GUIDANCE FOR INSPECTORS ON SITE VISITS TO UNLICENSED PIGGERIES TO DETERMINE IF AN IPPC LICENCE IS REQUIRED

PRE-VISIT CHECKLIST:

1. Phone installation on the morning of the visit to notify owner/operator that it is intended to visit to establish if facility requires an IPPC licence.
2. A Minimum of 3 days since an inspection on another piggery should be observed by inspectors.
3. Inspectors may be required to shower in on arrival at site so should be prepared to do so and bring a shower kit.
4. Inspectors should also be prepared to observe any other biosecurity measures required by the site, for example, masks, boot covers etc.
5. Equipment required:

* Contemporaneous notebook to note of time of arrival, the contact you met on arrival, weather on the day, any conversation between yourself and staff of facility.
* Camera
* Calculator
* PPE: Tyvek suit or equivalent disposable suit, boots, disinfectant, bucket & brush.
* Stock count sheets and Form 6.2 (see attached)
* A set of numbers and a bag for use in randomly selecting pens
* Long reach measuring tape
* Graph paper for drawing houses (if map not available)
* Authorisation card including powers of authorisation

**STOCK COUNT PROCEDURE:**

Inspectors should start the site inspection at one end of the site and move systematically across the site ensuring that all houses are inspected. The number of pig houses should be established on site.

Inspectors should ask the farm manager/owner if there is a site drawing available and to indicate which animals are housed in each building. If no drawing is available then the inspector should draw a rough site drawing of the layout and houses onsite. This helps to keep track of room numbers and houses to ensure all are captured in the stock count.

Visit each house to determine occupancy. Inspectors should complete a stock count sheet for each house. Each house will be assigned a number by the inspector. Typically, each house will be divided into a number of rooms, and each room will be divided into a number of pens.

All rooms and pens should be examined to determine occupancy. A photograph (if possible) should be taken of pigs in the dry sow house, weaner house and fattener house.

Prior to commencing the stock count, decide which inspector is going to conduct the count and who will record the count. Complete the count as follows:

**Sow & Gilt Count**:

1. All sows farrowing/suckling & dry sows should be individually noted and counted. The housing capacity for these stocks should also be counted in the case of farrowing sows and where a stall housing system is still in place for dry sows. Where loose housing is in place for dry sows, capacity should be calculated by measuring the length and breadth of the internal walls of the pens. The capacity can be extrapolated from the floor area allowance as specified in the S.I. No. 311 of 2010 European Communities (Welfare of Farmed Animals) Regulations 2010, (see attachment 1)
2. All gilts should be individually noted and counted. Where possible, served gilts should be noted and number recorded.

**Boars**:

1. All boars should be individually noted and counted

**Weaners:**

There is no need to count first or second stage weaners onsite. However the inspector should note if weaners are present onsite and take a photograph.

**Fatteners/Production Pigs:**

Rooms containing pens of similar size, with similar stocking levels of pigs should be counted as follows:

For rooms with 8 pens or less:

* Using the number set and bag randomly select three pens in a room and count the exact number of pigs in each of the three pens.
* Ensure all rooms and houses are inspected and any empty pens/stalls noted.
* Measure and record the dimensions of each of the pens counted. The length and breadth measurements should be taken from the internal walls of the pens.

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For rooms with greater than 8 pens:

* Determine how many pens represent 25% of the pens in a room. Then using the number set and bag randomly select, and count the exact number of pigs in these pens. For example, if a room contains sixteen pens, the inspector should randomly pick four of these pens, and count the exact numbers of pigs in these four pens or if a room contains 20 pens then five pens should be randomly selected.
* Ensure all rooms and houses are inspected and any empty pens/stalls noted.
* Measure and record the dimensions of each of the pens counted. The length and breadth measurements should be taken from the internal walls of the pens.

To randomly pick the pens to be counted, have a bag with numbered pieces of paper/tokens in it, accurate to the number of pens in the room. For example, if there are 16 pens in the room then tokens with numbers 1 to 16 should be placed in the bag (Before selecting decide on a numbering system for the pens in the room e.g. No.1 is the first pen on left). Randomly pull the determined number of pieces of paper from the bag, and count the pigs in the pens that these pieces of paper refer to. This method should be repeated for all rooms in all houses. This ensures that the pens are selected at random.

Once the pigs in the randomly selected pens have been counted, the average stock count per pen can be established, by getting the average number of pigs in these pens. This average number can then be applied to every other pen in that room. Each room should be counted using this method. If a pen is selected from the random sampling and it is empty record this as normal (e.g. count = 0).

Any pens used for hospital pens etc. or which are different in size to the regular pens (these should be rare) should be counted individually. All other pens should be covered by the random sampling.

If the Inspector witnesses evidence of pollution, note it as part of site inspection, and take photographs for back up.

**CHECKLIST OF INFORMATION THAT SHOULD BE COLLECTED ON SITE**

1. Copy of stock register on site, signed and dated by the owner/manager on site.
2. A completed *6.2 Stock Numbers* form signed by the owner/manager, which details the legal name of the piggery, and the trading name if different, the contact person on site, and the animal numbers on-site on the date of site visit.
3. Clarify/confirm correct name of owner/operator (particularly in pre-application site visits) whether owner is sole trader, limited or unlimited company.
4. Inspectors should try and clarify the planning status of the site from the owner/manager on site. (When was latest planning permission obtained, does the operator know the planning Reg. Ref. No. Was the name of the person who applied for planning permission different to the current operator?)

**CHECKLIST ON RETURN TO THE OFFICE:**

1. The inspector shall maintain a signed site inspection memo with all contemporaneous notes (stock register, 6.2 form, completed stock count sheets and photographs) in a secure location for potential use in further enforcement action.
2. Save the photographs onto the appropriate hard drive when you get back to the office in accordance with Agency protocol.
3. Complete site memo (standard memo- unlicensed piggery) on return to the office. A copy of this memo should be forwarded to your RTL and another copy to the Chairperson of the Intensive Ag. SWG to determine the appropriate enforcement action.
4. Details of the planning status of the pig housing on site should be obtained from the relevant local authority and maintained with the contemporaneous notes.
5. If land ownership is unclear then a Land Registry search should be requested through ILT and the results maintained with the contemporaneous notes.

**ATTACHMENT 1**

Relevant sections (18 & 19) from S.I. 311 of 2010 concerning accommodation for pigs:

*Accommodation for pigs*

18. (1) The owner or person in charge of a premises used for breeding, rearing

or fattening pigs shall not confine, or cause or permit another person to

confine, a pig unless the floor area available to each weaner or rearing pig (other

than sows and gilts after service) reared in a group is at least—

(*a*) 0.15 square metres for each pig of an average weight of 10 kilogrammes

or less

(*b*) 0.20 square metres for each pig of an average weight of between 10

kilogrammes and less than or equal to 20 kilogrammes,

(*c*) 0.30 square metres for each pig of an average weight of greater than

20 kilogrammes and less than or equal to 30 kilogrammes,

(*d*) 0.40 square metres for each pig of an average weight of greater than

30 kilogrammes and less than or equal to 50 kilogrammes,

(*e*) 0.55 square metres for each pig of an average weight of greater than

50 kilogrammes and less than or equal to 85 kilogrammes,

(*f*) 0.65 square metres for each pig of an average weight of greater than

85 kilogrammes and less than or equal to 110 kilogrammes,

(*g*) 1.00 square metre for each pig of an average weight of greater than

110 kilogrammes.

(2) A person shall not keep a pig or cause or permit another person to keep

a pig in a building or part of a building if there are continuous noise levels, equal

to or greater than 85dBA in the building or part thereof where pigs are kept.

(3) A person shall not keep a pig, or cause or permit another person to keep

a pig unless the pig is kept where there is a light intensity of 40 lux or more for

a continuous period of at least 8 hours in any 24 hour period.

*Accommodation for sows and for gilts after service*

19. (1) Subject to paragraphs (2) and (3), the owner or person in charge of a

premises used for breeding, rearing or fattening pigs shall not confine, or cause

or permit another person to confine, either a sow or a gilt after service unless

the floor area available to each sow or gilt after service reared in a group is

at least—

(*a*) a minimum of 2.50 square metres for each sow in a group of sows or

gilts if there are fewer than 6 pigs in the group,

(*b*) a minimum of 2.25 square metres for each sow in a group of sows or

gilts if there are more than 5 but fewer than 40 pigs in the group,

(*c*) a minimum of 2.025 square metres for each sow in a group of sows or

gilts if there are 40 or more pigs in the group,

(*d*) a minimum of 1.81 square metres for each gilt after service if there

are fewer than 6 pigs in the group,

(*e*) a minimum of 1.64 square metres for each gilt after service if there

are more than 5 but fewer than 40 pigs in the group, or

(*f*) a minimum of 1.48 square metres for each gilt after service if there are

40 pigs or more in the group.

(2) A minimum floor area of at least—

(*a*) 1.3 square metres for each pregnant sow, or

(*b*) 0.95 square metres for each gilt after service,

shall comprise a continuous solid floor and no more than 15% of the floor area

referred to in this paragraph shall consist of openings designed for drainage.

(3) Subject to paragraph (4), the owner or person in charge of a premises

used for breeding, rearing or fattening pigs shall not confine, or cause or permit

another person to confine, either a sow or a gilt in the period commencing 28

days after service and ending 7 days before the expected date of farrowing other

than in—

(*a*) a group in a pen the sides of which are greater than 2.8 metres in

length, or

(*b*) a group in a pen the sides of which are greater than 2.4 metres in

length if there are no more than five sows or gilts in the group.

(4) A person may keep a sow or gilt to which paragraph (3) refers in an

individual pen during the period mentioned in that paragraph if—

(*a*) there are no more than 9 sows on the premises, and

(*b*) the sow or gilt may turn easily in the pen

(5) A person shall not tether or cause or permit another person to tether a

sow or gilt.

(6) A person shall not have in his or her possession or under his or her control

a sow or gilt that has been tethered in contravention of paragraph (5).

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