



# **Botswana**

## **Animal Information and Traceability System**

### **(BAITS)**



## **Farmers Guidelines**

### **Scope**



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# FARMER GUIDELINES

## SCOPE

These are guidelines to be used by farmers in implementing Animal Identification and traceability in Botswana through use of Botswana Animal Information and Traceability System (BAITS).

All cattle must be identified with ear tags within three months of birth. There are two ear tags used; the electronic tag which contains a Radio Frequency Identification Device (RFID) and the analogue ear tag.

The electronic ear tag is the primary identifier recognized in BAITS. The tagging system will make it possible to trace cattle from birth to slaughter. Cattle tagging involves the farmer buying the combo tags (digital and analogue) tagging his animals and submitting data to the data base.

The farmer also needs to request movement permits and also report departures; arrivals and mortalities. Tag replacement need to be reported and is the responsibility of the farmer. These guidelines will also include samples of forms to be used.

### 1. REGISTERING AS A KEEPER

A livestock keeper is anyone who takes care of livestock at any point in time, whether permanently or temporarily. It is their duty to ensure that all legal requirements pertaining to livestock under their custody are met. The keeper is not always the owner of the animals or the owner of the land where animals are kept. Citizens, legally resident non-citizens, companies, Syndicates and Associations are allowed to register as keepers.

To register as a keeper the following documents must be provided

- Citizens-A valid National Identification(Omang)
- Non-Citizens- A valid Residence Permit
- For companies-A valid company registration certificate
- Associations/syndicates- Valid Registration Certificates
- Avail any information as may be required by DVS.
- An application fee as set by DVS applies and the card will be issued within 7 working days.

- The Keeper card can be used for various transactions in BAITS and DVS in general.

## **2. GUIDELINES FOR REGISTRATION AND MANAGEMENT OF BRAND CERTIFICATE.**

All livestock keepers are allowed to register for Brand. This registration may be new registration, renewal, duplication; cancellation or transfer of brand from one owner to the other. Application can be done at a nearest DVS office. The fee for all brands processes is P50.00.

- **New Brand registration:** Present a valid keeper card/number and Omang
- **Renewal:** Present a valid keeper card or keeper ID/expired brand and Omang
- **Cancellation:** Present a valid keeper card/ brand to be cancelled a letter or Document to instruct for cancellation and Omang
- **Transfer:** New and previous Keeper IDs and Omang. Transfer of brands can be done with a signed letter, in the presence of the current and new owners.

Where the current owner is not available / deceased, a letter of authority instructing on the transfer signed by Commissioner of Oaths must be presented.

**N.B.** It is recommended that the applicant carries out the above processes in person. Where another person is sent on behalf of the applicant, a signed letter of authority from the applicant must be presented with a copy of omang.

### **REGISTERING A HOLDING**

A holding is a place where animals are kept together under the same management. Holdings are an important component in animal traceability as they enable us to tie an animal to a particular place at any certain time. A holding may be a fenced farm, feedlot etc.

In order to register a holding the following must be in place;

- The applicant must be registered as a keeper
- The holding to be registered must be fenced, have adequate water supply and have adequate animal handling structures.
- The applicant must provide location details including geo-coordinates for the holding to be registered.

**N.B.** Application forms are completed and submitted to a local DVS office that will carry out an inspection of the facilities to be registered and make the necessary recommendations to Director of Veterinary Service. The form and guidelines for holding registration can be downloaded from the government portal [www.gov.bw](http://www.gov.bw)

### 3. BUYING EAR TAGS AT THE LAC

Ear tags approved for use in BAITS are sold at LAC.

- The farmer must be a registered keeper and possess a valid keeper card in order to be able to buy ear tags from the Livestock Advisory Centre (LAC)
- These tags come in pairs of an electronic ear tag and an analogue ear-tag. The ear tags used for local animals are yellow in colour and the ones for imported animals are red in colour.
- Once bought, the ear tags will be registered to that particular keeper and can only be used by him/her to tag their animals. If the keeper wants to give another keeper his tags to use, he must transfer them first in BAITS to that particular keeper.

#### ANALOGUE EARTAG

**BW for Botswana**



The numbers on the analogue tag must be the same as those on the electronic ear tag

## **ELECTRONIC EAR TAG**

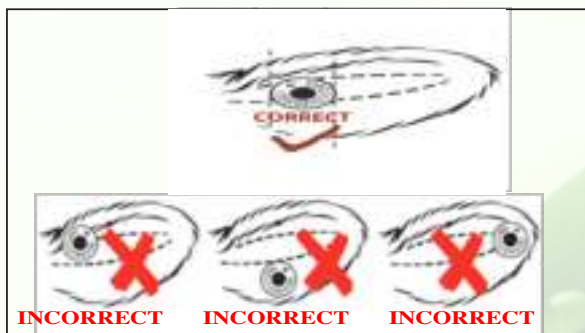


The electronic stores all the information about the animal. It can be read with a reader. The last 8 digits on the electronic tag must match those on the analogue tag.

**N.B.** Both the analogue and electronic ear tag have the ministry logo embossed on them and BW which is the country code.

## **4. TAGGING CATTLE**

- The law requires that all cattle should be tagged within three months of birth.
- Proper handling facilities (crushes or chutes) are needed in order to properly carry out the exercise and to minimize injury to the animal and the person.
- The ear tag applicator to be used should be compatible with the ear-tags.
- Only ear-tags bought from LAC can be used to tag the animals
- Returns should be submitted to BAITs within 14 days after the tagging.



## 5. SUBMISSION OF ANIMAL DETAIL RETURNS

Returns means the information that the keeper submits to DVS after tagging his animals at the farm.

- The holding must be registered / recognized in BAITS
- The animals must be properly tagged before this information can be submitted.
- Returns can be submitted either online or by a completed form which can be collected from DVS or downloaded from the government portal.
- The returns must be submitted to DVS/BAITS within 14 days after tagging has been done.
- It is the responsibility of the keeper to ensure that the information submitted is accurate

## 6. REGISTERING ARRIVALS

This is confirmation of the location status of an animal. Arrivals should be done for all animals that have moved into new locations/holdings even if the move was not accompanied by a movement permit.

- One must be registered as a keeper
- The animals to be arrived must have been officially identified and registered in BAITS.

Arrivals can be registered online [www.baits.gov.bw](http://www.baits.gov.bw) or a completed arrival form can be submitted at any DVS office.

The manual form can be downloaded from the government portal [www.gov.bw](http://www.gov.bw) or collected from DVS.

## 7. APPLYING FOR A CATTLE MOVEMENT PERMIT.

A movement permit is required when cattle are moved between zones, between holdings, to a slaughter facility, to quarantines and any area as may be determined by the Director of Veterinary Services from time to time.

- The applicant must be a registered keeper.
- The animals to be moved must be registered in BAITS.
- The animals to be moved/holding they come from should not be under any restrictions
- The brand certificate should be valid in order for cattle to be moved.
- A keeper can only request for a permit for animals registered to him/her.
- The movement request must be submitted at least 2 working days before the intended date of movement. The

The application can be submitted online [www.baits.gov](http://www.baits.gov) or by submitting a completed manual permit request form at any Veterinary Office. The form can be collected from DVS offices or downloaded from the government portal [www.gov.bw](http://www.gov.bw)

The applicant must wait for approval from DVS before moving the animals.

## 8. TRANSFER OF OWNERSHIP

This means changing animal ownership from one registered keeper to another.

- For the transaction to occur, both the current and the new owner should be registered as livestock keepers.
- Their brands used and to be used on the cattle should be valid.  
The transaction can be done online [www.baits.gov.bw](http://www.baits.gov.bw) or a request submitted to DVS office. The request form can be downloaded from the government portal [www.gov.bw](http://www.gov.bw).
- For the online transaction both keepers must have logon details as the current keeper initiates the transfer and new owner has to accept/rejects in order to complete the transaction



- The animals to be transferred must be identified and officially registered in BAITS.

## **9. REPORTING ANIMAL MORTALITY.**

It is important for the keeper to notify DVS in case of animal deaths. This includes animals which have been slaughtered for ceremonies, those that died of disease or other causes. Reporting animal mortality enables us to have a full trace of the animal from birth and also an accurate animal census.

- Animals that are to be reported must be identified and officially registered in BAITS
- Boluses from previously bolused cattle must be returned to the nearest DVS office
- Mortality can be reported online or by submitting a form at any DVS office.
- The form can be downloaded from the government portal or collected from DVS office.

## **10. REPLACING EAR TAGS.**

Ear tags must be replaced in case of loss or damage. Lost/damaged ear tags can be replaced with tags bought from LAC or an authorized point of sale only.

- Where the digital (button) ear tags has been lost, both tags have to be replaced.
- Where only the analogue ear tag is lost, replacement is for the analogue ear tag.
- After tagging with the replacement ear tag(s), it is important to ensure that the information captured is accurate.

Returns must be submitted within 14days after tagging. Returns can be submitted online or by submitting a completed form DVS.

## **FORMS AVAILABLE**

All forms are supposed to be fully completed by the keeper. The keeper is advised to keep a copy of all forms they submit to DVS for future enquiry.

The keeper is responsible for the accuracy of the information on the forms.

The following Forms are available for download from the government portal [www.gov.bw](http://www.gov.bw) :

User Access Rights Form

Animal Details Return Form

Mortality Notification Form

Arrival Form (Permit)

Arrivals Form(General)

Movement Permit Requests Form

Transfer of Ownership Form



### Arrivals Form (General)

dd / mm / yyyy  
Date: \*

#### 1) Permit Details

Permit No. \*

#### 2) Date of Arrival

dd / mm / yyyy  
Arrival Date: \*

#### 3) Holding of Origin

Reg No. \*

Holding Name: \*

Zone: \*

District: \*

Extension Area: \*

Crush: \*

Holding Type: \*

Fenced Farm  Establishment  Feedlot  Communal

Dairy Farm  Slaughter Facility  Transit Point  Border Post

Taxidermy  Artificial Insemination Centre



A group of brown cows standing in a field. A person is visible in the background. The cows have yellow ear tags.

**LIVESTOCK FARMERS**

**THE SUCCESS OF BAITIS IS  
UPON YOU**

**BAITIS TEAM**

