

The Animal By-Products (England) Regulations 2005  
The Animal By-Products (Scotland) Regulations 2003  
The Animal By-Products (Wales) Regulations 2006  
Regulation (EC) 1774/2002 laying down health rules concerning animal by-products not intended for human consumption

**Animal Health office address**

Date Received

Ref. No.

Date of Inspection

## Application and Inspection form for approval to treat animal by-products and/or catering waste in composting or biogas plants

Name of applicant

Name of operator or company if different

Full postal address of premises

Postcode

Telephone no. (incl. national dialling code)

Fax no. (incl. national dialling code)

Email address

CPH No (if applicable)

**Important - Instructions for applicant.** The sections of this application form follow the general layout explained below.

- **Legal requirements.** This section provides a summary of the basic requirements which must be met before an approval can be issued. Applicants should ensure their premises comply fully with these requirements before sending in their application for approval. This application is only concerned with animal by-products and catering waste.
- **Guidance.** These notes provide a summary only and should not be taken as exhaustive. **Further details are included in the accompanying guidance document.**
- **Details.** Information to be provided by the applicant. If insufficient space is provided on this form please continue on the attached blank pages, referring back to the relevant section number.
- **HACCP Plan.** Operators must put in place a permanent procedure following the principles of HACCP to identify and control critical control points; monitor check and record CCPs; sample each batch and record the results; establish a traceability system for each batch dispatched.

Please refer to section 17 of this form and section 4 of the accompanying guidance notes.

**Once you have completed this form, please send the signed copy to the local Animal Health office (address at the top of the page)**

### 1. Source Material

**Requirement.** The Animal By-Product Regulations apply to catering waste premises (including domestic kitchens) handling meat and products of animal origin.

The EU regulation applies to animal by-products, without pre-treatment in the case of category 3 by-products, or following treatment for category 2. Manure, digestive tract contents, milk and colostrums may also be used as raw material in biogas and compost plants without pre-treatment.

**Guidance.** Premises handling only garden (green) waste do not require Defra approval. (Such premises must still take steps to ensure that meat and animal by-products are excluded from the material that they collect).

“Catering Waste” means all waster food originating in restaurants, catering facilities and kitchens, including central kitchens and household kitchens.

Category 3 animal by-product is generally material that has been classed as fit for human consumption, but is no longer intended for human consumption, and includes waste from the food processing industry.

Category 2 material poses a greater risk to human or animal health and must first have been treated in an approved processing plant using processes method 1 (133°C; 3 bar pressure; for 20mins.)

[Refer to the Regulation for a detailed description]

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## 1. Source Material (*continued*)

**Details.** Describe the type of material you intend to collect, and indicate the approximate quantity and usual sources if possible

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## 2. Meat-excluded Catering Waste

**Requirement.** Premises handling only meat-excluded catering waste may have a single composting stage followed by storage. All other catering waste systems must have two composting stages.

**Guidance.** Meat-excluded waste is catering waste from which the meat fraction was separated out at source e.g. by being placed in a different bin and collected separately.

Waste where the meat and no-meat fractions are collected together and then separated out later is not meat-excluded catering waste.

**Details.** Do you intend to treat only meat excluded catering waste?

Yes  No

If YES, briefly describe opposite the control measures that will be put in place to exclude meat at source, and the checks that you intend to carry out.

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### 3. Processing Parameters

**Requirement.** Then Animal By-Products Regulations permit composting of catering waste in accordance with Schedule 1 to those Regulations.

The EU Regulations permit the composting or biogas treatment of manure, gut contents and category 3 animal by-products.

Category 2 material may not be used except where it has been first rendered to the EU pressure-cooking standard.

**Guidance.** Catering waste may be treated in accordance with any one of the 4 systems listed in Part 2 of Schedule 1 to the ABP Regulations.

- (a) Compost (closed reactor) – 40cm; 60°C; 2 days
- (b) Biogas (pasteurisation unit) – 5cm; 57°C; 5 hours
- (c) Compost (closed reactor) or biogas (pasteurisation unit) – 6cm; 70°C; 1 hour
- (d) Compost (housed windrow) – 40cm; 3 turns; 60°C for 2 days after each turn.

Meat excluded catering waste must be treated to one of the above standards, followed by 18 days storage.

Catering waste containing meat must be treated to one of the above standards, followed by a second treatment, again to the above standards except that the second treatment need not be in-vessel.

Animal by-products may only be used in a biogas or composting plant operating to the EU standard for animal by-products i.e. 12mm; 70°C for 1 hour in a closed reactor (which may include housed windrows). If using the EU standard for animal by-products or catering waste, only one treatment stage required.

**Details.** Do you intend to treat catering waste only?

Yes

No

Do you intend to treat animal by-products?

Yes

No

Describe the category of material you intend to collect and the processing methods that will be applied.

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#### 4. Livestock

**Requirement.** There must be no livestock on the premises. Livestock includes pet ruminants, pigs or poultry, or farmed animals.

**Guidance.** Untreated animal by-products or catering waste may not be brought on to any premises where livestock are present. To be classed as a separate premises the facility must have a defined boundary, a separate entrance, dedicated staff and equipment.

**Details.** Provide a plan, which need not be to scale, showing the layout of the premises, product flow, drainage, and details of adjoining premises (please tick box to confirm)

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### Requirements under Schedule 1 of the ABPR Regulations

#### 5. Plant Layout

**Requirement.** There shall be:

- (a) a reception area in which untreated animal by-products (including catering waste) are received
- (b) an area in which vehicles and containers are cleansed and disinfected with adequate facilities for doing this; and
- (c) a clean area in which treated compost or digestion residues are stored.

The clean area shall be adequately separated from the reception area and the area in which vehicles and containers are cleansed and disinfected so as to prevent contamination of the treated material. Floors shall be laid so that liquid cannot seep into the clean area from the other areas.

The reception area shall be easy to clean and disinfect and shall have an enclosed and lockable place or container to receive and store the untreated animal by-products.

**Guidance.** Plants must have a designated reception area, vehicle/container cleaning area and clean area.

The reception area for animal by-products (including catering waste) will normally be a fully enclosed, lockable building which is constructed to be easily cleaned and disinfected (e.g. well maintained rendered or tin walls and well maintained concrete floor). Other enclosed systems may be acceptable if they are fully secure and vermin/bird proof.

The vehicle/container cleaning area must have a water supply and appropriate equipment for cleaning and disinfecting (See section 9).

The reception area and the area for the cleaning vehicles and containers should be on well maintained concrete hard standing and must be well drained so that liquids cannot drain into the clean area.

Only material that has undergone the full required treatment may enter the clean area. The clean area must be physically and operationally separated from the other areas, perhaps by walls, so that treated material cannot be contaminated by untreated material. There should be a one way flow of material through the plant from the reception area to the clean area.

**Details.** Ensure that the reception area, the vehicle/container cleaning area, and the clean area are marked on the site plan required at section 4. Describe the reception area, giving details of construction and drainage. Describe the construction and drainage of the vehicle/container cleaning area. Describe the clean area. Describe how the areas are physically separated.

## 5. Plant Layout *(continued)*

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## 6. Unprocessed Material

**Requirement.** The animal by-product shall be unloaded in the reception area and either:

- (a) treated immediately; or
- (b) stored in the reception area and treated without undue delay.

**Guidance.** Animal by-products include catering waste. Where the whole reception area is fully enclosed and vermin/bird proof, "without undue delay" means as soon as reasonably practical, and normally within 24 hours. Where the whole reception area is not fully enclosed, "without undue delay" means immediately.

**Details.** Indicate whether the material will be treated immediately, or temporarily stored in the reception area.

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## 7. Measures to Prevent Contamination (1)

**Requirement.** The plant shall be operated in such a way that:

- (a) treated material is not contaminated by untreated or partially treated material or liquids arising from it; and
- (b) partially treated material is not contaminated with material which has not been treated to the same extent or liquids arising from it.

**Guidance.** The plant should be constructed and operated so that fully or partially treated material cannot be contaminated by material which has not been treated to the same extent, or by liquid from it, or by personnel or equipment that have been in contact with it.

Drainage must be constructed such that there is no possibility of liquid contamination.

Full or partially treated material must be physically separated from the material that has not been treated to the same extent.

The clean area must contain only fully treated material. (This material that has undergone all the treatment stages required by the Regulations).

Material passing back through the reception area must be fully re-processed, or disposed of by another permitted disposal route.

**Details.** Describe how these requirements will be met.

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## 8. Measures to Prevent Contamination (2)

**Requirement.** The operator shall identify, control and monitor suitable critical points in the operation of the plant to demonstrate that:

- (a) these Regulations and the Community Regulation are complied with ;
- (b) treated material is not contaminated by untreated or partially treated material or liquids arising from it; and
- (c) partially treated material is not contaminated with material which has not been treated to the same extent or liquids arising from it.

**Guidance.** Plants must operate a HACCP plant that includes controls to ensure that fully or partially treated material is not contaminated in anyway, by material that has not been treated to the same extent. (See section 17).

**Details.** Ensure that a copy of you HACCP plan is submitted with this application. *(please tick box to confirm)*

**8. Measures to prevent contamination (2) (continued)**

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**9. Measures to prevent contamination (3)**

**Requirement.** Containers, receptacles and vehicles used for transporting untreated animal by-products shall be cleaned in the dedicated area before they leave the premises and before any treated material is loaded. In the case of vehicles transporting only untreated catering waste and not subsequently transporting treated material, only the wheels of the vehicle need to be cleaned.

**Guidance.** There must be wheel-washing facilities, but these need not to be elaborate. Vehicles that only deliver catering waste and then leave the site, only need wheel-washing. Vehicle delivering untreated material, and intending to transport treated material from the site and vehicles delivering animal by-products other than catering waste, must be thoroughly cleaned and disinfected internally, or steam cleaned, in addition to wheel-washing.

Any disinfectants used should be approved under the Diseases of Animals (Approved Disinfectants) Order.

**Details.** Describe the facilities provided. Ensure that the location of the facilities is indicated on the site plan.

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## Requirements under Annex VI, chapter II of the EU Regulation

### 10. Measures Against Vermin etc.

**Requirement.** Animal and unauthorised persons shall not be permitted to enter the premises. Preventative measures against birds, rodents, insects and other vermin must be taken systematically.

**Guidance.** The plant must be fully enclosed, e.g. by a fence, and locked when it is unattended.

Preventative measure may include a contract with a pest control firm. Measures should be taken continuously or at regular intervals.

**Details.** Describe the measures in place.

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### 11. Cleaning

**Requirement.** Cleaning procedures must be documented and established for all parts of the premises. Suitable equipment and cleaning agents must be provided for cleaning.

**Guidance.** Cleaning measures must be effective and thorough. Precise details should be addressed in the HACCP plan.

**Details.** Describe the cleaning procedures to be used.

## 11. Cleaning (*continued*)

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## 12. Hygiene

**Requirement.** Hygiene control must include regular inspections of the environment and equipment. Inspections schedules and results must be documented.

**Guidance.** Visual inspections should be undertaken daily and corrective action taken immediately. More formal inspections should take place at least weekly. Critical Control Points should be examined. There must be documentary evidence that this has been done.

**Details.** Describe the checks to be carried out, and give the name or job title of the person given responsibility for carrying out these checks.

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### 13. Equipment

**Requirement.** Installations and equipment must be kept in a good state of repair measuring equipment must be calibrated at regular intervals.

**Guidance.** We would expect the temperature measuring devices to be calibrated at least annually by a suitability qualified independent person.

**Details.** Describe the equipment used.  
Indicate how and when calibration will be carried out.

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### 14. Biogas

**Requirement.** Biogas plants must be equipped with a pasteurisation/hygienisation unit which cannot be bypassed.

**Guidance.** This may be separate to the main bio digestion tank, or the bio digestion tank may be considered to the pasteurisation unit itself.

**Details.** Indicate how pasteurisation will be carried out. (Biogas Plants only).

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**14. Biogas (continued)**

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**15. Composting**

**Requirement.** Composting plants must be in enclosed units or equipped with a closed composting reactor which cannot be by-passed.

**Guidance.** Composting of raw material must take place in a closed reactor. Open windrowing of raw material is not permitted.

**Details.** Briefly describe the composting system that will be operated. (Composting plants only).

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## 16. Pasteurisation/Hygenisation

**Requirement.** Pasteurisation/hygenisation units and composting unit must have:

- (a) installations for monitoring temperature against time;
- (b) recording devices to record continuously the results of these measurement; and
- (c) an adequate safety system to prevent insufficient heating

**Guidance.** The operator must be able to demonstrate that all material in the system has reached the required temperature standard for the required time without interruption (NB. This does not mean all the material must achieve the standard at the same time).

There is not a set minimum number of temperature probes required, but the VO needs to be satisfied that there are a sufficient number to define how much of the system is above minimum temperature.

**Details.** Describe the following:

- Compost reactor/biogas plant design.
- Number and location of temperature probes (indicate why these probes are considered to provide adequate assurance of the temperature achieved throughout the mass of material).
- If operating a continuous system, indicate how the time held at the required minimum temperature is calculated, and how the temperature is monitored. Probes provide an adequate guarantee that the time/temp requirements have been met.
- Indicate how the material feed will be monitored/adjusted in order to ensure that the required time/temp parameters are met. For housed windows, this should include reference to turning procedures.

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## Additional Requirements

### 17. Plants Own Checks

**Requirement.** Operator must put in place a permanent procedure following the principles of HACCP to identify and control critical control points, monitor check and record CCP's, sample each batch and record the results, establish a traceability system for each batch dispatched.

**Guidance.** Further information on HACCP is contained in the main guidance notes, or in other publications on the HACCP principles.

**Details.** Have you attached a copy of your HACCP

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##### Does the HACCP plan:

*Tick as appropriate*

- Identify any hazards that must be prevented, eliminated or reduced
- Identify the critical control points (CCPs) at the steps at which control is essential
- Establish critical limits at CCPs
- Establish procedures to monitor the CCPs
- Establish corrective actions to be taken if a CCP is not under control
- Establish procedures to verify whether the above procedures are working effectively; and
- Establish documents and records to demonstrate the effective application of the above measures

##### Are the following points addressed by the HACCP plan?

*Tick as appropriate*

- Meat excluded catering waste (if appropriate)
- Clean/Dirty separation (by-pass) (layout) (product flow)
- Covered reception – handling of untreated material
- Handling, Storage, Disposal of waste water/leachate
- Movement of personnel and equipment (by-pass)
- Vehicle cleaning and disinfection (by-pass)
- Rodent/Pest prevention and control
- Clean down procedures/hygiene controls
- Monitoring equipment/Repair/Calibration
- Temperature monitoring/recording (and ventilation if necessary)
- Sampling (amount/frequency)
- Reprocessing (action in the event of processing failure)

### 18. Product Monitoring

**Requirement.** Samples of digestion residues or compost must be taken during or upon withdrawal from storage and subjected to bacteriological monitoring.

**Guidance.** (NEEDS AGREEMENT) Samples from animal by-products plants must be tested for Salmonella and Enterobacteriaceae. Samples from the catering waste only plants only need to be tested for Salmonella.

Sampling procedures must be agreed with inspecting officer, and will form part of the approval.

**Details.** Give name and address of the laboratory that will be used to perform the required tests.

Postcode

For a list of approved laboratories, please see

<http://www.defra.gov.uk/foodfarm/farmanimal/diseases/control/documents/lablist-abpr-090701.pdf> or  
contact your local Animal Health Office

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Signature of applicant

Date

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**Data Protection Act**

Defra, the Scottish Executive, the Welsh Assembly Government and the Food Standards Agency are data controllers in respect of personal data processed by Animal Health. For the purposes and usage of the data and the data sharing arrangements, please see full Data Protection Statement on the Animal Health website: <http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/fairprocessing.htm>. A hard copy of this can be provided if required; please contact your local Animal Health office. Animal Health will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998.

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**This application only relates to the Animal By-Products Regulations. It does not relate to such matters as planning permission or environmental control. It is likely that other authorisations will be required.**

**NOTE:** Following a satisfactory inspection report a provisional approval will be granted, typically for a period of 3-6 months. During this time you must demonstrate that the time and temperature requirements for the system operated can be met, and that the bacteriological monitoring requirements of the Regulation can be satisfied.

**Data Protection Act**

Details of the name, address and type of the business and its registration number will be made publicly available. This is to enable those in possession of animal by-products to identify legitimate outlets and to enable us to meet EU obligations to provide details of registered premises to the European Commission and other member States. The above details may also be used by Defra, Scottish Executive and Welsh Assembly Government respectively and shared with each other and with public bodies for the purposes of the Animal By-Products Regulations and related issues, and for consultation on issues of relevance to your business. All of the details on this application form may be made available to the local authorities and other public bodies for enforcement and policy purposes.

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**VO Comments****VO Recommendation:**

- Reject
- Further work needed
- Approve (Catering)
- Approve (ABPs)

**Notes for inspecting officer on issuing approval**

- (1) Issue approval
- (2) Copy to: (a) DVM/Regional Veterinary Lead 
  - (b) Local Authority
  - (c) Environment Agency

### Risk Assessment Record

The following table indicates the compliance achieved at this plant.

Tick appropriate

Parameter	Risk level Associated with Plant Compliance		
	Good	Average	Poor
Historical operator compliance (including records and tracings)	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Structure and fabric of plant	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
HACCP Plan	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Nature of material handled. Throughput	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Input Feed Chain	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Formal Enforcement Level	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
The risk for this plant is:	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>

**The risk based visit frequency is (please tick):**

Premises	High	Medium (default)	Low
Compost/Biogas	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	6 monthly <input type="checkbox"/>

**Any other relevant information relating to risk**

Name

Signature

Grade

Date

- In England, amendments to approvals and suspension of approvals are carried out by the Regional Veterinary Lead. The NoE may be consulted in formulating a recommendation.
- In Scotland and Wales, amendments and suspensions are carried out by the Devolved Administration. The NoE may be consulted in formulating a recommendation.

## Notes for Guidance

The guidance below is intended to help Officers to decide into which category individual premises should be put. It has deliberately been kept simple to avoid making the process overly complex. However, it is recognised that there are other factors not listed below which apply at individual premises, and officers must consider those factors when coming to their final decision.

Parameter	Low Risk	Medium Risk	High Risk
Historical operator compliance (including records and tracings)	Good - excellent No formal enforcement other than level 3 over last 2 years.	Average No level 1 enforcement and no more than 1 episode of level 2 enforcement in last 2 years. Occasional level 3 enforcement.	Poor/variable Any level 1 enforcement and/or > 1 episode of level 2 enforcement and/or regular/ multiple episodes level 3 enf. In last 2 years
Structure and fabric of plant	Good - excellent Fully compliant; Any minor problems rapidly and effectively resolved over last 2 years.	Average Generally compliant; no long-standing unresolved problems in last 2 years. No major deficiencies.	Poor Usually problems; Major or multiple minor deficiencies. Slow to rectify/resolve deficiencies.
HACCP Plan	Complete and effectively implemented.	Generally complete. Implementation fair.	Poor, patchy and/or poorly implemented.
Nature of material handled. Throughput	Very low risk raw material e.g. wool/hides; very low throughput of typical material.	Typical material within category; med/low throughput for premises type.	High risk within category and/or high throughput.
Input to Feed Chain	No output going into feed chain.	Output may or may not go to feed chain.	Some or all output goes to feed chain.
Formal Enforcement Level	Level 3 Minor non-compliances leading to oral and written advice.	Level 2 Threat of Suspension, Revocation or Prosecution. Major non compliances and/or multiple minor non compliances leading to written/oral advice.	Level 1 Actual Suspension, Revocation or successful Prosecution.

Animal Health is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Executive, Welsh Assembly Government and Food Standards Agency.