

PROCEDURE – BC & MS DIVISION

Ref: INT06/8960



**NSW DEPARTMENT OF
PRIMARY INDUSTRIES**

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Title:	STOCK IDENTIFICATION – MANAGING STATUSES, ERRORS AND DATA TRANSFERS ON THE NLIS DATABASE		
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1. OVERVIEW

This document describes procedures for assigning and managing statuses, correcting errors and performing special data transfers on the National Livestock Identification System (NLIS) database.

2. BACKGROUND

Relevant information about the movement of cattle must be provided to the authorised administrator of the permanent identification register (*Stock Diseases Regulation 2004* Part 3 Division 4). The authorised administrator is Meat and Livestock Australia (MLA) and the permanent identification register is the NLIS database (order pursuant to clause 35). The NLIS database has been enhanced to provide a wider range of functions for assigning and managing disease, residue, ownership and commercial risk statuses, and for correcting errors on the database.

3. SCOPE

This procedure document is relevant to NSW Department of Primary Industries (DPI) Senior Regional Animal Health Managers (SRAHM), Regional Animal Health Leaders (RAHL), and Head Office staff involved in policy for and administration of the NLIS. When approved and issued as a Written Instrument by the Rural Lands Protection Board (RLPB) State Council, the procedure applies to Boards, and to inspectors and district registrars employed by them.

4. POLICY

The policy for NLIS Cattle is to:

- Implement the national scheme in this State in collaboration with industry and in accordance with national standards and State legislation;
- Facilitate a consistent approach to implementation and enforcement throughout the State;
- Ensure appropriate access to and use of data for purposes consistent with legislation.

5. PROCEDURE

Selected procedures for managing statuses and correcting errors on the NLIS database are attached in an annex.

6. DEFINITIONS

7. RELATED LEGISLATION

- [Stock Diseases Regulation 2004](#)

8. RELATED PROCEDURES

- Various procedures at www.agric.nsw.gov.au/reader/nlis-policy-legislation
- [BC&MS PRO 2005/018 TSE – Monitoring of imported animals for BSE](#)
- [AI 2001/54 Stock foods legislation and feeding bans – Enforcement and auditing](#)

9. RELATED DELEGATIONS

Nil.

10. RELATED DOCUMENTS

- Request for transfer of NLIS devices to 8As on the NLIS database (form attached)
- Request for transfer correction (rollback) on the NLIS database (form attached)
- Terms of Use for the NLIS Database <https://www.nlis.mla.com.au> > Terms of use (upper right of screen)

11. REVISION HISTORY

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Version 2	

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13. CONTACT OFFICERS

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STOCK IDENTIFICATION – MANAGING STATUSES, ERRORS AND DATA TRANSFERS ON THE NLIS DATABASE

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1 Introduction

The NLIS database records the movement of cattle throughout Australia. The database records NLIS devices rather than cattle, and this provides both opportunities (eg to move excess devices between properties through Tag transfer/TAGTRAN) and problems (eg data entry errors that may cause the database to record the incorrect details and that require transfer corrections).

This document details a number of tools that are available to enhance the traceability of cattle and to correct errors.

These issues are largely managed and implemented by NSW DPI. As the main point of contact for producers, agents and other industry people with animal health authorities, RLPBs may be involved in screening and forwarding requests to DPI for further investigation and action. DPI may need to refer an issue to a RLPB for local knowledge or field investigation coordinated by the Senior Regional Animal health Manager (SRAHM) or Regional Animal Health Leader (RAHL).

1.1 Responsibilities

1.1.1 NLIS Database Clerk

- Assign approved PIC and device statuses.
- Investigate the database notifications of device movements.
- Assist RLPBs with TAGTRAN.
- Perform approved transfers to 8As.
- Perform approved third party transfers.
- Investigate, advise and correct transfers.
- Process approved rollbacks for 'DECEASED' devices.

1.1.2 Senior Regional Animal Health Managers and Regional Animal Health Leaders

- Endorse some status changes.
- Endorse transfers to 8As and requests for rollbacks if required.
- Coordinate field investigations.

1.1.3 RLPB Inspectors and District Registrars

- Investigate transfers of animals/devices of regulatory interest (eg imported or RAM-fed cattle; lost device; transfer from cancelled PIC) if required.
- Endorse transfers to 8As if required.
- Investigate misreads and requests for rollbacks if required.
- Endorse and perform TAGTRAN.
- Perform approved third party transfers.

2 Statuses

The NLIS database can record a range of statuses against PICs and individual NLIS devices. These statuses allow movements of animals of interest to industry or regulatory authorities to be flagged and more closely monitored and appropriate action taken. For example, abattoirs can determine an organochlorine status prior to slaughter to find out whether an animal needs to be tested and cohorts held, and the Police can be immediately notified if a stolen animal is transferred. The most relevant statuses are summarised below, although not all are currently in use in NSW.

Program code	Status code prefixes	Use
OC	T, R, M	National Organochlorine Residue Management (NORM) program – previously called extended residue program (ERP) statuses
NARM	K, E	National Antibacterial Residue Management (NARM) program
NLS	R, D, L, S	Replaced, damaged/destroyed, lost or stolen devices or cattle
IMPO	IM	Imported cattle
RAM	F	Cattle exposed to restricted animal material (RAM)
JD	JD	Johne's disease (JD) risk cattle

Details about most of these statuses are provided in appendix 14.9 to the Terms of Use for the NLIS Database (see 10. above).

The first two statuses, although assigned by regulatory authorities, are largely put in place to assist industry meet product integrity and market access requirements. The NLS statuses are of interest to both industry and regulators (especially Police). The last three statuses are directly relevant to regulatory programs managed by DPI and RLPBs.

2.1 Assigning and reporting statuses

Statuses may be assigned and removed by designated DPI staff with SDA database accounts. The NLIS Database Clerk can do this on behalf of project coordinators at their request/approval. If a project coordinator requires direct access to a specific status function, a recommendation should

be sent through their Unit Manager for approval and then to the NLIS Database Clerk who will activate this function.

Designated industry and regulatory agencies may interrogate the NLIS database for device and PIC statuses. See the Terms of Use (10. above) for further information about who can access what information, and contact NLIS Database Clerk for advice on accessing status reports from the database.

Automated email notifications are sent by the NLIS database to DPI when the movement of a device with a status (other than OC and NARM) is recorded on the database. These emails are sent to enquiries.nlis@dpi.nsw.gov.au and screened by DPI's NSW NLIS support line staff. Subsequent action is outlined below and summarised in Table 1.

2.2 NORM and NARM program statuses

PIC and device statuses are set in accordance with the policies and procedures of the NORM and NARM programs by the State Residue Coordinator or, on that officer's instruction, by the NLIS Database Clerk or other clerical staff with appropriate database access.

2.3 Replaced, damaged and destroyed statuses

These statuses may be set by cattle producers for devices that are currently assigned on the database to a property linked to their database account.

Replaced and destroyed statuses may be set for regulatory purposes, for example where an inspector has seized devices or instructed that cattle be re-identified in accordance with the Regulation. Requests should be sent by the inspector through the SRAHM or RAHL for approval and then to the NLIS Database Clerk to action.

Upon receipt of an email notifying that a replaced or destroyed device has been moved, DPI will promptly investigate the matter further, and may call on the assistance of a DPI or RLPB inspector for field investigation in accordance with compliance procedures. This investigation is coordinated by the SRAHM.

2.4 Lost and stolen statuses

Lost device (L1) status may be set by a manufacturer for **unattached devices** that have been recorded on the NLIS database and despatched but subsequently fail to arrive with the producer who ordered them, or have been returned to the manufacturer. A producer may request MLA to set this status for unattached devices that they believe have been lost or otherwise misplaced.

Lost device (L2) status may be set by a producer where an **attached device** has fallen off (provided the producer knows what the device number was).

MLA automatically notifies DPI when an L1 or L2 status device is transferred. Further action may be taken if there is other available information suggesting misuse of devices or some other breach of the Regulation (eg misuse of devices on wrong property or cattle). The email is forwarded to the NLIS Database Clerk for further investigation and, if appropriate, referred to an inspector for field investigation in accordance with compliance procedures.

A device that is damaged or no longer works (ie if it cannot be attached to the animal or fallen out after application) may be set to damaged device (DI) status.

Lost cattle (S1) status may be set for **attached devices (cattle)** which a producer believes have strayed or are otherwise missing but have not been reported to the Police. **Stolen cattle (S) status** is set for **cattle or unattached devices** that have been **reported to the Police as stolen**.

NSW Police are keen to receive reports of stolen stock and producers are strongly encouraged to report missing stock as stolen (after they have ruled out straying, misadventure and other obvious causes). If a producer contacts an RLPB or DPI about stolen cattle, they should be advised to lodge a formal report with a Rural Crime Investigator (RCI) via their local Police station or Crime Stoppers. The producer should obtain an incident reference number from the Police.

The producer should try to work out the device numbers on the stolen cattle from existing records and by scanning all remaining cattle. A stolen status can only be set on the NLIS database if the NLIS device numbers are known with a reasonable degree of confidence and are provided by the producer reporting the likely theft.

An S1 or S status may be set by an RCI with an SDA Full account, or by the NLIS Database Clerk on request from an RCI. The status may also be set by the NLIS Database Clerk if a producer contacts their RLPB or DPI's NLIS support line and provides in writing (email or fax) a list of the NLIS device numbers and (for S status) the Police report reference number (COPS event number).

Upon receipt of an email notifying that an S or S1 status animal has been moved, the NLIS Database Clerk promptly clarifies and confirms the information from the NLIS database. This information is then forwarded to senior RCIs (NSW Police) via email for further investigation and appropriate action.

2.5 Imported statuses

IMPO statuses are determined by the State Coordinator for the National Transmissible Spongiform Encephalopathy Surveillance Program (NTSESP) in accordance with national rules and State procedures, and actioned by the NLIS Database Clerk.

Upon receipt of an email notifying that an IMPO status animal has been moved, NLIS Support immediately notifies the NTSESP State Coordinator who coordinates further investigation and action with the assistance of the NLIS Database Clerk, and RLPB or DPI inspectors as required in accordance with compliance procedures. See 8. above for further information. The NSW Food Authority or Australian Quarantine and Inspection Service (AQIS) are notified if the animal has been slaughtered at a domestic or export abattoir respectively so they can confirm that the abattoir checked the animal's status and has appropriately disposed of the carcass.

2.6 RAM statuses

RAM statuses are determined by the Manager Biological and Chemical Risk Management (B&CRM) in accordance with national rules and State procedures, and are actioned by the NLIS Database Clerk.

Upon receipt of an email notifying that a RAM status animal has been moved, NLIS Support immediately notifies the Manager B&CRM who coordinates further investigation and action with the assistance of the NLIS Database Clerk and RLPB or DPI inspectors as required in accordance with compliance procedures. See 8. above for further information. The NSW Food Authority or AQIS are notified if the animal has been slaughtered at a domestic or export abattoir respectively so they can confirm that the abattoir checked the animal's status and has appropriately disposed of the carcass. NLIS devices may be retained by abattoirs for evidence to an Inspector.

2.7 JD statuses

Rules for assigning JD statuses may be developed as part of the outcome of the current deliberations about BJD policy in NSW. If this occurs, JD statuses may be determined by the State Bovine Johne's Disease (BJD) Coordinator and actioned by the NLIS Database Clerk.

2.8 LT status

Life-time traceable (LT) status is automatically set by the NLIS database when the following criteria are met:

- the NLIS device is a white breeder device, and
- there are no apparent gaps in the history of transactions or movements of that animal (no 8Xs, 8As etc).

LT status may be overridden by DPI where appropriate for regulatory purposes. For example, an inspector becomes aware, during a breach investigation for failing to record a property to property movement, that a transaction is missing and therefore that LT status is incorrect, or that white devices have been attached to cattle that have not been home-bred.

A recommendation for a change to LT status should be sent by the inspector to the SRAHM or RAHL for approval and then to the NLIS Database Clerk to action.

3 Tag transfer

Unattached NLIS devices which cannot be used on the property to which they were issued may be transferred to another property using a function known as Tag transfer or TAGTRAN. Once the devices have been transferred to another property by or on behalf of a district registrar or inspector, the devices meet the requirements of the *Stock Diseases Regulation 2004* for an approved permanent identifier for use on that other property.

Valid reasons for transferring unattached devices are:

- a genuine mistake has been made in ordering or supplying the devices;
- properties are being combined under the one PIC *;
- a producer has sold or no longer occupies a property and wishes to use left-over devices on another property they own or occupy;
- a producer has devices that are excess to their long term needs and wishes to supply or sell the devices to another producer;
- a producer is required to use special NLIS devices on their property.

TAGTRAN is not available:

- for transferring devices after they have been attached to cattle * (especially if the cattle have already been sold or slaughtered);
- to identify cattle with breeder devices after they have left their property of birth (unless approved by an inspector);
- to identify cattle on agistment or a TSR with devices for their 'home' property;
- for special identifiers unless used on the property;
- for devices acquired in breach of the Regulation (these should be seized and destroyed by an inspector).

* If properties are combined under one PIC, unattached devices may be moved by TAGTRAN from the now inactive PIC to the active PIC, whereas cattle should be moved from the inactive to the active PIC by a normal property to property transfer.

3.1 TAGTRAN application and approval

TAGTRAN is encouraged as it provides a lawful mechanism for using superfluous devices which otherwise might be misused.

The legitimacy of the proposed transfer must be confirmed by the district registrar with the following information:

- property identification code (PIC) of the property to which the devices were issued.
- PIC of the property to which the devices are to be transferred.
- EU accreditation. Only AQIS can sanction the transfer of devices between properties that are accredited under the European Union Cattle Accreditation Scheme (EUCAS). If either property is EU accredited, the producer must contact the EUCAS hotline 1800 305544.
- The devices are unattached – devices that have already been attached to cattle cannot be transferred using TAGTRAN.
- The devices do not have a status assigned to them in accordance with the NLIS database Terms of Use (if they do and it is appropriate to do so, the status must be turned off before the devices can be transferred, and then turned back on again – contact the NLIS Database Clerk).
- The person applying to make the transfer is lawfully in possession of the identifiers (usually because they placed the order as the then owner or occupier of the property to which they devices were issued).
- Valid reason for the transfer (see above).
- RFID or NLIS numbers of the devices, which may be obtained from the producer or supplier, by visually reading the devices, or by scanning the devices.

TAGTRAN may be performed by any RLPB staff member with an SDA Medium NLIS database account. Instructions are available on the RLPB/DPI extranet under Resources and further advice

can be obtained from the NLIS Database Clerk. Boards may charge for this service in accordance with any relevant State Council guidelines.

4 8As

8As (AAAAAAA) is a code that signifies that the PIC of a property is not known. **The use of 8As by industry account holders is not allowed** – the correct PIC must be determined and used and to do otherwise is in breach of the Regulation.

Notwithstanding State legislation, the NLIS database accepts transfers to 8As in the following circumstances:

- destination PIC in saleyard 'sell' files
- destination PIC for abattoir files (instead of DECEASED)
- destination PIC in transfers off an agent code
- source or destination PIC in property to property transfers.

The transfer of cattle to 8As may be authorised to assist an agent, saleyard or abattoir clear cattle from their database 'current holdings' when the cattle are no longer or never were in their possession, especially where the cattle were moved onto that code before 1 January 2006 (before recording of all movements became mandatory) and the correct location of the cattle cannot be reasonably determined. Lifetime traceable (LT) status is lost. This service must not be provided for expediency and the person responsible for the identification code must demonstrate commitment to ensuring that all subsequent movements are correctly recorded on the database.

If the cattle are still alive and a subsequent movement is reported to the database, the database will perform a system transfer from 8As to the newly advised PIC. The subsequent movement history of the animal can then be recorded, although life-time traceable status remains lost due to the gap in the tracing history. Abattoirs in particular should not set current holdings to deceased status unless they are certain the cattle have been killed, as this results in an error and apparent misread (see 7 below) if someone subsequently attempts to upload the device to the database.

In the situation where devices are no longer resident on a PIC, account holders with the NLIS Database may set devices to Inactive (IA) status.

4.1 8As application and approval

The applicant must be a person with an NLIS database account which is linked to the identification code on which the devices are currently assigned and appear in their current holdings. The applicant must confirm that they have made reasonable attempts to determine the correct identification code to which the devices should be transferred but are unable to do so, or that the animals were never in their possession, and acknowledge that life-time traceable status will be lost. An application and approval form for transfers to 8As is attached.

An application to transfer to 8As may be received via MLA, an RLPB or DPI. The application is sent to the NLIS Database Clerk who carries out a preliminary assessment in consultation if required with Manager B&TS or or TS NLIS. If further information is needed or the case is unconvincing, the application may be referred via the SRAHM to an RLPB inspector for local investigation and endorsement. Final approval for a transfer to 8As is given by Manager B&TS or Technical Specialist NLIS. Approved transfers to 8As are performed by the NLIS Database Clerk after confirming that the relevant devices are still assigned to that PIC or establishment on the NLIS database. These procedures are designed to ensure integrity and minimise the use of 8As while assisting with monitoring (movements to 8As are legitimate if performed by an 'SDA' account holder but not if performed by an industry account holder).

AQIS approval is not required for transfers of EUCAS cattle to 8As, however the cattle would lose their EU eligibility.

Approval to transfer devices to 8As does not negate any breach of legislation that may have occurred and which should be further investigated by an inspector in accordance with compliance procedures.

The Regulation does not preclude producers transferring cattle of their property to 8As if they wish to clear cattle that are no longer on their property from their current holdings, No approval is required, but this practice should not be encouraged as LT status is lost.

5 System Transfers

A system transfer (8Xs or 'XXXXXXXX') is performed automatically by the NLIS database when it detects a gap in the record for a device. For example, if devices are assigned to property A, and the cattle to which they are attached are then consigned from property B to saleyard C, the database will record a system transfer from A to B to fill in and flag the gap. LT status is lost. For example:

Property A	System transfer	Property B	Saleyard C
NA471234 →	XXXXXXXX →	NB471235 →	EUSY2999

The NLIS database provides an automated email 'warning' to the person doing the transfer that the beast is not located on the PIC that they are trying to transfer it from. (This is not a 'warning' in a regulatory sense as it has not been issued by an inspector for a breach of the Regulation and should not be misinterpreted as such).

System transfers are very common at present as many cattle have been moved between properties without being recorded on the database before property to property movement recording became mandatory on 1 January 2006. They should become less common over time, and should not occur for devices manufactured from 1 January 2006 (with a year of manufacture code of 'B' or greater).

More information on system transfers is available from NLIS Support (MLA 1800 654 745).

6 Third Party Transfers

Stock agents and certain other NLIS database account holders can transfer devices between unlinked PICs as a service to their clients. This feature is called a 'third party' or 'non-written authority' transfer.

DPI and RLPB staff may also gain access to this facility and perform third party transfers in certain circumstances.

A third party transfer must record the person who has authorised and on whose behalf the transfer is being carried out. The person performing the transfer must agree that "I warrant that I am authorised by the authoriser named here to notify MLA of this transfer on their behalf. I acknowledge that I am liable for all losses and damages arising out of this warranty being incorrect and indemnify MLA for those losses or damages".

6.1 DPI third party transfers

NLIS Database Clerk has access to third party transfers and can perform them for regulatory purposes or to correct significant errors in data which cannot be readily corrected in another way.

With the authorisation of the NTSESP State Coordinator, imported cattle that have died or been euthanased may be moved to DECEASED. Cattle with an IMP, RAM or other regulatory status may be moved between PICs where necessary to ensure that their traceability is maintained and the owner or person in charge of the cattle can't be entrusted or has failed to do so.

Other DPI staff may also apply for access to third party authority transfers for regulatory purposes, for example to transfer cattle to and from cattle tick dips. Relevant staff with an SDA Medium database account should apply through their Unit Manager to Manager B&TS who will authorise MLA to turn on this function on the staff member's account.

DPI will not be performing third party transfers for commercial purposes.

6.2 RLPB third party transfers

RLPB staff may wish to perform third party transfers for the following reasons:

- regulatory purposes within their district (eg JD or residue control);
- as a tool to transfer animals onto or off a travelling stock reserve (TSR) (this can also be done with a 'Producer' account for the TSR PIC);
- to provide a service to ratepayers, shows, camp drafts and others in their district.

For the latter two purposes, the approval of the Board must first be obtained. The Board may wish to consider the circumstances in which it might provide this service and the fees it will charge, the resource commitments required, and the implied liability. For example, a data transfer service might be provided as a commercial activity on request, or be limited to perceived community service obligations (eg for their own TSRs or for a trust).

Fees and services are subject to any State Council guidelines. As producers and others can transfer cattle themselves and there are likely to be other private service providers, it is anticipated that market forces will determine the appropriate fee that may be charged in various circumstances.

Once these issues are decided within the RLPB, the Manager or District Veterinarian may request the NLIS Database Clerk to authorise MLA to turn on this function on the nominated staff member's SDA Medium database account.

Notwithstanding the term 'non-written authority' used by MLA, an RLPB must only perform a third party transfer on the written request of the owner or person in charge of the stock. The person in charge may include the operator or secretary of a show, camp draft, common or the like. The request must specify the NLIS device numbers of the relevant cattle, the PICs of the properties the cattle are being transferred from and to, and the date of movement. An NVD or TSS number is optional (or the default number 1234567 may be entered). The applicant must provide their name and full contact details. The request may be by letter, fax or email. The use of Form A to the NLIS Database Terms of Use (see 10. above) is recommended.

A third party transfer should only be performed by an RLPB when either the PIC of origin or destination (or both) is located within that Board's district. If for some reason this is not the case, the Board should first check with one or both of the other relevant Boards.

7 Misreads

A misread is when an NLIS device is incorrectly read and, as a consequence, an erroneous transfer is recorded on the NLIS database.

Misreads can occur for the following reasons (in approximate order of likelihood):

1. Incorrect PIC. The uploading of an incorrect destination PIC by a producer, agent or saleyard could result in an NLIS device apparently being in two places at once.
2. Visual read of NLIS number. NLIS numbers are printed in small type on the outside of the device and are difficult to visually read once the device is attached to an animal, especially when the device is correctly placed high up in the ear, the ear is hairy or dirty, or the animal is restless. Letters and numbers can be easily misread from handwriting, for example NC may be read as NG, or XB as XBY.
3. An RFID number is manually transcribed. RFID numbers contain 16 numbers (including a space and typically several zeros) and mistakes are easily made if the number is retyped from one file or record to another.
4. Block transfer of current holdings. Some saleyards, abattoirs and agents have cleared their current holdings by transferring devices en masse to 8As or DECEASED without checking whether the numbers are valid and should have been there in the first place, creating the false impression of a valid scan and read of the devices.
5. Software transformations. There have been some instances of software transcribing RFID numbers. Two NSW abattoirs were, for a period during 2005, transcribing the manufacturer

code 951 to 982. A brand of reader in QLD was transcribing RFID numbers by 64. The occasional faulty reader has been reported.

6. Duplicate NLIS numbers. NLIS numbers are printed on a device by a manufacturer on receipt of an order. The format of the NLIS number, the manufacturer's internal quality assurance procedures and NLIS registration of devices issued should prevent duplicate NLIS numbers being printed and entered on the NLIS Databases, but this could happen if these procedures break down resulting, for example, in the same sequence of serial numbers for a PIC being printed in the same year.
7. Illegal reuse or recycling of NLIS devices. Most common at abattoirs and managed under approval to recycle by DPI and NLIS Standards Committee.
8. Duplicate RFID numbers. RFID numbers are unique in accordance with international standards. No cases of duplicate electronic numbers have been found.

Misreads are normally reported to MLA in response to a system generated email. MLA is keen that apparent misreads are investigated to ensure there are no unresolved issues of data integrity and regard this as a State regulatory responsibility.

MLA refers the problem to the NLIS Database Clerk who looks into the issue on the database and, as appropriate, by contacting industry database account holders directly. In some situations, the assistance of a SRAHM or RLPB inspector may be sought for local investigation, but this will be kept to a minimum unless a significant breach of State legislation is suspected. Depending on the findings, a transfer correction may be appropriate (see below).

Misreads involving multiple animals or which indicate a trend or systematic problem, or where a significant and deliberate breach of legislation may have occurred, may be investigated more thoroughly than those involving a single animal or an apparent mistake. The cost of mustering and re-scanning an animal, if required to resolve the problem to their satisfaction, should be met by the owner or person in charge of the animal.

8 Transfer Corrections

A transfer of NLIS devices on the database may be corrected or reversed in certain circumstances.

There are two categories of corrections: those that can be done by the person who made the original transfer (account user edit corrections – see 8.1 below), and those that can only be done by DPI or NLIS Support (SDA rollbacks – see 8.2 below). Within these categories, MLA have classified transferred correction rollbacks into 5 types.

Transfer corrections may be performed to correct genuine errors in data, for example a transfer to the incorrect PIC or a misread of a device. **Transfer corrections are not performed to record a movement retrospectively for expediency**, such as to restore LT status or to avoid prosecution by transferring the animal outside the statutory time period.

8.1 Account transfer correction

Two types of corrections may be performed by the database user who did the original transfer using their own NLIS account, provided there have been no subsequent transfers of the devices. No approval is required.

Transfer correction – type 1

- The devices were transferred from or to an incorrect identification code (PIC, agent or district code)
- The devices have been transferred to 8As, and now the correct PIC of destination is known
- The devices were transferred using an incorrect NVD serial number
- The devices were transferred using an incorrect date

The user can edit the incorrect data with the correct details. For example, a producer records a property to property movement from the wrong PIC; they realise their mistake and correct the transfer with the right PIC.

Transfer deletion – type 2

- Incorrect devices were transferred.
- The devices were incorrectly transferred to DECEASED status.
- A transfer record is removed.

The devices are rolled back to the last identification code they were assigned to on the NLIS database and all associated data (eg NVD number) is deleted from the active record. Note: Deleted transfers are displayed on a 'Life History' report. For example, a producer transfers the wrong animal from their property to another property; they realise their mistake and delete the transfer so the database shows that the animal is still on the original property (they may then transfer the correct animal in the normal way).

8.2 SDA corrections

These rollbacks cannot be performed by the database user and MLA refers any requests to DPI for approval and action.

SDA transfer deletion – type 3

- An animal is incorrectly recorded as having been sold through a saleyard, moved to an agent code, moved between properties or deceased. The transfer (or series of transfers) is reversed and the devices are restored to the last identification code they were assigned to on the database.

For example, a producer incorrectly reads and records the NLIS number printed on a device and uploads this information to the NLIS database. As a consequence, a different animal is recorded as having moved between properties on the database. The owner of the different animal receives an automated email from the database advising of the transfer. The owner checks and confirms that the animal with this device number is still on their property (and has not, for example, been lost or stolen unbeknown to them). The owner cannot do the corrections themselves (as they didn't do the original transfer) and so they provide this evidence to request a corrections.

Transfer insertion – type 4

- Insertion of an earlier transfer which is missing and there have been subsequent transfers of the devices.
- Replace a transfer to 8As with the correct identification code.
- Replace a system transfer (8Xs) with the missing transfer that caused the system transfer.

Kill file rollback – type 5

- An animal is incorrectly recorded as killed at an abattoir. The abattoir kill file information is deleted from the carcass feedback database and the devices restored to the last property identification code they were assigned to on the database.

For example, an abattoir clears their current holdings by moving an animal to deceased. The producer on whose property the animal was last assigned on the database receives an automated email from the database confirming that the animal is now deceased. The producer produces evidence that the animal is still alive on their property and requests a correction.

8.3 Application for correction

The applicant for an SDA rollback type 3, 4 or 5 must be the person who:

- carried out the original transfer, or
- is responsible for the cattle to which the devices are attached, or
- is responsible for the identification code to which the devices are currently assigned on the NLIS database.

The responsible person may be a producer, stock agent, saleyard operator or processor.

The application must specify the:

- applicant's name, contact details and NLIS database user id;
- NLIS or RFID numbers of the relevant cattle;
- reason for the request, including evidence that a transfer did or did not occur or that the animals are located somewhere different to that recorded on the database;

- other relevant information, such as PICs, date of movement, NVD number, upload id (if known).

Applications must be in writing, by email, fax, letter or using the attached *Request for transfer correction on the NLIS database* form. The application may be sent to MLA, DPI or an RLPB but all applications must be forwarded to the NLIS Database Clerk.

Applications must be made within 28 days of the date of the incorrect or missing transfer, or of a system generated email having been sent by the NLIS database to the applicant. This provides a small period of grace over the statutory time limits for movement recording, allowing time for database users to check system emails, current holdings and the like, realise there is a problem, and take steps to correct or report it. Applications received after this time will only be progressed if they indicate a significant and systematic anomaly that has or might impact on many animals such that further investigation is warranted, not if it appears to be an isolated or one-off event affecting only one or a few animals.

An application must be accompanied by substantive evidence that the animal is still alive and the device is still attached to it, the animal is located somewhere other than the location currently recorded on the database, the recorded movement to that location did not occur, and/or the missing movement did occur. A rollback will not be performed simply because a person claims that the animal is somewhere else or did not move as recorded on the database. This evidence may be in the form of a statement by an independent person who has sighted and preferably scanned the device, a copy of an NVD or TSS, or a statutory declaration. It is the applicant's responsibility to provide this evidence at their expense.

8.4 Assessment and approval for corrections

Applications are initially assessed by the NLIS Database Clerk to confirm the information provided, obtain a full history of relevant transactions from the NLIS database, and determine the likely cause of the apparent incorrect transaction.

A type 4 correction will only be approved if the movement occurred within the last 28 days before the application is received.

Other corrections will only be approved if the transfer occurred (or should have occurred) after movement recording became mandatory (ie after 1 July 2005 for saleyards, agents and abattoirs, and after 1 January 2006 for all other movements). Most cattle moved before that time are not lifetime traceable and, although it could be argued that a correction may enhance the traceability of an animal, the available history will often be sufficient and the presence of 8Xs or 8As serves to highlight that there could be a gap that may warrant further investigation.

If the application provides sufficient information, is straightforward, and/or the information is readily confirmed from the database or by email or telephone with other parties, then the application may be endorsed by Manager B&TS or NLIS TS. Otherwise, further information and a declaration may be sought from the applicant using the attached *Request for transfer correction on the NLIS database* form. The information may be sent to an RLPB inspector via the SRAHM for local investigation and confirmation. These procedures are designed to ensure integrity.

The inspector or DPI may contact or send a copy of the application to the abattoir, saleyard or producer that originally uploaded the transfer of the cattle for their information or confirmation. They may be given up 14 days to respond. If they object to the rollback on reasonable grounds, then it will not be carried out. If they admit an error, do not object or do not respond, then the rollback may be carried out. This process provides an opportunity for another party who may be affected by the rollback to make representations, and may help to resolve the original problem and prevent it from happening again.

If the animal or property from or to which the correction relates is EUCAS accredited, then the correction must be approved by AQIS.

Assessment and processing of corrections can be complex and time consuming, and the amount of time spent must be balanced against the benefit of resolving the issue. DPI will endeavour to progress and resolve acceptable applications for rollbacks within 1 month of receipt. Corrections

will not be progressed urgently for the applicant's convenience, such as because they are about to sell or move the animal.

Corrections can only be performed by the State NLIS regulatory authority in the State that the destination PIC is registered in. If the property from or to which the rollback relates is in another State, DPI will seek the approval of the NLIS coordinator in that State before performing the rollback.

In rare cases there may be some benefit in inserting a missing transfer or correcting an incorrect transfer well after the event to provide a more complete life history, for example for an imported animal or one exposed to restricted animal material. These decisions will be made by DPI on a case by case basis.

Final approval for a correction is given by Manager B&TS or NLIS TS. Approved rollbacks are performed by the NLIS Database Clerk or NLIS Support (MLA).

A correction does not negate an offence that may have been committed by someone for failing to upload the correct information in time which should be further investigated by an inspector in accordance with compliance procedures.

9 Database Error and Warning Email Notifications

The NLIS database sends automated email messages to enquiries.nlis@dpi.nsw.gov.au about a wide range of errors performed by other database users. These notifications are determined in accordance with the NLIS business rules and may change from time to time.

A large number of error notifications are generated daily and aim to keep NLIS users informed of device transfers. Investigation of errors can be potentially complex and time consuming, and must be balanced against the benefit of resolving an issue. Errors involving multiple animals or which indicate a trend or systematic problem, or where a significant and deliberate breach of legislation may have occurred, may be investigated more thoroughly than those involving a single animal or an apparent mistake. A suggested response to each message type is determined by Manager B&TS and NLIS TS and summarised in Table 2. This table will be amended from time to time on the basis of experience and to conform with the terms of use for the NLIS Database.

Table 1 – Action in Response to Status Email Notifications from NLIS Database

Issue	Response time	Code	Message (example)	Action
Imported animal transferred	Same day	122	Information – NLIS Upload ID 123456 – Saleyard Sale – Info 122 – Status IM1	NLIS Helpline → NLIS Database Clerk to examine → NTSESP State Coordinator for action
RAM fed animal transferred	Same day	122	Information – NLIS Upload ID 123456 – Saleyard Sale – Info 122 – Status F1	NLIS Helpline → NLIS Database Clerk to examine → Manager B&CRM for action
Stolen animal transferred	Same day	122	Information – NLIS Upload ID 123456 – Saleyard Sale – Info 122 – Status S or S1	NLIS Helpline → NLIS Database Clerk to examine → Police for action
Lost device transferred	1 week	122	Information – NLIS Upload ID 123456 – Saleyard Sale – Info 122 – Status L1	NLIS Helpline → NLIS Database Clerk to examine → inspector for action if warranted

As at 25/06/08 – may be amended from time to time

Table 2 – Action in Response to Error and Warning Email Notifications from NLIS Database

Issue	Response time	Code	Message (example)	Action
Device not on database	1 month	2 3		Note; follow up systematic or repeated problems
Attempt to transfer deceased animal	1 month	12		Follow up as misread if requested to do so by MLA or account holder
Attempt to transfer stolen animal	Same day	19		NLIS Helpline → NLIS Database Clerk to examine → Police for action
Transferring lost, replaced or damaged tag	1 month	33 34 35	Warning - NLIS Upload ID 123456 - Saleyard Sale - Warning 33	Follow up as misread if requested to do so by MLA or account holder
Abattoir transfer discrepancies	1 month	102 103 208 209	Error – NLIS Upload ID 123456 – Kill Upload – Info 103	Note; follow up systematic or repeated problems
PIC discrepancies	1 month	124 125 126	Information – NLIS Upload ID 123456 – Saleyard Sale – Info 126	Note; follow up systematic or repeated problems
Post-breeder device replaced with breeder device	1 month	141	Warning - NLIS Upload ID 123456 - Replace Tags - Warning 141	NLIS Helpline → NLIS Database Clerk to examine → inspector for action if warranted
Processed cattle not on current holdings	NA		NLIS overdue cattle processed not on current holdings notification	Note
NLIS database account locked	NA		Account Lock	Note
Various		6 11 39	NLIS Upload ID 123456 - Property to Property - Warning 6	Nil

As at 25/06/08 – may be amended from time to time

Request for Transfer of NLIS Devices to 8As on the NLIS Database

I
(insert full name)

of
(insert business or residential address)

trading as
(insert full business name)

NLIS database account user id Telephone.....

apply for approval to transfer NLIS devices to 8As (AAAAAAA).

NLIS or RFID numbers of devices to be transferred

Attach a list or email an electronic file

Current identification code the devices are assigned to
and are to be transferred from:

N							
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Reason for request (explain why you believe these devices should be transferred to 8As)

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.....
.....

Declaration

I confirm that all of the information provided on this form is correct, that the devices are on my NLIS database account current holdings, and the cattle to which the devices are attached are no longer or were never in my possession. I have made reasonable attempts to determine the correct identification code to which the devices should have been transferred but without success. I understand that transferring these devices to 8As will result in them losing lifetime traceable (LT) status. I agree that a copy of this form may be sent to any person who previously recorded the transfer of these devices for their confirmation. I understand that approval to transfer these devices does not negate an offence that may have been committed by a person under State legislation.

Signed..... Date

Approval

Endorsed Not endorsed (attach reason)

Name Position.....

Signature..... Date

Approved Not approved (attach reason)

Name Position.....

Signature..... Date

Request for Transfer Correction (Rollback) on the NLIS Database

I
(insert full name)

of
(insert business or residential address)

trading as
(insert full business name)

NLIS database account user id Telephone.....

request the correction of a transfer of cattle on the NLIS database.

NLIS or RFID number of animal *If more than one animal, attach a list or email an electronic file*

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Property identification code (PIC) of current location of the animal
(includes saleyard or abattoir)

N									
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Reason for request *(Explain why you believe a transfer of this animal needs to be corrected, including substantive evidence that the NLIS device is still attached to a living animal that is currently located on this PIC)*

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.....

Declaration

I confirm that all of the information provided on this form is correct, that I am the owner or person in charge of either the cattle or the PIC to which this request relates, and that the cattle is still alive and located on or has been transferred through the specified property, saleyard or abattoir. I understand that an incorrect rollback may result in the cattle losing lifetime traceable (LT) status. I agree that a copy of this form may be sent to any person who previously recorded the transfer of this animal for their confirmation. I understand that approval to rollback a transfer does not negate an offence that may have been committed by a person under State legislation.

Signed Date

Approval

Endorsed Not endorsed *(attach reason)*

Name Position.....

Signature..... Date

Approved Not approved *(attach reason)*

Name Position.....

Signature..... Date



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

WRITTEN INSTRUMENT



BC&MS PROCEDURE 2006/009
Ref: INT06/8960

SC Ref: -/-/WI
DV Ref: -/25/-

STOCK IDENTIFICATION – MANAGING STATUSES, ERRORS AND DATA TRANSFERS ON THE NLIS DATABASE

The attached document is a **WRITTEN INSTRUMENT** issued with the concurrence of the Director-General of NSW Department of Primary Industries under Clause 8.3 of Memorandum of understanding between the Director-General of NSW Primary Industries and State Council of Rural Lands Protection Boards.

APPROVED

for B D BUFFIER
DIRECTOR-GENERAL
NSW DEPARTMENT OF PRIMARY
INDUSTRIES
Date:

S ORR
CHIEF EXECUTIVE OFFICER
STATE COUNCIL
RURAL LANDS PROTECTION BOARDS
Date: