

DFC National Standard for the Production of Milk from Grass-Fed Cows

Operating Guidelines



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Preface

Dairy Farmers of Canada is the overarching body that, on behalf of its Provincial Association Members, administers the Canadian DFC National Standard for the Production of Milk from Grass-Fed Cows (Standard).

The DFC National Standard for the Production of Milk from Grass-Fed Cows Operating Guidelines (Guidelines) set out:

1. The process for Farms to obtain accreditation under the Standard;
2. The method of verification of Farms under the Standard; and
3. The procedure used to accredit Certification Bodies.

Should there be any discrepancy between the Guidelines and the Standard, the Standard shall take precedence.

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I. Overview of the DFC National Standard for the Production of Milk from Grass-Fed Cows

1.1. General

Dairy Farmers of Canada (DFC) oversees the DFC National Standard for the Production of Milk from Grass-Fed Cows (Standard) at the national level, establishes the terms of the Standard and the Guidelines, manages the relationship with Certification Bodies, and regulates the use of the DFC Grass-fed Certification Mark. The Standard has been developed in conjunction with its Provincial Association Members and stakeholders.

Provincial Association Members assist with the administration of the Standard at the provincial level, including transportation, sampling and testing of milk, logistics, and pricing.

DFC enters into agreements with Certification Bodies that are authorized to certify that Farms meet the requirements of the Standard and verify that Farms continue to meet the requirements of the Standard. Certification Bodies certify as Grass-fed only those Farms that comply with the requirements of the Standard.

1.2. References

Canadian Organic Operating Regime Manual CFIA: [Click here](#)

<http://www.inspection.gc.ca/food/requirements/organic-products/operating-manual/eng/1389199079075/1554143470958>

DFC National Standard for the Production of Milk from Grass-Fed Cows. Dairy Farmers of Canada. [Click here](#)

1.3. Definitions

1.3.1. All capitalized words not defined in Section 1.3.2 are to be interpreted in accordance with meanings set out in Section 3 of the Standard.

1.3.2. For the purpose of these Guidelines:

1.3.2.1. **Accreditation cycle** means the period including the initial assessment or reassessment and the subsequent surveillance years;

1.3.2.2. **Act** means the Safe Food for Canadians Act;

- 1.3.2.3. **Administrator** means DFC or a third party authorized by DFC to administer the Standard on its behalf;
- 1.3.2.4. **Audit** means a systemic and independent examination to determine whether activities, documents, and related results comply with the Standard;
- 1.3.2.5. **CFIA** means the Canadian Food Inspection Agency;
- 1.3.2.6. **Certification** means the procedure whereby a CB provides written assurance that the Farm is producing Milk from Grass-Fed Cows in accordance with the Standard. Certification of Farms may be based on a range of inspection activities including verification of management practices, reviewing documents, milk sample testing, and Auditing of quality assurance systems;
- 1.3.2.7. **Certification Body (CB)** means a body that is accredited to certify Farms who wish to receive accreditation under the Standard;
- 1.3.2.8. **Certification Mark** means the mark that can be applied to products made using milk from Farms certified under the Standard;
- 1.3.2.9. **Compliance** means adherence with the Standard;
- 1.3.2.10. **Committee** means a group established by the Administrator to review applications for accreditation by CBs, which shall be composed of at least three members, including a representation from DFC and at least 2 Provincial Association Members;
- 1.3.2.11. **Milk from Grass-Fed Cows** means milk produced on Farms that have been certified as Grass-fed in accordance with the Standard;
- 1.3.2.12. **Farm** means licensed Canadian Dairy Farm(s), who meet all the requirements of proAction®;
- 1.3.2.13. **Farmer** means the Canadian operator of a Farm(s);

- 1.3.2.14. **Inspector** means an individual assigned by the CB to conduct inspections who has the requisite qualifications and experience to conduct inspections for the purposes of the Standard;
- 1.3.2.15. **Non-conformity (NC)** means an occurrence of a condition that does not conform to the specifications of the Standard;
- 1.3.2.16. **Person** means an individual, a corporation, an association, or an organization recognized as a legal entity;
- 1.3.2.17. **Prohibited Feed** means the feed listed in Section 1.1.b of Standard;
- 1.3.2.18. **Provincial Association Member(s)** means the Provincial Milk Marketing Board located in the geographical region where the Farm is situate; and
- 1.3.2.19. **Standard** means the DFC National Standard for the Production of Milk from Grass-Fed Cows, established by the DFC.

II. Certification of Canadian Farms Against the Standard and CB Requirements

2.1. Objective

This section provides guidance on the Certification process for Farmers, including application for Certification, evaluation, decision on Certification and continuation of the Certification under the Standard. Farmers interested in being certified against the Standard should start by consulting the Provincial Association Member to ensure there is adequate demand to warrant the certification process.

2.2. Procedures for Certification

2.2.1. Application for Certification

- 2.2.1.1. The CB shall ensure that a Farmer seeking Certification of their Farm completes an application form, as set out in Appendix 1.
- 2.2.1.2. The CB shall require that the applicant provide all relevant documents and information deemed essential for the assessment as described in Section 5 of

the Standard (including, but not limited to, Pasture Management Plan, Feeding Protocol, etc.). In addition, the application shall include the name(s) of CB(s) to which prior applications for Certification were submitted by the applicant within the previous years, including all details pertaining to processing the application, and the resulting decision.

- 2.2.1.3. The CB shall ensure that the applicant pays the fees for Certification according to the CB's contract for services and in accordance with the CB's fee schedule.
- 2.2.1.4. The CB shall inform the applicant that, at any point within the Certification cycle preceding the CB's decision, the applicant may request that the processing of its application be stopped. The applicant shall be informed that they are liable for the costs of services provided up to the time of withdrawal of its application. In such case, the CB shall not issue a decision regarding the Farm that was the subject of the Certification request.
- 2.2.1.5. The CB shall verify the submitted documentation for completeness, which could include verifying the Applicant's status of compliance with proAction® with the Provincial Association Member.

2.2.2. Application evaluation

- 2.2.2.1. The CB shall document its procedure for its evaluation activities. The CB shall evaluate the application against the requirements set out in the Standard.
- 2.2.2.2. The CB shall verify that the production system and input materials (i.e. feed) used in the production of Milk from Grass-Fed Cows, as reported in the required documents, comply with the Standard.
- 2.2.2.3. The CB can determine input Compliance with the Standard by contacting the supplier/formulator/manufacture to obtain full disclosure of the ingredients in input material (i.e. feed) and the processes used to produce the ingredients and the input material.

2.2.3. On-site Inspection

- 2.2.3.1. The CB shall schedule an on-site inspection of the applicant Farm to determine Compliance with the Standard.
- 2.2.3.2. The CB shall ensure that the applicant Farmer is contacted to arrange the logistics of the on-site inspection.

- 2.2.3.3. The CB shall record the Inspector selected to conduct the on-site inspection. It is recommended that Inspectors not be scheduled to inspect the same Farm for more than two (2) consecutive years.
- 2.2.3.4. The CB shall allow the applicant to refuse the selected Inspector in case of conflict of interest.
- 2.2.3.5. The CB shall ensure that the assigned Inspector conducts an opening meeting with the applicant or the applicant's representative to confirm the inspection objectives, scope, and criteria.
- 2.2.3.6. The CB shall ensure that all production systems on the Farm are inspected by the assigned Inspector who will verify that the Standard is fully applied and corresponds to the submitted production specifications.
- 2.2.3.7. The CB shall verify that Prohibited Feed have not been, and are not being, applied to the operations of the Farm.
- 2.2.3.8. The CB shall ensure that the Inspector conducts a review of record keeping, to verify that documents submitted to the CB accurately reflects the operations on the Farm and is in Compliance with Section 4 of the Standard. Records to be verified shall include records related to production (for example, Feeding Protocol, pasture management, etc.) and to management (for example, Audit reports, etc.).
- 2.2.3.9. The CB shall ensure that the Inspector performs feed trace back Audits while on site.
- 2.2.3.10. The CB shall ensure that the Inspector interviews people knowledgeable of Farm operations at the time of inspection.
- 2.2.3.11. The CB shall ensure that the Inspector:
 - a) conducts a closing meeting at the end of the visit, intended to inform the Farmer or Farmer's representative of inspection results, as well as findings made concerning the Compliance with Certification requirements;
 - b) provides opportunity for the Farmer to confirm the accuracy of information collected during the inspection; and
 - c) provides a summary of this review in writing to the Farmer or Farmer's representative.

- 2.2.3.12. The Inspector shall submit to the CB a report mentioning verification results and findings as to the conformity with all Certification requirements, and which shall include the following minimum information:
- a) the date, time and duration of inspection;
 - b) the names of interviewees;
 - c) an identification of land and premises visited on the production/handling site on the Farm;
 - d) the types of documentation Audits performed (Pasture Management Plan, Feeding Protocol, trace back exercise, etc.);
 - e) inspection results; and
 - f) a list of the findings identified by the Inspector.

2.2.4. Review

- 2.2.4.1. The CB shall inform the applicant of all NCs and shall require the Farmer to respond to the NC report issued by the CB within 30 days of its receipt.
- 2.2.4.2. The CB shall ensure that corrective actions aimed to address all NCs have been implemented by the Farmer by conducting a follow-up on-site visit or other appropriate forms of verification.

2.2.5. Certification Decision

- 2.2.5.1. The CB shall issue a written notice of denial of Certification to any applicant to whom it denies Certification, either because the Farm is still non-compliant with requirements, or because the applicant did not respond to the notification of NCs. This notice shall state the reason(s) for denial and the applicant's right to:
- a) file an appeal of the denial with the CB; and
 - b) reapply for Certification to any CB, including the one who denied Certification.
- 2.2.5.2. If a CB has reason to believe that an applicant for Certification has willfully made a false statement regarding its Farm operations included in the application, the CB may deny Certification.
- 2.2.5.3. If the applicant meets the requirements for certification under the Standard, the CB shall provide the applicant with a certificate that confirms the Certification of the Farm. This certificate shall include the following:
- a) the name of the CB;

- b) the name of the certificate holder, whereby the holder is the legal name of the Person(s) owning the Farm (note: the certificate cannot bear the names of multiple legal entities. A parent company and any of their subsidiary companies are separate legal entities);
- c) the date on which the Certification was granted; and
- d) the location of the Farm(s) covered by this Certification (town, province); and
- e) The accreditation number provided by the Administrator.

2.2.5.4. The Certification of a Farm, once issued, shall remain valid unless suspended or cancelled by the CB according to the requirements of the Standard.

2.2.5.5. The CB shall provide a copy of all certificates issued to the Administrator and to the Provincial Association Member.

2.2.5.6. The Provincial Association shall verify that the integrity of the Milk from Grass-Fed Cows is maintained during transportation by obtaining an attestation signed by transportation companies used by the Farmer (trucking or other methods).

2.3. Procedure for continuation of Certification

2.3.1. Annual Audit

- 2.3.1.1. The CB shall require the certificate holder to submit the records specified in Section 5 of the Standard at least once every calendar year. The CB shall require the certificate holder submit these documents at least 3 months prior to the end of the calendar year.
- 2.3.1.2. The CB shall proceed with an on-site inspection to verify Compliance with the requirements outlined in Section 2.2.3 of these Guidelines when the holder the certificate submits all information requested by the CB.
- 2.3.1.3. The CB shall ensure that the Inspector verifies on-site that any changes in the Standard have been effectively implemented by the Farmer.
- 2.3.1.4. The CB shall ensure that the Inspector verifies on-site that previously submitted corrective actions have been, and remain, fully implemented.
- 2.3.1.5. The CB shall inform the Farmer, Administrator, and Provincial Association Member, of all NCs and shall require the Farmer to respond to the NC report issued by the CB within 30 days of its receipt. The response shall either provide evidence of completion of corrective action(s) taken to address each NC or present a plan with milestones as to how each NC will be addressed. This plan shall include a completion date not exceeding 90 days from receipt of the NCs. Upon receipt of the notification of NCs and until the NC has been closed, Certification of the Farm shall be immediately suspended, and milk produced on the Farm will not be accepted as part of the Standard.
- 2.3.1.6. The CB shall ensure that corrective actions aiming to address all NCs have been implemented by the Farmer by conducting a follow-up on-site visit or other appropriate forms of verification, prior to reinstating Certification.
- 2.3.1.7. The CB must provide a copy of the follow-up on site report and/or verification report to the Administrator and the Provincial Association Members before restoring the Certification.

2.3.2. Additional inspections

- 2.3.2.1. In addition to the annual inspection, the CB may plan and conduct an additional unannounced inspection.

2.3.2.2. Unannounced inspections shall cover the procedures set out in Section 2.2.3. of these Guidelines.

2.4. Suspension and cancellation

- 2.4.1.** The CB shall verify that all the requirements for Certification are met resulting either in continuation of the Certification or cancellation.
- 2.4.2.** The CB shall cancel a Certification in the event that any identified NCs have not been closed within 90 days after the issuance of the report from the CB to the Farmer.
- 2.4.3.** The CB shall immediately report all suspensions or cancellations to the Administrator and Provincial Association Member. The CB shall also inform the Administrator and Provincial Association Member of any change of a CB by a Farmer, by the end of each month. All reports shall include the name of the certificate holder, the accreditation number, the date of issue and the reason for the action.
- 2.4.4.** The CB shall not grant Certification to an applicant who has had its Certification previously cancelled unless the applicant has submitted an application for Certification to a CB as per Section 2.2.1. of these Guidelines, and has completed the evaluation process and closed all the NCs.

2.5. Timing of distribution of certified Milk from Grass-Fed Cows

When Certification is requested, the Provincial Association shall ensure that the applicant does not offer for distribution or sale any product represented as "Grass-fed" under the Standard until the applicant receives the certificate from the CB. Notwithstanding the previous sentence, Farms already producing milk pursuant to a different standard can continue to distribute and/or sell the milk as grass-fed pursuant to that standard during the certification process under the Standard. Once certified under the Standard all Milk from Grass-Fed Cows must be solely produced and distributed in accordance with the terms of the Standard.

2.6. Complaint and appeal

The CB shall have in place, and document, an appropriate process to deal with complaints and appeals by applicants, certificate holders, or other parties pertaining to Certification, in accordance with the requirements specified in ISO 17065.

2.7. Issues regarding implementation of the Standard

- 2.7.1.** The Administrator shall notify CBs of any amendment(s) to the Standard, and of the timeline required for the Farmer to implement the amendment(s).
- 2.7.2.** The CB shall notify all of its holders of certificates of any amendments to the Standard within 30 days after their publication.
- 2.7.3.** The CB shall verify that any amendments to the Standard have been implemented by the Farmer within the timeframe specified by the Administrator.
- 2.7.4.** If an interpretation of an applicable Standard is required by the CB or a certificate holder at any point during Certification activities, it can be sought from the Administrator.
- 2.7.5.** In these cases, between the time when the interpretation request to the Administrator is submitted and the response from the Administrator is returned, any Certification work affected by the interpretation shall proceed as normal, up to the issuance of Certification. The interpretation of the Administrator is final and binding on the CB and the certificate holder, and is not subject to appeal.
- 2.7.6.** When the response from the Administrator is received, the outstanding issue shall be revisited and appropriate actions taken by the CB or the Farmer or both, as required.
- 2.7.7.** If changes are required by the certificate holder to comply with the interpretation of the Administrator, the CB shall not suspend or withdraw any Certification it has issued that is affected by this interpretation as long as the Farmer has made the required changes within 90 days from the issuance of the NC.
- 2.7.8.** In cases where the CB and the certificate holder do not agree that the issue needs an interpretation, the certificate holder is still able to make a complaint to the Administrator about the CB and/or ask the Administrator for an interpretation. The Administrator shall consider the request, and communicate its interpretation to the CB and the certificate holder within 30 days of receipt of the request from the certificate holder.
- 2.7.9.** The CB shall adhere to the interpretations of the Standard provided by the Administrator, to achieve uniform and consistent application of the Standard through various CBs.
- 2.7.10.** The CBs shall inform their certificate holders about these interpretations.

2.8. Records control by the CB and Farmer

- 2.8.1.** The CB shall document procedures to ensure it maintains a records system.
- 2.8.2.** The CB shall ensure that its records are to be kept for a minimum of five years.
- 2.8.3.** The CB shall ensure that the Farmer maintains records and relevant supporting documents concerning the amount and type of Forage/Grass, Grains and Supplements, Minerals and Vitamins provided to cows used in Milk from Grass-Fed Cows production; the number of days and hours cows were given access to Pasture during the Grazing Season; Pasture management; and any other activities that demonstrate Compliance with the Standard for a minimum of five years.
- 2.8.4.** The Administrator and Provincial Association Member shall retain the right to access/review these records for the purpose of administration of the Standard.

III. Accreditation of Certification Bodies (CB)

3.1. Objective

This Section outlines the process and requirements for the accreditation of CBs. As a precondition, the CB seeking accreditation must already be accredited by the CFIA to certify products as organic under Part 13 of the Act. This status must be maintained in order for the CB to keep its accreditation under these Guidelines.

The Administrator is responsible for accrediting the applicant CB to certify Farms under the Standard. The accredited CBs will be listed on the DFC website: [Click here](#)

3.2. CB Accreditation

3.2.1. Application by CB

- 3.2.1.1.** An applicant CB applying for accreditation to certify Farms under the Standard shall submit an application form, as set out in Appendix 3, to the Administrator.
- 3.2.1.2.** In addition to the application form, the applicant CB shall provide supporting documents including:
 - a) proof of accreditation by the CFIA to certify agricultural products as organic, as per part 13 of the Act;
 - b) a copy of the standard contract used between the CB and Farmers and the fee schedule;
 - c) list of countries, provinces or states in which the CB is currently carrying out Certification activities;

- d) a sample Audit report to be used by Inspectors; and
 - e) any additional documents deemed essential for the assessment, as requested by the Administrator.
- 3.2.1.3. The Administrator shall send acknowledgement of receipt to the applicant CB within 10 days.
- 3.2.1.4. The applicant CB shall pay the application fees determined by the Administrator.
- 3.2.1.5. The Committee shall conduct the document review against the Standard and shall communicate the findings from the document review to the CB within 30 days of receiving all required documents. The review shall include the identification of any NCs and/or information requests within 30 days of receipt.
- 3.2.1.6. The Committee shall require the applicant CB to provide a response for all NCs and information requests.
- 3.2.1.7. The Committee may communicate with the applicant CB or an independent source, in order to obtain any other information needed to examine the application.

3.2.2. Assessment of CB

- 3.2.2.1. The Committee shall assess the applicant CB with respect to:
- a) knowledge and understanding of the Standard's requirements including accreditation criteria and procedures;
 - b) knowledge of the Standard and generally accepted experience such as practical experience in production, processing, inspection or Certification management; and
 - c) Other relevant criteria determined by the Administrator.
- 3.2.2.2. The Committee shall allow the applicant CB a time period of up to 30 days from receiving the report to submit the specific actions taken or planned to be taken in order to resolve the identified NCs.
- 3.2.2.3. Failure to implement the planned corrective actions may result in the applicant CB not being accredited.
- 3.2.2.4. The Committee shall send a written recommendation on whether a CB should be accredited to the Administrator within 90 days upon receiving a complete application from the CB.

3.2.3. Administrator grants the accreditation

- 3.2.3.1. The Administrator shall review the Committee's recommendation and shall make the decision on whether to grant accreditation based on the submitted application form and accompanying documents.
- 3.2.3.2. The Administrator shall inform the applicant CB of its accreditation decision by issuing an accreditation letter.
- 3.2.3.3. The Administrator shall grant accreditation valid for 5 years beginning on the date the accreditation letter is granted by the Administrator.
- 3.2.3.4. Notwithstanding paragraph 3.2.3.3. the accreditation shall be cancelled if the CB loses its accreditation to certify products as organic under Part 13 of the Act by the CFIA.

3.2.4. Reassessments of a CB

- 3.2.4.1. The CB shall apply for reassessment in a timely manner to allow the Committee to complete all assessment activities before the accreditation expires.
- 3.2.4.2. In conducting reassessment, the Committee shall follow the requirements for assessment outlined in [Section 3.2.2](#) of these Guidelines.
- 3.2.4.3. The CB shall continue to be responsible for providing access to records, files and other related documentation to the Administrator and the Committee during reassessment and continued accreditation oversight activities.

3.2.5. Administrator agreement with the CB

The Administrator shall enter into a contract with the CB that outlines the rights and duties of both parties.

IV. Requirements when an operator changes a CB under the Standard

4.1. Requirements on the Farmer

- 4.1.1. The Farmer who decides to change their current CB (sending) to a new CB (receiving) shall submit an application for Certification as a new applicant, complete an application form and follow the application requirements as per [Section 2.2.1](#). of these Guidelines.

- 4.1.2.** The Farmer shall notify their current CB of their intent to change the CB and shall request a "letter of good standing" to be sent to the new CB (receiving), confirming that all NCs and any contract conditions (for example, outstanding fees) have been addressed. The current CB shall send this letter directly to the new CB. If necessary, the receiving CB can directly request additional information to the sending CB.
- 4.1.3.** The Farmer shall maintain their current Certification until the new Certification process is complete and the new CB has issued documents confirming the Certification of the Farm.
- 4.1.4.** The Farmer shall stop using their certificate issued from the sending CB after the new Certification process is complete and the Farmer has received the new certificate.

4.2. Requirements on the sending (current) CB

- 4.2.1.** The sending (current) CB shall, upon request by the Farmer, send a letter of good standing to the new CB (receiving) confirming that all NCs and any contract conditions (for example, outstanding fees) have been addressed by the Farmer. A letter of good standing shall only be issued when all NCs have been addressed by the Farmer.
- 4.2.2.** The sending CB shall continue to monitor the Farmer's Compliance with Standard requirements and shall ensure that the Farmer resolves any outstanding NCs before the new certificate is issued by the new (receiving) CB.
- 4.2.3.** The sending CB shall notify the Farmer that it terminates the Certification agreement with the Farmer and will no longer monitor the Compliance of this Farmer once the new CB confirms that a new certificate has been issued to the Farmer.

4.3. Requirements on the receiving (new) CB

- 4.3.1.** The receiving CB shall require the Farmer to submit an application for Certification as a new applicant, complete an application form and follow the application requirements as per the Guidelines.
- 4.3.2.** The receiving CB shall request information on the name of the applicant's current (sending) CB.
- 4.3.3.** The receiving CB shall review the information provided by the sending CB including the letter of good standing.

- 4.3.4.** The receiving CB shall schedule and conduct an on-site inspection of the Farm as per [Section 2.2.3](#) of these Guidelines prior to making a Certification decision.
- 4.3.5.** The receiving CB shall issue a new certificate only after the Certification process is complete and the applicant has been determined to be in Compliance with the Standard. The initial date on the new certificate shall be the date on which the receiving CB issued the certificate.
- 4.3.6.** The receiving CB shall inform the sending CB within 7 days that the receiving CB has issued a new certificate to the Farmer.

Appendix 1

Application

DFC National Standard for the Production of Milk from Grass-Fed Cows

This document is designed for certification of milk to the DFC National Standard for the Production of Milk from Grass-Fed Cows. Applicants for certification must also complete and submit a Pasture Management Plan and Feeding Protocol. After completion, make a copy of the entire Application and supporting documents for your records.

1.0 APPLICANT INFORMATION

Applicant (Legal Entity):	_____	Year:	_____
Mailing Address:	_____	Postal Code:	_____
Town/City:	_____	Province:	_____
Farm Location(s):	_____		
Phone:	() _____	Fax:	() _____
Email:	_____	Website:	_____

1.1 Nature of Livestock Operation

Generally describe the nature of the Grass-fed (and non-Grass-fed) livestock and dairy production activities on your farm:

If there are non-Grass-fed dairy livestock and milk production on the farm, describe procedures in place to segregate non-Grass-fed livestock and milk to prevent comingling with Grass-fed livestock and milk:

Summarize the number of **all** livestock on the farm operation by type/breed and status. Use additional Sheets if necessary.

Breed	*Grass-fed Cows	Replacement Heifers	Calves	Breeding Males	**Non Grass-fed
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

* Total number of lactating and dry cows.

** Other livestock not managed as Grass-fed dairy i.e livestock raised for beef.

Are you in compliance with the Canadian Code of Practice for the Care and Handling of Dairy Cattle (Code of Practice)?

Yes No.

Provide a copy of your most recent proAction ® report.

2.0 FARM DESCRIPTION

For each geographically separate farming unit in your operation, provide the following information.

2.1 Farm Map(s) (See Figure 1 attached)

Provide a diagram of the farm operation on the **Farm Map** (1 attached). You may use a copy of your County Map(s), a Photograph, Google Map or other aerial map as your base. Indicate the locations of all the production units (fields) on your farm(s). Assign a number to each field on the map. Indicate the location of the yard site(s). Include **all** land owned or operated.

2.2 Yard Map(s) (See Figure 2 attached)

For each separate farm, accurately sketch the farm yard indicating the name and location of all buildings, silos, and other structures. Diagram all buildings, shelters, exercising areas, paddocks, pasture, and shade areas provided for the animals. You may use a copy a Photograph, Google Map or other aerial photo as your base.

2.3 Field Management Plan

Complete **Table 1** (attached) for **all** fields and pastures owned, rented or otherwise operated.

2.4 Land Base

Acres

Total Land Area Operated:

Cultivated Land Area:

Pasture Area:

List all crops that are **typically grown** on the farm as a Forage¹ source:

Crop	Variety/Type	Crop	Variety/Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3.0 GRAZING MANAGEMENT

Animals have access to vegetated pasture: year-round as weather permits other (specify):

Describe the **typical** grazing season in your region:

Start: _____ End: _____ Total #
Month/day Month/day days: _____

Record the **actual** start and end of grazing for each pasture on the farm in your **Pasture Use Log**.

Document the actual grazing intensity for available pasture:

Pasture: _____ / Animal Units: _____ = _____ ac/AU
ac AU

¹ As defined in the DFC National Grass-Fed Standard

Note: For the calculation 1 AU = 1 cow.

Describe the **typical** length of time per day on pasture:

Start Time: _____ End Time: _____ Total # Hours Daily: _____
Time (AM/PM) Time(AM/PM)

Describe daily pasture access routine:

4.0 LIVESTOCK NUTRITION

Complete **Table 2: Feed Ingredients Summary** (attached):

Provide a complete list of feed ingredients to be fed to grass-fed livestock on the farm.

Complete and submit a **Grass-fed Feeding Protocol** recording each specific ration fed during each stage of lactation during the year.

Are rations providing at least 75% of the total dry matter intake of the lactating herd from Forage or Grass? Yes No

If **No**, explain why the deviation has occurred and what steps are being taken to bring the feeding protocols into compliance and the timeline for the same:

A written recommendation from a Ruminant Nutritionist or Herd veterinarian **must** be submitted for all rations exceeding 25% dry matter from Grains and Supplements. Operators must immediately notify their certification body of changes to the ration which exceed the 25% maximum.

Are any of the following used in feed rations (including vitamin and mineral supplements)?

- | | | |
|---|------------------------------|-----------------------------|
| i. Corn silage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. Corn distillers grains | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii. Any type of plant oils/fats | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv. Animal oils/fats/by-products | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| v. Full-fat oil seeds | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| vi. Linseed (flaxseed) above 1 kg per day | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| vii. Fishmeal, urea or any other non-protein nitrogen supplements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered Yes to the **feeding of corn silage** and you have a lab analysis of the ratio forage to corn, please provide a copy of it.

If **Yes**, please specify the product used, the amount fed/head/day and the reason for the same:

5.0 RECORD KEEPING SYSTEM

All certification documents must be retained for at least **five years** to preserve the products history and identity. Records must make it possible to trace: I. The amount and type of Forage/Grass, Grains and Supplements, Minerals and Vitamins and the amount of corn silage provided to cows used in Milk production from Grass-Fed Cows; II. The number of days and hours cows were given access to Pasture during the Grazing Season; III. Pasture Management; and IV. Any other activities that demonstrate compliance with this Standard. The **minimum** list of documents and records which must be retained is as follows:

- | | |
|---|--|
| <input type="checkbox"/> Copies of Applications & Contracts | <input type="checkbox"/> Pasture Use Log |
| <input type="checkbox"/> Farm Map (Figure 1) | <input type="checkbox"/> Feed Ingredients Purchase Records |
| <input type="checkbox"/> Yard Map (Figure 2) | <input type="checkbox"/> Complaint Records |
| <input type="checkbox"/> Field Management Plan (Table 1) | |
| <input type="checkbox"/> Feed Ingredients Summary (Table 2) | <input type="checkbox"/> ProAction Audit Reports |
| <input type="checkbox"/> Grass-fed Feeding Protocols | <input type="checkbox"/> Sales Records – Milk Pick-Up Records |
| <input type="checkbox"/> Pasture Management Plan | <input type="checkbox"/> Lab-analysis of corn silage (if applicable) |

6.0 ATTACHMENTS

- Figure 1: Farm Map
- Figure 2: Yard Map
- Table 1: Field Management Plan
- Table 2: Feeding Ingredients Summary
- Grass-fed Feeding Protocols
- Pasture Management Plan
- Copy of Most Recent proAction Report
-
- Contract for Certification Services (for initial application only)
- I have made copies of this questionnaire and other supporting documents for my own records.
- Corn silage lab-analysis

Figure 1: Farm Map

Make an accurate sketch of the production area and yard site, including the location and name/number of all fields and structures.

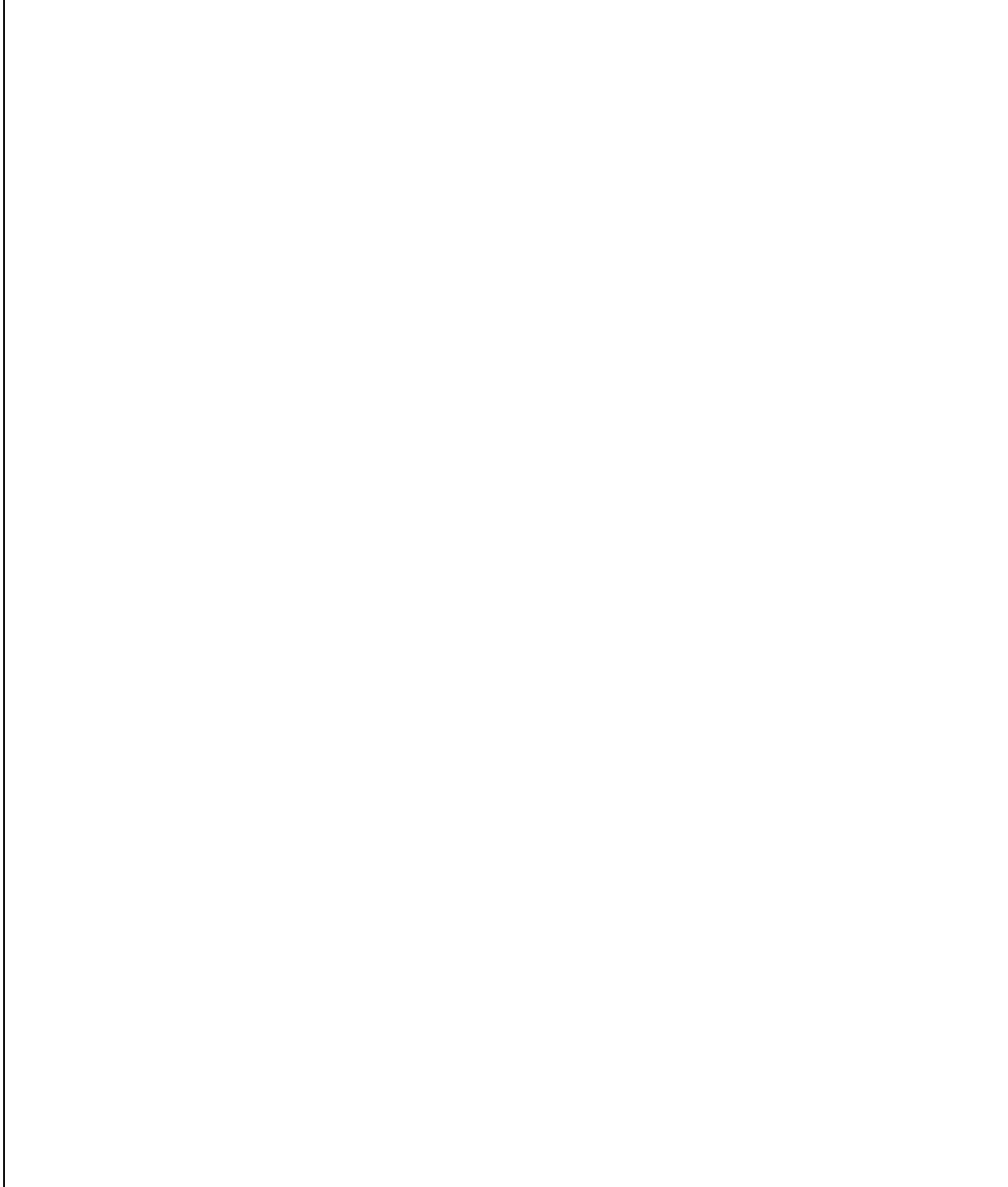


Figure 2: Yard Map(s)

Make an accurate sketch of the yard site(s), including the location and name of all structures. Assign numbers to all feed storage locations and structures. Include paddocks, barns, exercise areas, and other structures pertinent to the livestock operation. Complete one map per yard.

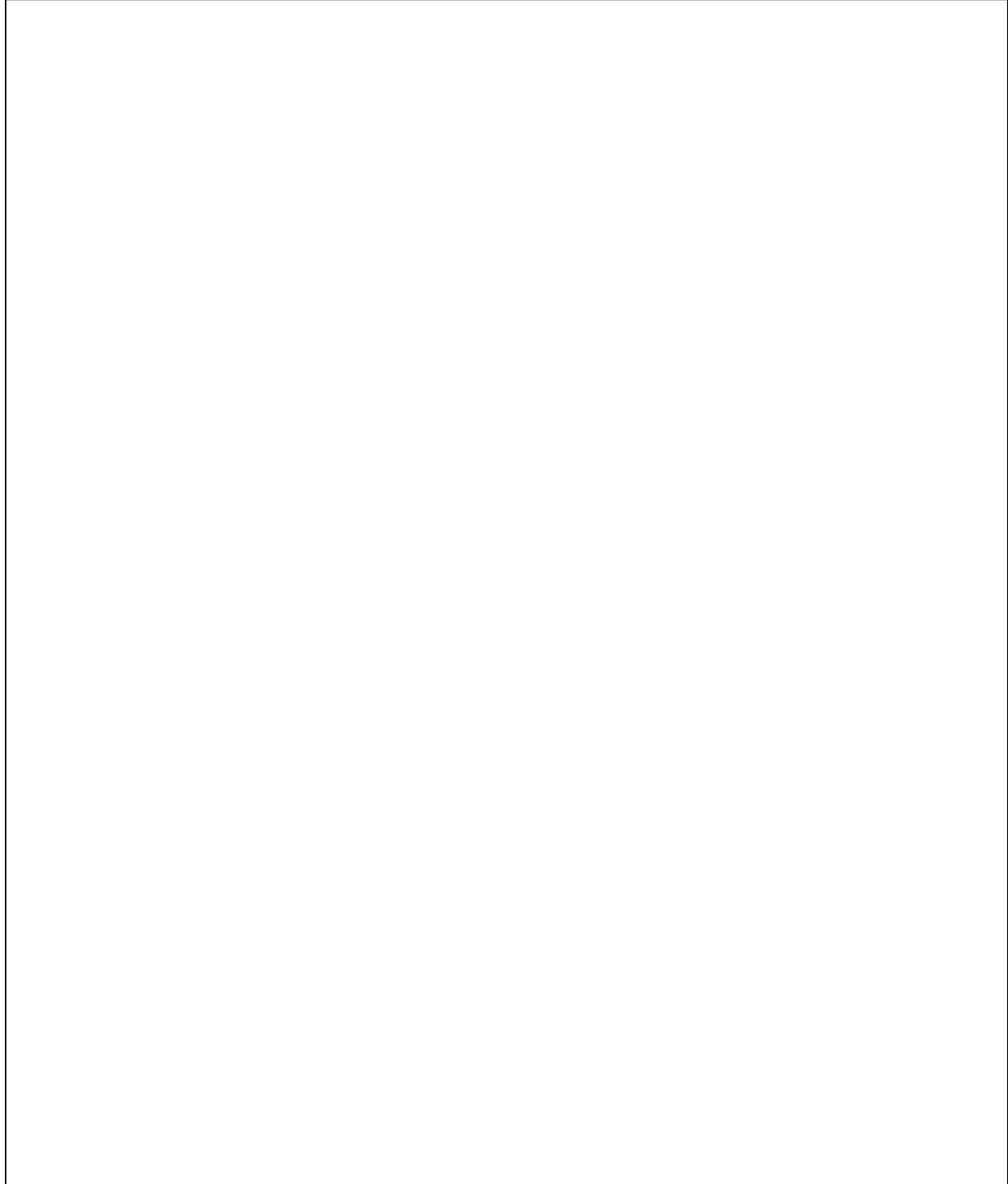


Table 1: Field Management Plan

Crop Year 20__

Page ____ of ____

For each field provide the information requested below. Include additional pages as necessary.

Field No.	*Legal Description (____)	Field Area (ac)	**Current Years Plans: 20__

* Indicate geographical location of field (i.e address, lot number, legal land location or other geographical marker as applicable).

** Indicate all crops grown on the specified field. For pastures, list crop types in the pasture (i.e. alfalfa, red clover, trefoil, timothy, brome, ryegrass,...).

Table 2: Feed Ingredients Summary

Complete this table listing **all** feed ingredients fed to grass-fed dairy livestock on the operation in the coming production year. A complete listing of ingredients must be provided for each complex (multi-ingredient) Feed Ingredient.

*Feed Ingredient	**Supplier (s)	***Amount Fed Per Year

Note: * List all feed ingredients and supplements except for pasture.
 ** List all suppliers of feed ingredients listed. If grown on-farm, indicate “on-farm”.
 *** Indicate the approximate yearly usage of each feed ingredients. Indicate the unit (Kg, Tonnes,...).

Pasture Use Log

Operators are required to document their actual grazing season and grazing activities during the season. All pastures must be included on Table 1. Record the date in and date out for each pasture throughout the season. Any interruptions to the grazing season must be recorded along with the reasons for the interruptions. Use additional sheets as necessary.

Applicant (Legal Entity): _____ **Year:** _____

Start of Grazing Season: _____ **End of Grazing Season:** _____

Field No.	Animal or Group ID	Date In	Date Out	Comments:

Appendix 2

Application Form for the Accreditation of the Accreditation of Certification Bodies (CB)

DFC National Standard for the Production of Milk from Grass-Fed Cows

Date of application:
(DD/MM/YYYY)

Company name:

Address:

Contact Person (Name, title):

Year of Incorporation:

Last date of Accreditation by CFIA:
(DD/MM/YYYY)

Description of Certification Services Offered:

List of Countries/Provinces/States Where Active:

Professional Qualifications of Inspectors:

Required Documents Attached:

- Proof of accreditation by CFIA to certify agricultural products as organic, as per part 13 of the Safe Foods for Canadians Act
- Copy of standard contract between CB and farm operators
- Sample Audit Report
- Fee Schedule
- Others :

Name and Title (Print)

Date (DD/MM/YYYY)

Signature

Please submit this form and required documents via email to grassfedmilk@dfc-plc.ca