<input type="checkbox"/>
Form 14 Entire Herd Inventory Multiple Years, <i>include both a printed and an electronic version either on a thumb drive or by email</i>		<input type="checkbox"/>
Form 15 Annual Submission Review.....		<input type="checkbox"/>
Form 16 Regional Administrator Contact and Fees, <i>for your information only</i>		<input type="checkbox"/>

A FEW REMINDERS to help you organize your annual submission package:

- Make sure the inventory and submission forms were completed within three months of your anniversary quarter.
- Inventory Report
 - For cervids 12 months of age or older; two unique identification devices, read and recorded
 - For cervids under 12 months of age; identification that allows tracking within the inventory
- Inventory Reconciliation
 - moved in, source information (homegrown, purchased – from whom, program status, etc)
 - moved out, destination
 - movement permits for move-ins and move-outs
 - deaths tested, lab reports included
 - slaughters tested, lab reports included
 - dispatched escapes and intrusions, lab reports included
 - deaths not tested, other:
 - untested, exemption request with reasons and substantiating evidence
- All forms completed and signed
- Veterinarian/Game Farm Investigator signatures are to be from an accredited, independent veterinarian or Game Farm Investigator
- Keep all records for at least five years after animal leaves herd

Number of Original Signatures of each Form?

- One complete set of signed originals to go to the Canadian Sheep Federation, along with a thumb drive or emailed copy of Form 14. See Form 16 for contact information.
- One complete set of signed originals for your files, *optional if you prefer photo-copied signature*.

All Paperwork is completed and included as per the requirements of the CWD Voluntary Herd Certification Program

Dated this _____ day of _____, 20____

Cervid Farmer Signature

To check on your status level, refer to the following CFIA website:

<http://inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/cwd/herd-certification/eng/1330187841589/1330187970925>