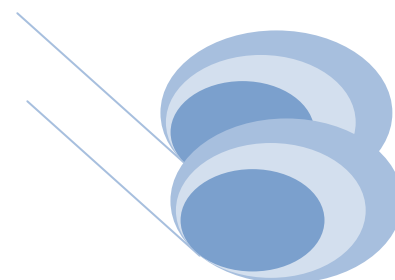


## AP16: *Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides*



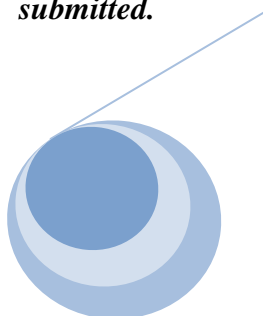
### Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides

#### Information Note



#### **Please note the following:**

- In order to operate a Category 3 hide/skin tanning plant, an operator must comply with the European Communities (Animal By-Products) Regulation 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069/2009 and Regulation (EU) No. 142/2011.
- ‘CN16 – Conditions for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides’ which is attached for your convenience, should be read before completing this application form.
- **Please note:** The application must be completed by the ‘operator’. The operator is defined as ‘the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users’.
- The completed application form and supporting documentation should be sent to Department of Agriculture Food and the Marine (DAFM), Milk and Meat Hygiene/ABP/TSE Division, (Animal By-Products Section), Grattan House, Grattan Business Centre, Dublin Road, Portlaoise, Co Laois, R32 RY6V.
- *Applications that are incomplete, that contain insufficient or unsatisfactory information or that do not comply with conditions or legislative requirements will be returned to the applicant and a revised, fully completed application must be re-submitted.*



Issued 17<sup>th</sup> January 2017  
Milk & Meat Hygiene/ABP/TSE Division

**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**



**Application Form to operate a plant tanning Category 3 hides/skins**

**Approval to operate a plant tanning Category 3 hides/skins under the European Union (Animal By-Products) Regulations 2014 (S.I. No. 187 of 2014) and in accordance with Regulation (EC) No. 1069 of 2009 and Regulation (EU) No. 142 of 2011**

1. Applicant Details																									
<b>Full Name:</b>																									
<b>Address:</b>																									
<b>Eircode:</b>																									
<b>Company Registration Number or PPS Number</b>																									
<b>VAT Number</b>																									
<b>Phone Number:</b>															LANDLINE										
<b>Phone Number:</b>															MOBILE										
<b>Email Address</b>																									
<p><b>Signature of Applicant (operator):</b> _____</p> <p><i>The applicant must be the operator. 'Operator' means the natural or legal persons having an animal by-product or derived product under their actual control, including carriers, traders and users.</i></p> <p><b>Print Name:</b> _____</p> <p><b>Position within the plant:</b> _____</p> <p><b>Date:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>																									

DAFM SHOULD BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION

**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**

2. Plant Details																
<b>Plant Name:</b>																
<b>Plant Address:</b>																
<b>Eircode:</b>																

3. Consultant Details (if applicable)																
<b>Consultant Name:</b>																
<b>Consultant Address:</b>																
<b>Eircode:</b>																
<b>Phone Number:</b>																
<b>Phone Number:</b>																
<b>Email Address:</b>																

4. Name, address and details of person for correspondence:																
<b>Name:</b>																
<b>Address:</b>																
<b>Name:</b>																
<b>Phone Number:</b>																
<b>Phone Number:</b>																
<b>Email Address:</b>																

**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**

**5. Plant Location**

(a) National grid co-ordinates (XY) of the plant:

(b) Provide the following maps, plans and drawings:

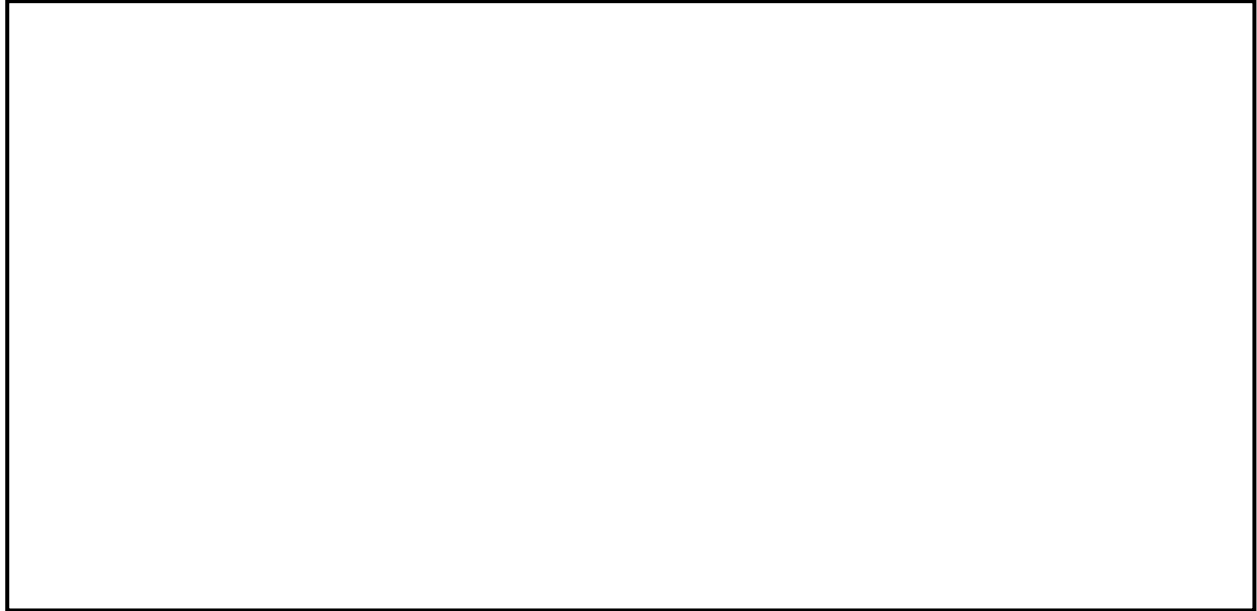
- An ordinance survey map (1:30,000-50,000) (A3) of the area in which the plant is located, indicating the plant location on the map.
- a rural place map (1:10,000-12,000) (A3) indicating on the map:
  - the plant site
  - the perimeter fence location
  - the access route to the plant from the public road
  - the current use of the neighbouring land, e.g. farming, forestry, industrial etc
  - the distance from the plant to other premises/farms where farmed animals are kept
- a site plan (1: 500-750) (A3) indicating the following on the plan:
  - the general plant layout
  - the intake/reception area
  - the tanning area
  - the storage area
  - the dispatch area
  - the office area
  - other structures on site and identification of same
  - staff hygiene facilities
  - foot bath locations
  - the designated area for cleaning and disinfection of delivery vehicles (internally and wheels)
  - a flow plan showing hide movement through the plant from intake through to dispatch
  - a waste water flow plan

(c) Provide a description of the wheel-wash area and wheel wash facilities

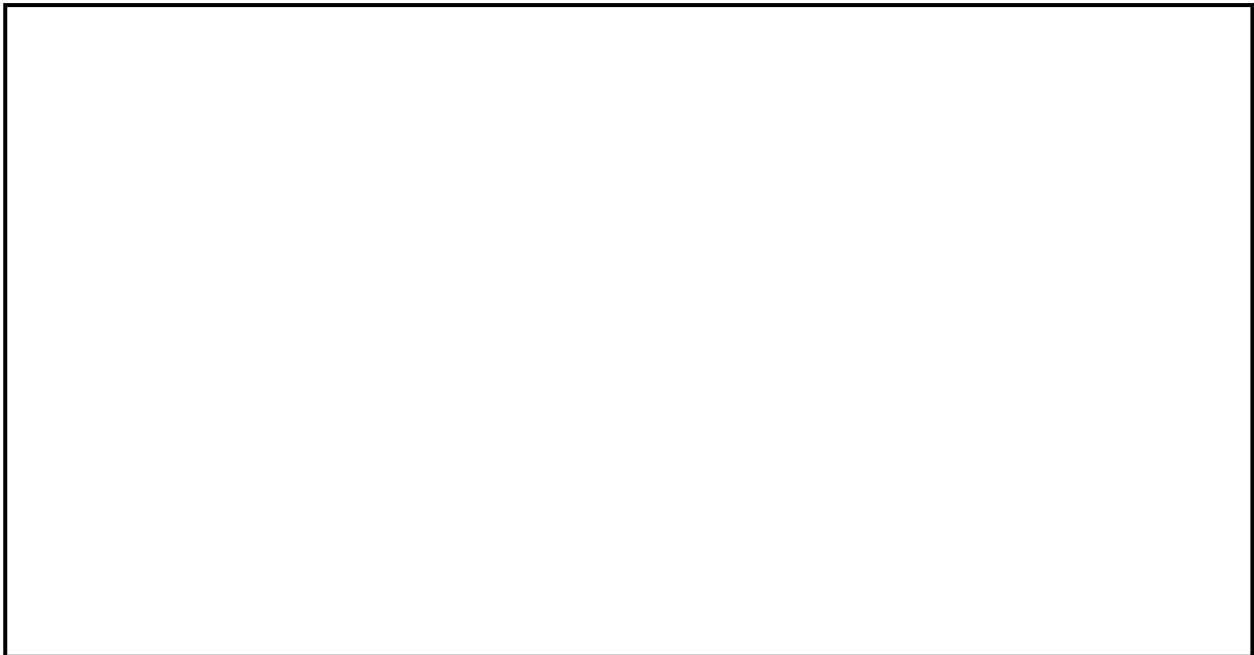
**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**

**5. Plant Location contd.**

(d) Provide information on how and where waste water will be collected, stored, and reused/disposed of, and information regarding any relevant environmental permits/licences etc. relating to same



(e) Provide information on how and where waste animal by-product material will be stored and disposed off.



**6. Plant Operation**

**Intake:**

(a) What type and Category of animal by-product material will be handled in the plant?

(b) What quantity of animal by-products will be handled in the plant per annum (approx)?

(c) Provide a detailed description of all plant operations, from hide/skin acceptance through to end-product dispatch, including detail of the tanning process.

**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**

<b>7. PLANT DOCUMENTATION AND RECORDS</b>		
	<b>Yes</b>	<b>No</b>
<p>An intake log must be maintained in date order for all consignments of hides/skins delivered to the Plant consisting of;</p> <ul style="list-style-type: none"> <li>• Name, address and approval number of place the hides/skins came from</li> <li>• Date of receipt of hides/skins</li> <li>• Quantity of hides/skins</li> <li>• Types of hides/skins.</li> <li>• Name and address of transporter and their ABP registration number</li> </ul> <p><b>Please provide a copy of the intake log template</b></p>		
<p>Where applicable, a ‘hide traceability procedure’ as per conditions document must be in place.</p> <p><b>Where applicable, please provide a copy of this procedure.</b></p>		
<p>The plant must have a system in place which must be documented to verify that the complete process of tanning has taken place.</p> <p><b>Please provide information of this system.</b></p>		
<p>A dispatch log must be maintained for each consignment that leaves the Plant, consisting of;</p> <ul style="list-style-type: none"> <li>• The name and address of the consignee</li> <li>• The date of dispatch</li> <li>• The number of hides/ skins dispatched</li> </ul> <p><b>Please provide a copy of the dispatch log template</b></p>		
<p>A reconciliation record for all hides/skins accepted and dispatched during each month must be maintained.</p> <p><b>Please provide a copy of the plant reconciliation record template.</b></p>		
<p>A documented pest control program must be place.</p> <p><b>Please provide a copy of this program.</b></p>		

**8. PRODUCT END-USE**

Where will end-product be dispatched to and for what end-use?

**AP16: Application Form for a Plant involved in the handling, sorting, salting and tanning of Skins/Hides**

**9. OTHER RELEVANT INFORMATION**

Please provide any other information considered relevant to your application

**DECLARATION**

I, the undersigned declare that the information provided here, and the supporting documentation are correct to the best of my knowledge and belief. I understand that I must comply with the conditions of any approval granted to me.

**Signature**

**Date**

**Block Letters**

**Title**

**CONTACT DETAILS**

For further information contact:

**Department of Agriculture, Food and the Marine,  
Milk and Meat Hygiene/ABP/TSE Division,  
(Animal By-Products Section),  
Grattan House,  
Grattan Business Centre,  
Dublin Road, Portlaoise, Co. Laois  
R32 RY6V**

**Phone Number: 0761 064440**

**Fax Number: 057-8664958**

**Email Address: [AnimalByProducts@agriculture.gov.ie](mailto:AnimalByProducts@agriculture.gov.ie)**