



Animal and Plant Health Agency:
Animal Health Act 1981 (as amended)
The Avian Influenza and Influenza of Avian Origin in Mammals (England) (No.2)
Order 2006
The Avian Influenza and Influenza of Avian Origin in Mammals (Wales) Order 2006

For Official Use:
Date Received:

Application for Designation of an Egg Packing Centre

Read the Guidance Notes on Page 2 of This Form

Part 1: For completion by the applicant - details of Egg Packing Centre for Designation

Name of company operating the Egg Packing Centre:

Registered Egg Packing Centre number:

Full address of Egg Packing Centre:

Tel. No. (incl. national dialling code):

Postcode:

Fax. No. (incl. national dialling code):

Email:

Mobile No. (if applicable):

CPH No. (if known):

OS Map reference (if known):

Part 2: Declaration by Responsible Person (complete the details below)

I declare that:

- I am the person responsible for the management of the Egg Packing Centre, including:
 - the care and control of the eggs while on the premises
 - the keeping of records in respect of eggs entering and leaving the Egg Packing Centre
 - the keeping of records in respect of eggs in the Egg Packing Centre.
- I will ensure that if I am temporarily absent from the Egg Packing Centre, I will appoint a deputy to undertake the responsibilities at paragraph 1 above. If there is a permanent change in responsibility at the Egg Packing Centre, I will inform the APHA One Health Customer Service Centre (CSC) immediately and a new application form will be submitted.
- I confirm that I have read and understand Annexes I and II and I undertake, if designated as the person responsible for a Designated Egg Packing Centre, to comply with any obligations these Annexes place on me. I hereby apply for designation. I understand that the Egg Packing Centre cannot operate as a Designated Egg Packing Centre until it has received Confirmation of Designation and the making of an application does not permit it to operate as such, until designation is granted. I understand that the Egg Packing Centre cannot operate as a Designated Egg Packing Centre in the event of movement restrictions being applied to it.

Signature

Date

Name in
BLOCK LETTERS

Position

DATA PROTECTION

For information on how we handle personal data please go to
Information Charter.

and search Animal and Plant Health Agency Personal

**Once completed, send this application to APHA One Health Customer Service Centre, County Hall,
Spetchley Road, Worcester, WR5 2NP**

Animal and Plant Health Agency (APHA)/Welsh Government (WG) reserves the right to remove an Egg Packing Centre from the list of Designated Egg Packing Centres if anyone knowingly makes a declaration or statement that is false in any material particular, for the purposes of obtaining a Designation, or if the conditions are not adhered to.

Guidance Notes

- The application form must be completed by a person who is responsible for the Egg Packing Centre that is seeking designation.
- A plan of the Egg Packing Centre site and buildings must accompany the application form, which is annotated with Cleansing and Disinfection (C&D) points, vehicle points of entry and exit, biosecurity sites, separation of office/admin areas from working areas of the hatchery and shows the movement of eggs through the Egg Packing Centre.
- For the purposes of this document an Egg Packing Centre is defined as ‘premises where table eggs are brought to for grading and packing but does **not** include premises or a part of premises which deals **exclusively** with eggs laid on the same premises’.
- The order, transposing European Council Directive 2005/94/EC on measures for the control of Avian Influenza (AI), requires controls on the movement of eggs if Avian Influenza has been confirmed.
- Eggs from premises in a Highly Pathogenic AI (HPAI) Protection Zone, or Surveillance Zone, or from a Low Pathogenic AI (LPAI) Restricted Zone moving to an Egg Packing Centre may only move to a Designated Egg Packing Centre.
- Egg Packing Centres may be designated by an VHoFD/VLS/VLW from the appropriate region, or a regional APHA inspector, representing the Secretary of State/WG to receive eggs in these circumstances.
- Defra/WG reserves the right to remove an Egg Packing Centre from the list of Designated Egg Packing Centres, if it no longer fulfils or is unable to fulfil the required criteria for designation.
- The information on this form is intended solely for use by Defra/WG, the APHA and Local Authorities (LAs) in relation to animal disease control and the application and enforcement of animal disease control legislation. It is not intended for use by any other person or for any other purpose, other than for statistical and research purposes. The information may also be disclosed, if required, in accordance with legal requirements.

Part 3: To be completed by an APHA inspector upon completion of inspection

	Yes	No
Satisfactory designation inspection undertaken at these premises	<input type="checkbox"/>	<input type="checkbox"/>
The Designated Egg Packing Centre inspection form has been completed and is attached to this application form	<input type="checkbox"/>	<input type="checkbox"/>
I confirm that following a satisfactory inspection, this Egg Packing Centre is suitable for designation.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Signature		Date	
Name in BLOCK LETTERS		EMI Name	

Part 4: To be completed by authorised officer after an inspection by an APHA inspector

If designation is not recommended case referred to (name)

If designation is not recommended case referred on (date)

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Date confirmation form EXD218(AI) was sent to the Egg Packing Centre

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Annex I

Schedule of conditions of Designation

Detailing structure/management/procedures in an egg packing centre

1. When the Egg Packing Centre is on the same site as live poultry or other captive birds, there must be clear defined boundaries for each enterprise and all staff that work within the Egg Packing Centre itself must not enter any part of the premises (pasture or any houses) in which the birds are present, whilst staff working with the birds must not enter the Egg Packing Centre. It is recognised that there may be circumstances where it is unavoidable that a person will need to enter both the Egg Packing Centre and the area where there are birds and in these exceptional cases they may do so, provided they observe strict biosecurity standards, when moving between the two.

2. The buildings where eggs are stored, graded and packed in the Egg Packing Centre must be bird proof.

3. On entering the Egg Packing Centre, all staff or visitors entering the Egg Packing Centre itself must wear visibly clean overalls. Once worn, the overalls must not leave the Egg Packing Centre other than for laundering. Footwear worn in the Egg Packing Centre must be visibly clean and suitable for cleansing and disinfecting. Disinfection using appropriate disinfectants must be carried out when entering and leaving the Egg Packing Centre.

4. It is recommended that staff who have direct contact with the eggs do not have access to poultry or captive birds at home.

5. Egg packing trays which have been used to transport table eggs that have been laid on premises in a Highly Pathogenic Avian Influenza Protection or Surveillance zone, or in a Low Pathogenic Avian Influenza Restricted Zone, must be disposed of in such a way that they cannot be re-used (disposal as waste, recycling).

6. If using re-usable plastic trays they must be washed and cleaned using a disinfectant from Defra's approved list and marked as such.

7. An effective tracing system must be established, which identifies where table eggs have come from and will enable the operator to identify egg packing trays, which have been used to transport table eggs that have been laid on premises in a Highly Pathogenic Avian Influenza Protection Zone, or a Surveillance Zone, or in a Low Pathogenic Avian Influenza Restricted Zone.

8. The following records (paper or computerised) must be kept and made available to an APHA inspector:

- A list of all visitors - date of visit, who they represent, contact telephone number, places visited - office only or farms etc.
- A list of all premises which supply ungraded or graded eggs, including details of dates of deliveries, the dates when the eggs were laid on the laying premises, the number of eggs in each batch received.

9. Facilities must be available on site for the cleansing and disinfection of parts of vehicles, trolleys, pallets and plastic trays (if being used) trays used to transport eggs to the Egg Packing Centre. The cleansing and disinfection of such vehicles, trolleys, pallets and plastic trays must be monitored after each use and records of such checks kept.

10. There must be an effective programme to control vermin and insects in the Egg Packing Centre.

11. Eggs must only be accepted from premises in Controlled Zones, which comply with the following:

- All vehicles entering or leaving the premises must comply with written biosecurity measures, such that the outsides of vehicles are visibly clean of any mud, slurry, animal faeces, excretions or any other similar matter.
- Procedures are documented and practised, which ensure that all trays and pallets used for moving eggs are cleansed and disinfected before they are used (this can be done at the Egg Packing Centre) and that any gross contamination of them, after the eggs are loaded, is removed before they are dispatched to the Egg Packing Centre.
- The feed consumption of any birds on the premises is monitored and recorded on a weekly basis and compared with the expected level of consumption.

- Where poultry husbandry methods allow, the drinking water consumption level is monitored and recorded on a daily basis and compared with the expected level of consumption.
- All poultry on the premises are inspected at least once a day and records are kept.
- Morbidity and mortality levels are recorded on a daily basis
- Medicines records are kept and are up to date.
- Egg production levels are monitored and recorded on a daily basis and are compared with the expected level of production. Any unexpected downward deviation of production level is reported to the private veterinary surgeon responsible for the premises.

Disinfectants approved for use under the Order are set out in the Schedules to the Diseases of Animal (Approved Disinfectants) Orders (as amended).

Guidance Notes on Compliance with Requirements in an Outbreak

Guidance for compliance with condition of designation (1):

- the Egg Packing Centre is to be laid out, adapted, or clearly marked to ensure that in an outbreak there is sufficient separation of staff dealing with any live poultry on the production side and those dealing with the grading of eggs in the main packing centre. In general, staff should not work in both areas
- where it is absolutely necessary for staff or visitors to move between poultry production areas and packing areas, they must change all outer clothing and footwear and wash their hands before moving across.

Guidance for compliance with condition of designation (2):

- the Egg Packing Centre must have a sufficient supply of new or properly laundered overalls available for staff in the event of Confirmation of Designation. Supply must be able to meet demand, so that new or clean overalls are always available. For example, where laundering is done twice per week, there must be sufficient clean, or new overalls, for all staff to wear for at least three to four days.

Guidance on cleansing and disinfection of vehicles:

- as well as cleansing internal areas of the vehicle used to transport eggs, Egg Packing Centres are advised to ensure that wheels and arches are cleansed and disinfected.

Annex II - Movement Restrictions

This document describes the basic restrictions that are likely to be applied for the movements of table eggs **from** Controlled Zones in an outbreak of Avian Influenza. The Egg Packing Centre operator must monitor the status of the zone in which the Egg Packing Centre and its supply farms are located. The GOV.UK or Welsh Government (WG) websites should be checked for further information and the status of zones during an outbreak, or further information can be obtained from the APHA One Health CSC.

You need to 'Activate your Designation', if any of the premises supplying the Egg Packing Centre falls within a Highly Pathogenic Avian Influenza Protection or Surveillance Zone or Low Pathogenic Avian Influenza Restricted Zone.

Different controlled zones and different levels of restriction apply to Low Pathogenic and Highly Pathogenic Avian Influenza (LPAI/HPAI).

Egg producers and Egg Packing Centres should be aware of these differing restrictions.

It is important to note that this system is open to change and may need to be revised in the face of the circumstances at the time of any outbreak.

In most cases, movements of table eggs will be by general licence, published on the GOV.UK or WG website.

In the event of Highly Pathogenic Avian Influenza:

	To PZ	To SZ	To RZ	To FA
From PZ	LG(a)	LG(a)	LG(a)	LG(a)
From SZ	LG(a)	LG(a)	LG(a)	LG(a)
From RZ	LG(b)	LG(b)	LG(b)	LG(b)
From FA	N	N	N	N

PZ = protection zone, set-up immediately around an infected premises.

SZ = surveillance zone, set-up further around an infected premises and the PZ.

RZ = restricted zone set-up further around the PZ and SZ.

FA = Free Area - an area free from any of the above restrictions.

LG (a) = General Licence A conditions apply to movements of eggs (see Annex II.a).

LG (b) = General Licence B conditions apply to movements of eggs (see Annex II.b).

N = No conditions apply to movements of eggs (unrestricted).

In the event of Low Pathogenic Avian Influenza:

	To LPAI RZ	To FA
From LPAI RZ	LG	LG
From FA	N	N

LPAI RZ = Low Pathogenic Avian Influenza Restricted Zone.

LG = General Licence conditions apply to movements of eggs (see Annex II.a)
(the same conditions as those for General Licence A in HPAI).

N = No conditions apply to movements of eggs (unrestricted).

Annex II.a

Conditions for the movement of table eggs from premises in a:

- (a) **Highly** Pathogenic Avian Influenza **Protection** Zone (under title 'General Licence A')
 - (b) **Highly** Pathogenic Avian Influenza **Surveillance** Zone (under title 'General Licence A').
 - (c) **Low** Pathogenic Avian Influenza **Restricted** Zone (under title 'General Licence').
- i. the move must be direct to the premises of destination.
 - ii. the premises of destination must be:
 - an Egg Packing Centre designated by the Secretary of State/WG under AI legislation;
 - an egg processing plant or
 - premises for disposal.
 - iii. eggs moving to the permitted destinations listed above must be packed:
 - in new disposable packaging (including keyes trays)
 - onto clean pallets or containers and
 - in an area which must be free from visible contamination with mud, slurry, animal faeces, excretions or any other similar matter.
 - iv. before entering or leaving the premises where eggs are loaded:
 - the exterior of the vehicle must be free of any visible contamination with mud, slurry, animal faeces, excretions or any other similar matter, and
 - the vehicle's wheels and wheel arches must be cleansed and disinfected. The cleansing and disinfection after loading must take place at a point beyond which no contamination with poultry feathers, faeces, litter, egg shell or any similar matter can take place.
 - v. after unloading at the premises of destination:
 - in the case of a premises designated as an Egg Packing Centre, the parts of the vehicle and any other thing used to transport eggs to the Egg Packing Centre, which might be contaminated with feathers, faeces, litter, egg shell, broken egg or any similar matter, must be effectively cleansed and disinfected as soon as is reasonably practicable on the Egg Packing Centre premises. Except that for movements from **Low Pathogenic AI Restricted Zones** the cleansing and disinfection (C&D) of the vehicle, or other things, may be carried out elsewhere, but must in any case be carried out as soon as practicable and before the next use of the vehicle or thing
 - in the case of egg processing plants the C&D should preferably take place on the premises but may be done elsewhere. This should be done as soon as is reasonably practicable and, in any case, before the vehicle is used again
 - in the case of a premises for disposal, the C&D must take place as soon as is reasonably practicable and, in any case, before the vehicle is used again.
 - vi. all persons to whom the licence applies shall:
 - not enter or leave premises wearing clothing or footwear which is visibly soiled with mud, animal or bird faeces or any similar matter
 - cleanse and disinfect their footwear on leaving premises within the Controlled Zone and
 - take all other reasonable precautions to avoid the transfer of contamination between premises.

Additional Note - Movements

The person moving anything under the authority of a general licence granted under the Order must carry with him, at all times during the licensed movement, a consignment note which contains details of what is moved, including:

- its quantity
- the date of the movement
- the name of the consignor
- the address of the premises from which the movement started
- the name of the consignee and
- the address of the premises of destination.

On demand by a Veterinary Inspector (VI) or other officer of the Secretary of State/WG or by an inspector, the person moving anything under authority of a general licence must produce the consignment note and allow a copy or extract to be taken, and on such demand must provide his name and address.

Standard complete pallet labelling as required by the Eggs and Chicks Regulations with the addition of the details of the premises of destination would suffice.

Annex II.b

Conditions for movement of table eggs from premises in:

- a) **Highly** Pathogenic Avian Influenza **Restricted** Zone (under title 'General Licence B').
- i. eggs must be packed:
 - in packaging (including keyes trays) which is free from feathers, faeces, litter, eggshell or visible contamination with broken egg
 - onto clean pallets or containers
 - in an area which is clear of visible contamination from mud, slurry, animal faeces, excretions or any other similar matter.
 - ii. before leaving the premises in the HPAI Restricted Zone:
 - the exterior of the vehicle must be free of any visible contamination with mud, slurry, animal faeces, excretions or any other similar matter and
 - the vehicle's wheels and wheel arches must be cleansed and disinfected. The cleansing and disinfection after loading must take place at a point beyond which no contamination with poultry feathers, faeces, litter, egg shell or any similar matter can take place.
 - iii. after unloading at the premises of destination:
 - in the case of an Egg Packing Centre (which does not have to be designated) the parts of the vehicle and any other thing used to transport eggs to the Egg Packing Centre, which might be contaminated with feathers, faeces, litter, egg shell, broken egg or any similar matter, must be effectively cleansed and disinfected as soon as is reasonably practicable on the Egg Packing Centre premises
 - in the case of egg processing plants, the cleansing and disinfection should preferably take place on the premises but may be done elsewhere. This should be done as soon as is reasonably practicable and, in any case, before the vehicle is used again
 - in the case of a premises for disposal the cleansing and disinfection must take place as soon as is reasonably practicable and, in any case, before the vehicle is used again.
 - iv. packaging including keyes trays may only be re-used if:
 - it is free from feathers, faeces, litter, eggshell or visible contamination with broken egg.
 - v. All persons to whom this licence applies shall:
 - not enter or leave premises wearing clothing or footwear which is visibly soiled with mud, animal or bird faeces or any similar matter
 - cleanse and disinfect their footwear on leaving premises within the controlled zone and
 - take all other reasonable precautions to avoid the transfer of contamination between premises.

Additional note

The person moving anything under the authority of a general licence granted under the Order must carry with him, at all times during the licensed movement, a consignment note, which contains details of what is moved, including its:

- quantity
- the date of the movement
- the name of the consignor
- the address of the premises from which the movement started
- the name of the consignee and
- the address of the destination.

On demand, by a Veterinary Inspector or other officer of the Secretary of State/WG or by an inspector, the person moving anything under authority of a general licence must produce the consignment note and allow a copy or extract to be taken, and on such demand must provide his name and address.

Standard complete pallet labelling as required by the Eggs and Chicks Regulations with the addition of the details of the premises of destination would suffice.

Annex III

Explanatory Note - Designation of an Egg Packing Centre

1. Where to send your application form and who to make enquiries to:

Your application form and any enquiries you may have will be managed by your Egg Marketing Administrative Centre. The contact details appropriate to the country in which the Egg Packing Centre is situated are listed on page 9.

2. Responsibilities for Designated Egg Packing Centres

1. The person responsible for the Egg Packing Centre must consider the following requirements:
 - Structure/management/procedures in the Egg Packing Centre (Annex I of the application form)
 - Movement controls likely to be imposed following the declaration of Controlled Zones in Great Britain (GB). (Annex II of the application form).
2. If you believe you can meet these requirements in an outbreak of Avian Influenza, complete this application form and send it to the appropriate Egg Marketing Administrative Centre. Your local APHA Inspectors (Egg Marketing Inspector (EMI)/Senior Veterinary Inspector (SVI)/Veterinary Officer (VO)) will arrange to inspect your Egg Packing Centre. The APHA Inspectors will need to see that you have a written protocol in place to explain how the Egg Packing Centre will meet the Conditions of Designation and that there is a training programme to ensure that all staff understand what is expected of them. A template protocol is provided with this application form.
3. If the APHA Inspectors are satisfied that you can comply with the requirements, the Egg Packing Centre will be issued with a Confirmation of Designation Notice. This will remain in place until either:
 - you indicate that you wish the Designation to be withdrawn (advise the Egg Marketing Administrative Centre immediately, if this is the case)
 - the APHA inspector concludes that you no longer meet the requirements of Designation
 - you breach any of the conditions/requirements and your Egg Packing Centre is removed from the list of Designated Egg Packing Centres.
 - when disease restrictions are lifted
4. Once you have been issued with a Confirmation of Designation Notice and in the event of an outbreak of AI, if any of your supply farms are situated in an HPAI Protection Zone, or Surveillance Zone, or LPAI Controlled Zone, you will be required to write to the One Health CSC (contact details page 9) to confirm that you intend to 'activate' designation and operate as a Designated Egg Packing Centre in accordance with the conditions of your Confirmation of Designation Notice. You will also be required to notify your supply farms of your designated status.
5. It is your responsibility to be aware of any restrictions placed on your Egg Packing Centre and your supply farms.

3. Further information on Avian Influenza and Biosecurity

Comprehensive information and advice on Avian Influenza is available on the APHA website at:

or by navigating from the home page by clicking on 'Animal diseases A - Z' under 'Popular links' and then 'Avian Influenza'. Or the Welsh Government website at:

Annex VI
Location of Egg Marketing Administrative Centres

Forward any application(s) or paperwork to APHA at the appropriate Administrative Centre. If you have any queries, address these to your local Administrative Centre listed below:

If your premises are in **England**, your Administrative Centre is:

Egg Marketing Business Support Team
Customer Service Centre
Animal and Plant Health Agency
County Hall
Spetchley Road
Worcester
WR5 2NP
Telephone: 03000 200 301
Email:

If your premises are in **Wales** then contact your Egg Marketing Inspector via the:

Animal and Plant Health Agency
Penrallt Offices
Caernarfon
Gwynedd
Wales
LL55 1BN
Telephone: 0300 303 8268

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.