

The Animal By-Products (Enforcement) (England) Regulations 2013
The Animal By-Products (Enforcement) (Scotland) Regulations 2013
The Animal By-Products (Enforcement) (Wales) Regulations 2014
Regulation (EC) No. 1069/2009 (The Control Regulation) and (EC) No. 142/2011 (The Implementing Regulation) laying down health rules concerning animal by-products not intended for human consumption.



Application and Inspection Form for Approval to Treat Animal By-Products and/or Catering Waste in Composting or Biogas Plants

APHA address: ABP Team APHA Customer Service Centre County Hall, Spetchley Road Worcester, WR5 2NP	
Date Received	
Ref. No.	
Date of Inspection	

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.
- **Guidance.** These notes provide a summary only and should not be taken as exhaustive.
- **Details.** Information to be provided by the applicant. If insufficient space is provided on this form, please continue on the attached blank pages, quoting the relevant section number.
- **Hazard Analysis and Critical Control Point (HACCP) Plan.** Operators must put in place a permanent procedure following the principles of HACCP to identify and Control Critical Points (CCPs); monitor, check and record CCPs.
- **Online Guidance.** Please refer to the guidance before completing this form:

Once you have completed this form, please send the signed copy to the Animal By-Product (ABP) Team (address at the top of the page) or email to:

Online Fee Guidance

There are application fees and ongoing inspection fees that apply. Please refer to the relevant legislation below:

- **England -**
- **Scotland -**
- **Wales -**

Customer (company) name

Please note:

- details in the customer name field above must be entered **exactly** as they will appear on invoices
- the customer name must be the **full legal trading name**
- **do not** use initials and acronyms

Are you a government department or public organisation?

Yes

☐

No

☐

Billing Address for company (if different from Correspondence Address above):

Postcode

Country

VAT registration number

Contact for invoices/billing

Contact email address
(for all invoices relating to
the above site)

Full name of contact

Telephone number

1. Source Material

Guidance. The Animal By-Product (Enforcement) Regulations 'National Treatment Standards' apply to catering waste only.

The EU Control and Implementing Regulations apply to Category 2 and 3 animal by-products.

Category 3 animal by-products may be composted or anaerobically digested without prior processing.

Category 2 manure, digestive tract contents, milk, milk based products and colostrum, eggs and egg products which the competent authority does not consider to present a risk for the spread of any serious transmissible disease may be used as raw material in biogas and compost plants without prior processing, as can Category 2 material originating from aquatic animals.

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

Premises handling only garden (green) waste do not require APHA 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 waste food originating in restaurants, catering facilities and kitchens, including central kitchens and household kitchens. Only this material may be transformed in accordance with National Standards. 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 and retail food waste (former foodstuffs, no longer intended for human consumption).

1. Source Material (*continued*)

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

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2. Meat - excluded Catering Waste

Guidance. 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.

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 below 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

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

Guidance. There should be no livestock on the premises. Livestock includes pet ruminants, pigs or poultry, or farmed animals. Livestock must not have access to Animal By Products. This is best demonstrated by excluding livestock from the treatment premises entirely.

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 the ABPR Regulations

5. Plant Layout

Guidance. 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 for animal by-products (including catering waste) must be a fully enclosed, lockable building which is constructed in such a way that it is easy to clean and disinfect. This means that the walls must either be clad in impervious material, rendered or made of bricks or blocks which are in a good state of repair. Floors must be laid down in such a way as to facilitate the draining of liquids. Other enclosed systems may be acceptable if they

are fully secure and vermin/bird proof (e.g. a pit with a lockable lid).

The vehicle/container cleaning area must have a water supply and appropriate equipment for cleaning and disinfecting.

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

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 as soon as possible after arrival.

Animal by-products include catering waste. Where the whole reception area is fully enclosed and vermin/bird proof, 'as soon as possible' means as soon as reasonably practical, and normally within 24 hours. Where the whole reception area is not fully enclosed, 'as soon as possible' means immediately.

Details. Will the material be treated immediately, or temporarily stored in the reception area, and if so, for how long?

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7. Measures to Prevent Contamination (1)

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. What systems/measures will be in place to prevent recontamination of treated material, or by-pass?

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8. Measures to prevent contamination (2)

Guidance. There must be wheel-washing facilities, but these need not be elaborate. Vehicles that only deliver catering waste and then leave the site only need exterior and 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. What disinfectant will be used?

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Requirements under Annex V of the EU Regulation

9. Measures Against Vermin etc.

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

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. Records of control measures must be available for inspection

Details. Describe the measures in place.

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10. Cleaning

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

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

Details. Describe the cleaning procedures to be used.

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11. Hygiene

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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12. Equipment

Guidance. We would expect the temperature measuring devices to be calibrated at least annually by a suitability qualified independent person. 'Self calibrating devices' should be within their guarantee period, or be retested by a suitably qualified person.

Details. Describe the equipment used.

Indicate how and when calibration will be carried out.

What contingency plan is there for equipment failure?

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13. Biogas

Guidance. Biogas plants must be equipped with a pasteurisation/hygienisation unit which cannot be by-passed. This may be separate to the main bio-digestion tank, or the bio digestion tank may be considered to the pasteurisation unit itself. The pasteurisation phase may precede or follow the digestion phase.

Details. Indicate how pasteurisation will be carried out. (Biogas Plants only).
If post Anaerobic Digestion (AD) pasteurisation is to be carried out, how do you intend to dispose of AD tank cleanings at maintenance?

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14. Composting

Guidance. Composting of raw material must take place in a closed reactor. Open windrowing of raw (first stage) material is not permitted.

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

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15. Pasteurisation/Hygienisation

Guidance. Pasteurisation/hygienisation 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

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 (this does not mean all the material must achieve the standard at the same time, but should not be re contaminated by adjacent material of a lesser standard).

There is not a set minimum number of temperature probes required, but the APHA Veterinarian needs to be satisfied that there are a sufficient number to define how much of the system is above minimum temperature. *During validation, there should be sufficient extra probes or other measurements to demonstrate that the permanent probes do in fact indicate the temperatures of the whole mass.*

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. How 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

16. Plants Own Checks

Guidance. 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.

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

Details. Your plant must have a HACCP plan. Attach a copy to this application *(please tick box to confirm a copy has been attached)*. ☐

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Does the HACCP plan:	Tick as appropriate
<ul style="list-style-type: none">• identify any hazards that must be prevented, eliminated or reduced	<input type="checkbox"/>
<ul style="list-style-type: none">• identify the critical control points (CCPs) at the steps at which control is essential	<input type="checkbox"/>
<ul style="list-style-type: none">• establish critical limits at CCPs	<input type="checkbox"/>
<ul style="list-style-type: none">• establish procedures to monitor the CCPs	<input type="checkbox"/>
<ul style="list-style-type: none">• establish corrective actions to be taken if a CCP is not under control	<input type="checkbox"/>
<ul style="list-style-type: none">• establish procedures to verify whether the above procedures are working effectively, and	<input type="checkbox"/>
<ul style="list-style-type: none">• establish documents and records to demonstrate the effective application of the above measures	<input type="checkbox"/>

Are the following points addressed by the HACCP plan and the pre-requisites?	Tick as appropriate
<ul style="list-style-type: none">• meat excluded catering waste (if appropriate)	<input type="checkbox"/>
<ul style="list-style-type: none">• clean/dirty separation (by-pass) (layout) (product flow)	<input type="checkbox"/>
<ul style="list-style-type: none">• covered reception - handling of untreated material	<input type="checkbox"/>
<ul style="list-style-type: none">• handling, Storage, Disposal of waste water/leachate	<input type="checkbox"/>
<ul style="list-style-type: none">• movement of personnel and equipment (by-pass)	<input type="checkbox"/>
<ul style="list-style-type: none">• vehicle cleaning and disinfection (by-pass)	<input type="checkbox"/>
<ul style="list-style-type: none">• rodent/pest prevention and control	<input type="checkbox"/>

- 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, including recall procedures)

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List the agreed CCPs, critical limits and corrective actions, associated with the process:

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17. Product Monitoring

Guidance. The chosen laboratory should be accredited to ISO17025 for the medium under test (i.e. compost or digestate).

Samples from animal by-products plants must be tested for *Salmonella* and *E. coli*.

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

To find approved laboratories, please see

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18. Export

Details. Do you intend to export animal by-products or derived products into the EU? (please tick box if you intend to export to the EU). ☐

Signature of applicant

Date

DATA PROTECTION

For information on how we handle personal data please go to [Information Charter](#).

and search Animal and Plant Health Agency Personal

This application only relates to the Animal By-Products (Enforcement) 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 three months. During this time you must demonstrate that the time and temperature requirements for the system operated can be met, and that the microbiological 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 Government and Welsh 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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Inspector Comments

Inspector Recommendation:

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

Inspector Name:

Grade:

Notes for inspecting officer on issuing approval

- (1) In England and Wales, obtain AB58 holder countersignature. The ABP Team, CSC One Health hold a list of all AB58 holders.
In Scotland send to the Lead APHA Veterinarian.
- (2) In England and Wales if agreed by AB58 Holder, issue approval
In Scotland send to Scottish Government to issue approval
- (3) In England and Wales copy to:
 - (a) CSC One Health:
 - (b) Local Authority
 - (c) Environment Agency/Natural Resources WalesIn Scotland, copy to the Scottish Environment Protection Agency

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AB58 holder Countersignature

Comments and mark forward date

AB58 Holder Signature	
Name in BLOCK LETTERS	
Date	

- In England and Wales, amendments to approvals and suspension of approvals are carried out by the AB58 holders. The ODN may be consulted in formulating a recommendation.
- In Scotland amendments and suspensions are carried out by the Devolved Administration. The ODN may be consulted in formulating a recommendation.

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

HM3 Stamp	Name:		Date Received:		WS ID:	
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