

9. Annual check on important procedures and records

Someone designated from your beef cattle operation reviews on an annual basis the “Must Do” VBP requirements - including drug treatment, medicated feed, and shipping records to ensure they are complete. Then they sign the record and date it, which is an annual monitoring that the beef cattle operation is up-to-date with the SOPs. This is known as *verification* and is essentially a once per year check with “additional eyes” that provide added confidence in the VBP program.

This verification process must be completed once annually and includes:

- Review of processing and treatment records for completeness.
- Review of records to provide evidence that a withdrawal time check was completed prior to shipping.
- Review of record containing any broken needles and evidence that information was provided to the next buyer.
- Written veterinary prescriptions if products are used in extra-label manner.
- Review of records for medicated feed or medicated water for completeness.
- Review of any errors relating to Must Do’s (grey shaded), and any information on actions taken to rectify the situation.
- The person doing the annual verification signs and dates as evidence that this verification took place.