NAIT System User Guide

Contents

Tagging tips

Tags can only be applied to animals at the NAIT number they were purchased for. All tags used on animals must be registered in NAIT by the PICA farmer or someone acting on their behalf.
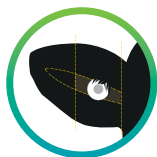
Position tag: in the right ear in the central/inner part of the ear between the veins. The female end should be inside the ear.

When tagging: Scan the animals tag number and register the animal in NAIT. Record their year of birth, NAIT number, the location of birth and select the production type.

Use NAIT approved tags with the correct applicator. Birth ID's aren't just for dairy calves. All animals must be tagged within 180 days of birth.

Don't have a scanner?

- **Use tags in numerical order.** This makes it easier to bulk register animals in your NAIT account.
- **Use an additional herd management tag.** You can match a secondary visual identifier to the NAIT tag in your NAIT account.
- **Scanner hire.** Call the OSPRI Support Centre on 0800 482 463 for more details.

Failure to comply with NAIT obligations may result in fines or prosecution issued by the Ministry for Primary Industries. For more information about your obligations as a person in charge of animals, please visit our website ospri.co.nz.

How to tag animals correctly

NAIT-approved RFID tags come in 2 parts – a female and male part. The male part sits behind the ear and the female part sits in front.

Follow the manufacturer's instructions and apply the tags to:

- the right ear – this helps meat processors and saleyards who usually set up their scanners to record from the right side of the animal
- the central or inner part of the ear between the two veins.
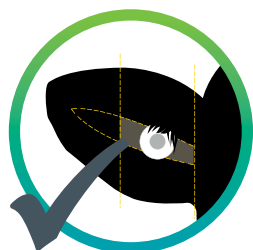
If you apply the tags correctly they are less likely to be lost or damaged.

Registering your animals

You must register your animals after they've been tagged – do this within 7 days of tagging or before their first off farm movement (whichever occurs first). Animals must be tagged and registered before the animal is 180 days old or before the first off farm movement (whichever occurs first).

Remember to write down the tag numbers you're using before putting them in animals or use a Radio Frequency Identification Device (RFID) scanner to upload the numbers straight into the system.

Before you start

Before you log in to the NAIT system, make sure you know the following information for each animal you're registering:

- NAIT tag number (either visual ID or RFID)
- NAIT location number of birth place
- Animal month and year of birth

- Animal type (cattle/deer)
  - Cattle production type (beef/dairy)
  - Deer species type
  - Gender (optional)
  - Breed (cattle) – (optional)

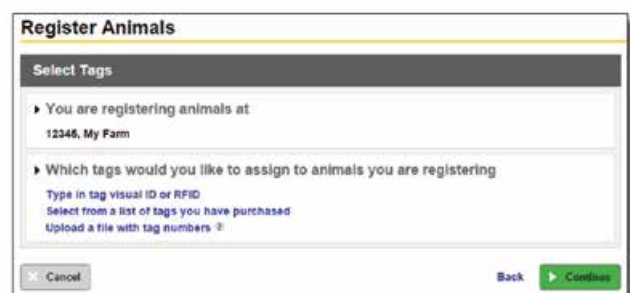**1.** Log in to your NAIT account and select 'register animals'.
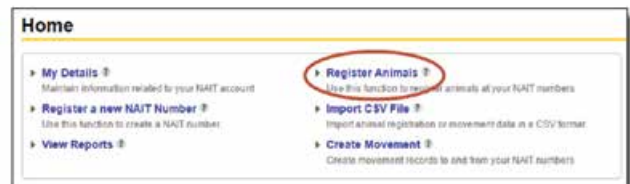
2. Select 'enter animal details'.
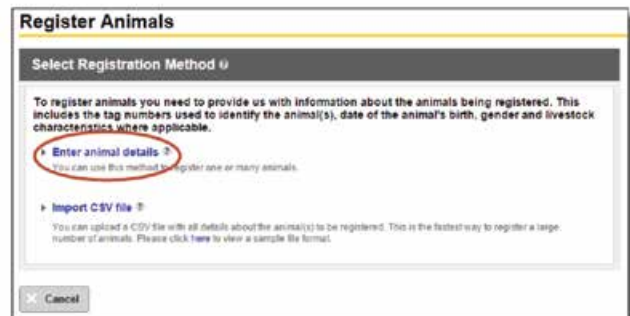
3. Then choose how you want to enter the tag numbers for the animals.

There are three ways:
- Type in a tag visual ID or RFID
- Select from a list of tags you have purchased
- Upload a file with tag numbers.

A. Type in tag visual ID or RFID.

This method is suitable if you are only registering a few animals. It requires you to type in the numbers manually.

Type in the tag RFID number or the visual ID (the number printed on the outside of the tag). Then click 'continue'.

To register more than one animal at a time, enter a comma between the numbers or push 'enter' to drop down a line.
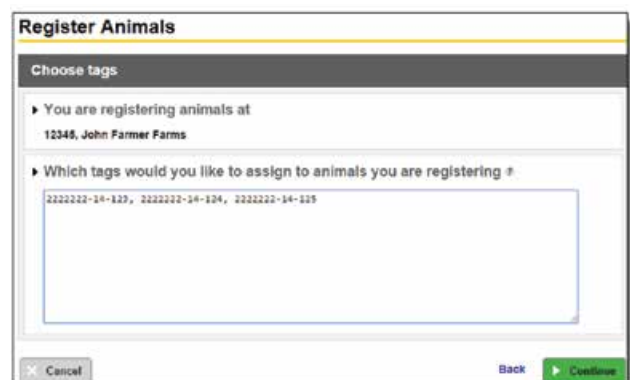
B. Select from a list of tags you have purchased.

This method allows you to select the tags you are activating from a list of tags you have purchased but not used yet. These will have been loaded to your account by the tag manufacturer.

Choose the tags you want to activate by clicking the check box to the left of the visual ID number. Then click 'continue' at the bottom of the screen.
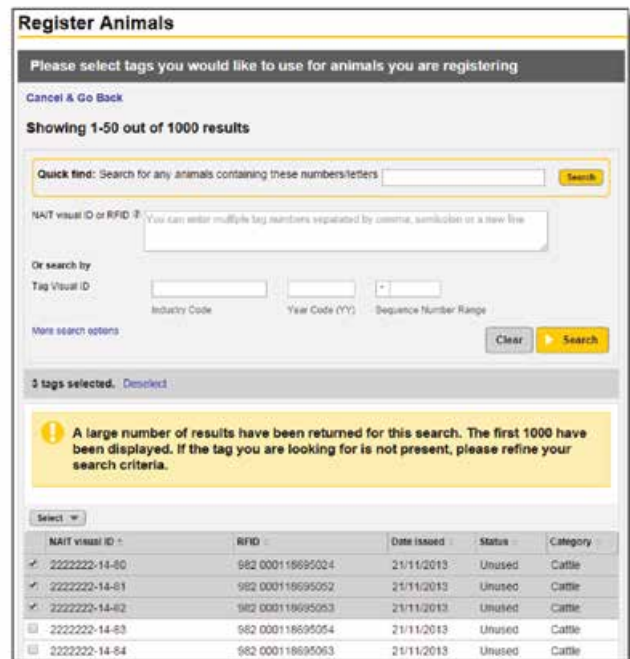

C. Upload a file with tag numbers.

This method is suited to those using an RFID scanner to read the tags. This allows you to download a file from your scanner and upload it directly to the NAIT system. The file can only include RFID numbers, and all animals in the file need to have the same details (e.g. animal type, gender). To register animals with different details, you will need multiple files.

Find the file saved on your computer and click 'open'. The file will then upload to the NAIT system.
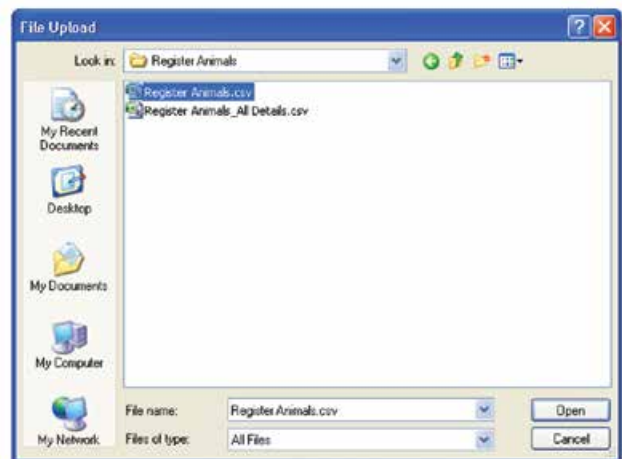
4. Enter the details of the animals you're registering. This will apply to the whole group of animals. If you don't know the birth date or NAIT location number of birth place, click 'unknown'.
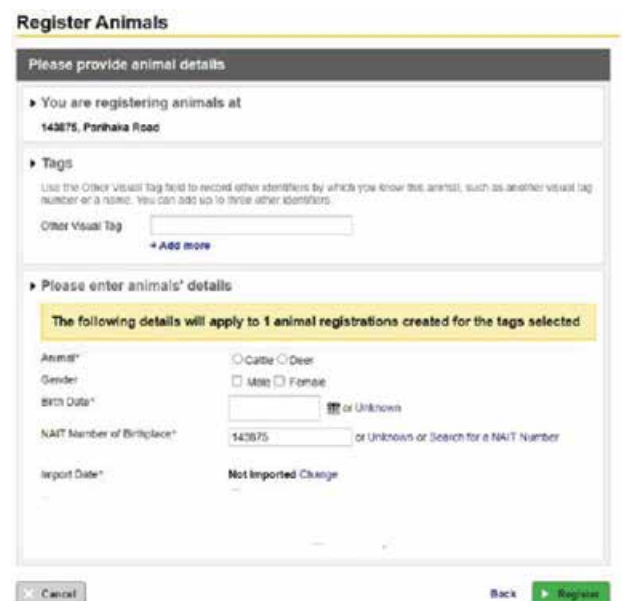
Follow the prompts to
**create a sending movement**

Updating animal details

If an animal goes missing or dies on your farm (either unexpectedly or for homekill) you must update the animal's details within 48 hours of being aware of the event.

You can also add or edit the following information as required:

- Visual tag numbers or animal name/other visual identifier
(to make it easier for you to identify the animals in the system)

- Production type

- Gender

- Birth date

- NAIT location number of the animal's birthplace.

**1.** Log in to your NAIT account and click on the 'registered animals' link.
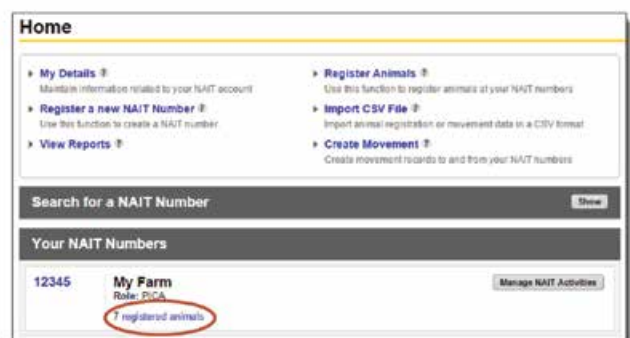
2. Select the animals you want to update by clicking the check box to the left of the visual ID number. Then click 'edit selected animals'. Only select more than one animal if the details you are changing will be the same.
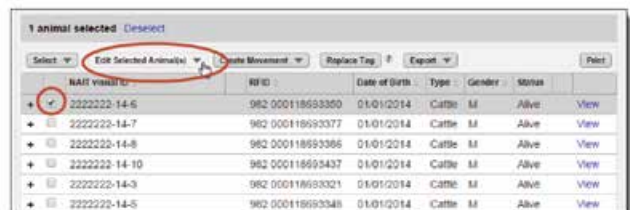
3. Choose how you want to update the animal:

- Edit their details

- Update their status to dead

- Update their status to missing

- Update their status to exported
(only used by ports)

- Deregister the animal
(only if registered by mistake).
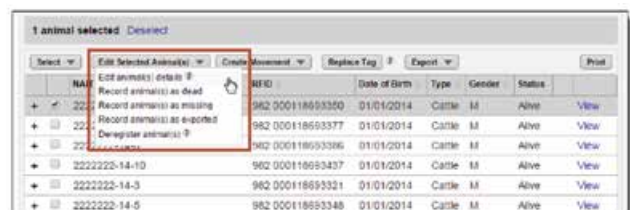
A. Edit animal details.

Add or edit the other visual tags (you can put an animal name here), or edit the animal's production type, gender, birth date or NAIT location number of birthplace. Click 'save'.

B. Update status to dead.

Enter the date of death, whether they were slaughtered or not, the disposal method and the carcass disease status. Click 'save'.

C. Update status to missing.

Enter the missing date. Click 'save'. Remember to update the animal to 'found' if it returns to your property.

D. Deregister the animal.

Only deregister an animal if they were registered by mistake. This will remove them from your account, and their tag will revert back to an unused status.

Replacing a tag

When an animal is tagged with a replacement NAIT RFID tag, it must be registered in the NAIT online system.

- If you can identify the original tag number, the replace tag function should be used to link the original tag and animal information to the new tag.

- If the original tag number is unknown, you will need to re-register the animal. In this case, use the instructions on page 2.

It is an offence to remove a NAIT tag without permission from NAIT Limited. If you need to remove or replace a NAIT RFID tag from a NAIT animal, you must first contact NAIT on **0800 482 463** or email **info@ospri.co.nz**.
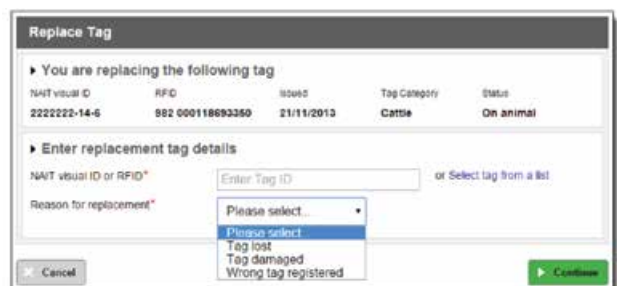
1. Log in to your NAIT account and click on the 'registered animals' link.
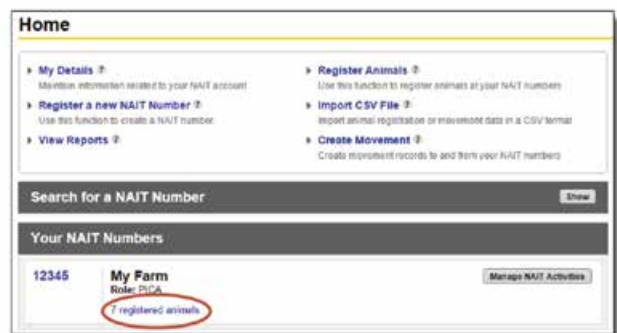
2. Select the animal you have replaced a tag for by clicking the check box to the left of the visual ID number. Then click 'replace tag'.

3. Enter the new tag number or select the tag from a list of tags you have purchased and select the reason for replacement. Click 'continue'.

Sending animals off-farm

Whenever an animal moves off your property you need to create a sending movement in NAIT, within 48 hours. This includes private sales as well as short-term movements like grazing, mating and events.

Exceptions: If you send animals to a NAIT accredited saleyard or meat processor, they will record the movement on your behalf.
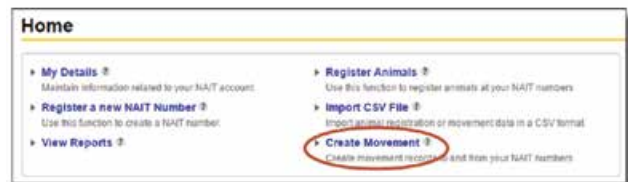
Creating a sending movement

Before you start

Before you log in to the NAIT system, make sure you have the following information for the animal movement:

• NAIT location number for the property the animals are moving to (you can search for this in the NAIT system, see page 13)

• Date of the movement

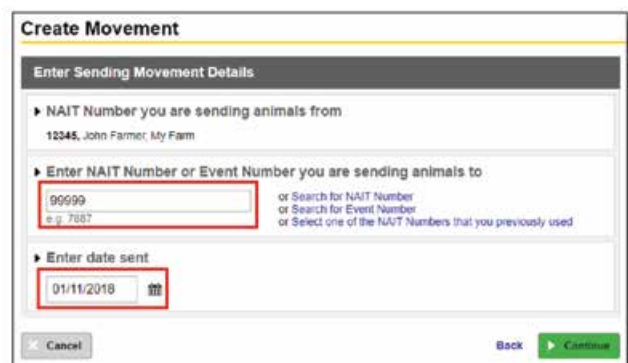• RFID or visual ID tag numbers for the animals moving.

1. Log in to your NAIT account and select 'create movement'.

2. Select 'sending movement'.
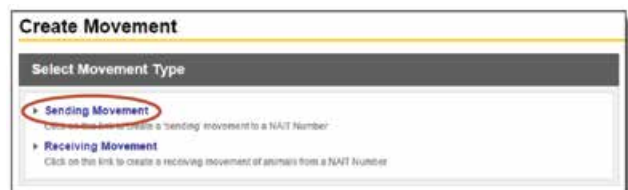
3. Enter the NAIT location number for where you're sending animals and the date they were sent (can be up to four days in advance). Click 'continue'.


4. Choose how you want to enter the tag numbers for the animals.

A. Type in the tag visual ID or RFID.

This method is suitable if you are only moving a few animals. You need to type in each number manually.

Once you've typed in the tag RFID number or the visual ID (the number printed on the outside of the tag), click 'continue'. To move more than one animal at a time, enter a comma between the numbers.
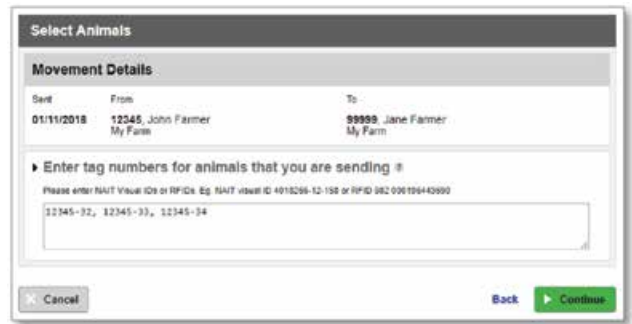
B. Select from a list of your registered animals.

This is the easiest method when you are moving a few animals. It allows you to select the tags of the animals you're moving from a list of your registered animals.

Choose the animals you're moving by clicking the check box to the left of the visual ID number. Then click 'continue' at the bottom of the screen.
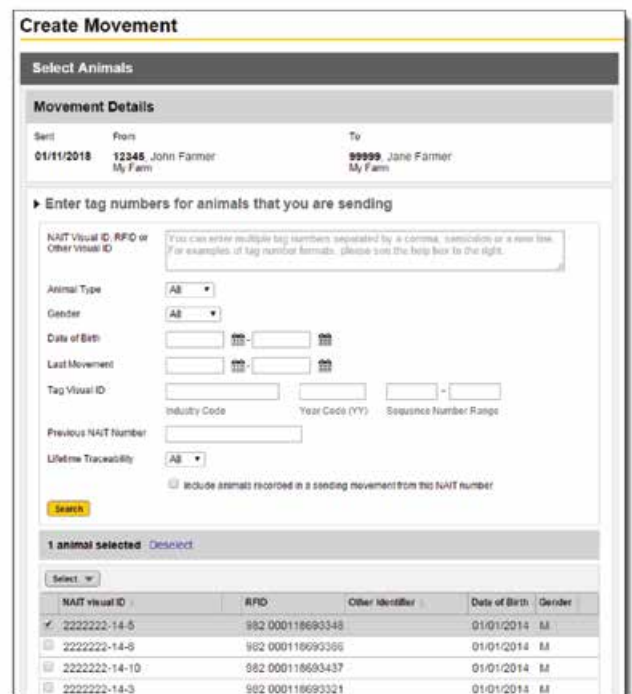
C. Upload a file with tag numbers.

This method needs an electronic scanner to read the tags. It allows you to download a file from your scanner and upload it automatically into the NAIT system. The file can only include RFID numbers.

Find the file on your computer and click 'open'. The file will then automatically upload to the NAIT system.
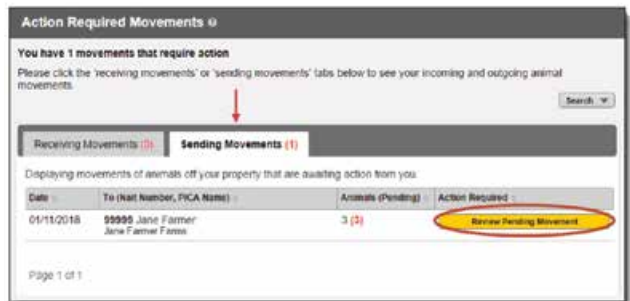
Confirming a sending movement

If the receiver of the animals records the movement before you do, you will be prompted to confirm the sending movement.

1. Log in to your NAIT account. You will see that you have a movement requiring your attention. Click 'view movement'.

2. Click on the 'sending movement' tab, then 'review pending movement'.

3. Check the details of the animals recorded as being received from your NAIT location number.

- If the details are correct, record a matching movement by clicking the green buttons at the bottom right of your screen. This will record a movement for all of the animals, and will pre-populate the date sent and NAIT location number sent to. This movement will now appear in your 'Complete movement' folder.

- If you did not send these animals, deny the movement by clicking the grey button at the bottom right of your screen. This movement will now appear in your incomplete movement folder until the receiver deletes or changes their movement record.

- If you only sent some of the animals in the movement, you will need to create a new sending movement using just the relevant tag numbers. You will find a link to 'record a new movement' in the middle of your screen.
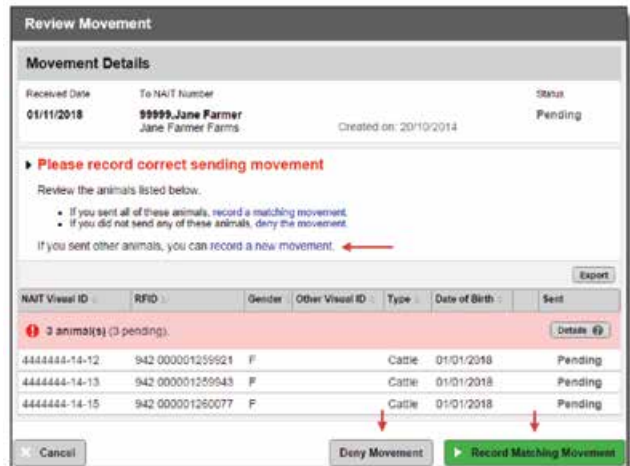
Follow the prompts to **complete a sending movement**

Receiving animals on-farm

Whenever an animal moves on to your property you need to record this movement with NAIT, within 48 hours. This includes private sales, animals from a saleyard, and animals returning from short-term movements like grazing, mating and events (e.g. A&P shows).

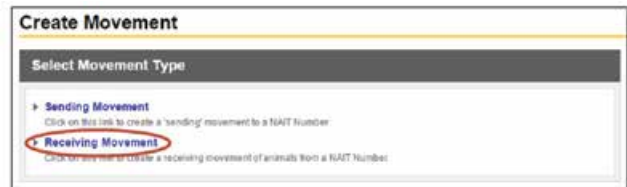## Creating a receiving movement

Before you start

Before you log in to the NAIT system, make sure you have the following information for the animal movement:

- NAIT location number for the property the animals came from (you can search for this in the NAIT system, see page 13)

- Date of the movement
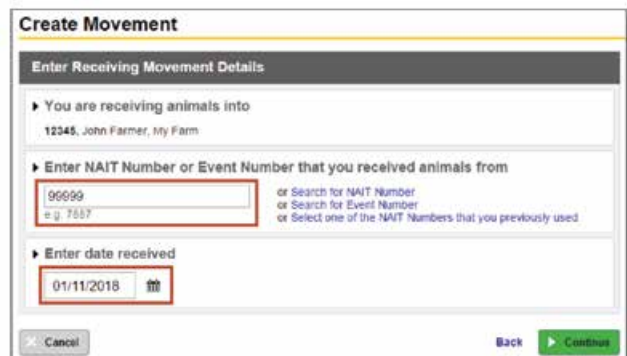- RFID or visual ID tag numbers for the animals you received.

1. Log in to your NAIT account and select 'create movement'.

2. Click 'receiving movement'.

3. Enter the NAIT location number of the person sending you the animals (you can search for this in the NAIT system) and the date you received them. Click 'continue'.

4. Then choose how you want to enter the tag numbers for the animals.

**A.** Type in the tag visual ID or RFID number.

This method is suitable if you are only moving a few animals. It requires you to type in the numbers manually.

Type in the tag RFID number or the visual ID (the number printed on the outside of the tag). Then click 'continue'. To move more than one animal at a time, enter a comma between the numbers or push 'enter' to drop down a line.

B. Upload a file with tag numbers.

This method is suited to those using an electronic scanner to read their tags. This allows you to download a file from your scanner and upload it to the NAIT system. The file can only include RFID numbers.

Browse to the file on your computer and click 'open'. The file will then be uploaded to the NAIT system.
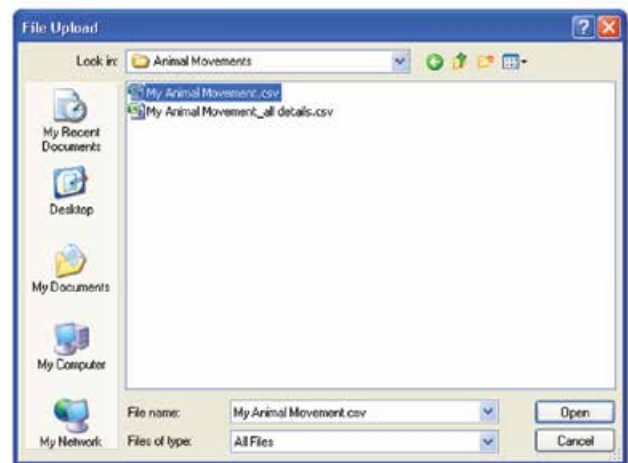
Confirming a receiving movement

If the sender of the animals records the movement before you do, you will be prompted to confirm the receiving movement.

1. Log in to your NAIT account. You will see that you have a movement requiring your attention. Click 'view movements'.

2. You will be taken to a list of your movements that require action. Click 'view & confirm' next to the relevant movement.

3. Check which animals are in the movement and that the recorded date is correct.

   • If all the details are correct, confirm the movement by clicking 'confirm all'.

   • If you didn't receive any of the animals, reject the movement by clicking 'reject all'.

   • If some of the animals are correct, confirm these and reject the incorrect ones by clicking 'yes/no' next to each animal listed.
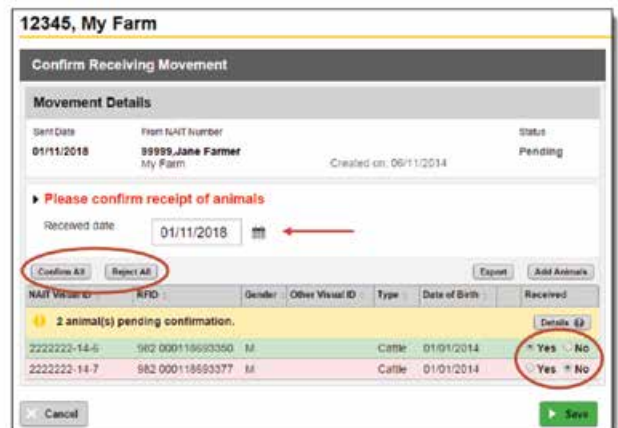
4. Click 'save' to confirm the movement.

How to search for a NAIT location number

When creating a movement, if you don't know the NAIT location number of the property you are sending animals to or receiving animals from, you can search for it.

Click 'search for NAIT location number', then enter the details you know about that person.

You'll need to enter at least two pieces of information. This could be their:

- surname
- property name / trading name
- herd number
- participant code, or
- farm address.

Uploading bulk tag number files

If you're using a scanner to read your animals' RFID tags, the scanner will produce a file that you can download to identify the tag numbers. Some scanners will come with software that allows you to send the file straight to NAIT. Otherwise, this file can be exported from the scanner and uploaded to the NAIT online system when registering animals or recording a movement.

A tag file must include tag RFID numbers only. Some scanners will produce a file with additional information which will require editing before you can upload the file to NAIT.

1. Edit the file.

A tag upload file in the correct format includes one column of tag RFID numbers only.

A file that includes additional information will not be accepted by the NAIT system for a tag number upload. You must first delete the additional information, so you are left with only RFID numbers in column A.
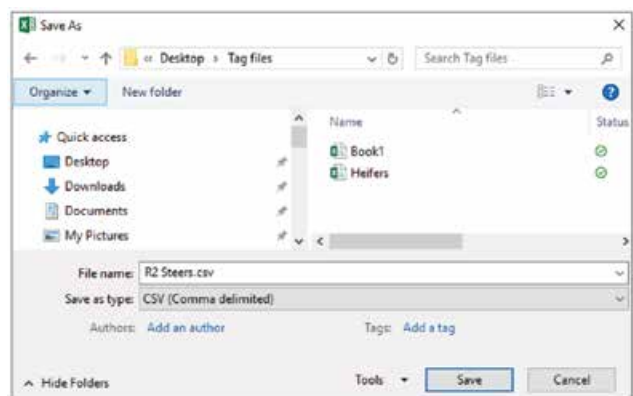
To delete an entire column or row, right click on the column or row letter or number to highlight the row, then select 'delete'. Hold down the shift key to select multiple columns.

2. Save the file.

Save the tag file to your computer desktop or relevant documents folder.

Make sure the 'save as type' is CSV (comma delimited).

3. Upload the file.

Log into your NAIT account and select the action you want to complete e.g. Create Movement or Register Animals.

Follow the prompts on screen until you are requested to choose a method to enter tag numbers, then select 'Upload a file with tag numbers'.

Locate the file saved in your computer in step 2 and select, 'open'.

If the file is uploaded successfully, your NAIT account will automatically proceed to the next screen and display the number of animals. Follow the prompts on screen to finalise the task.
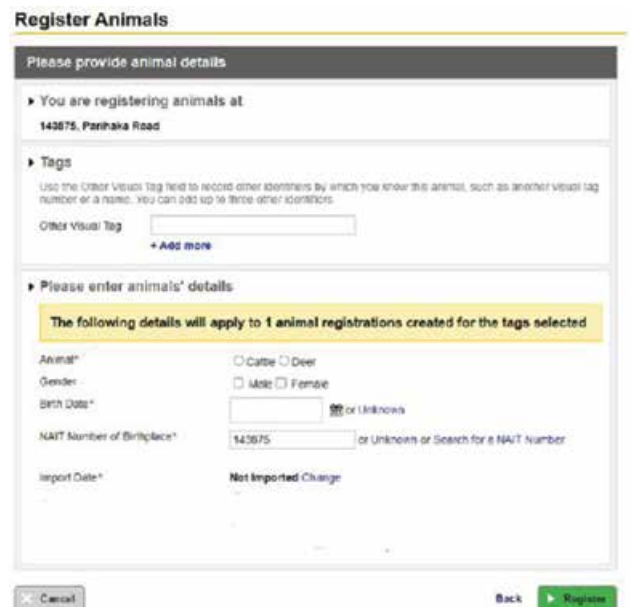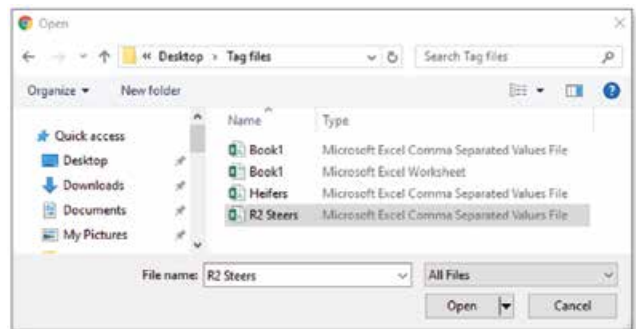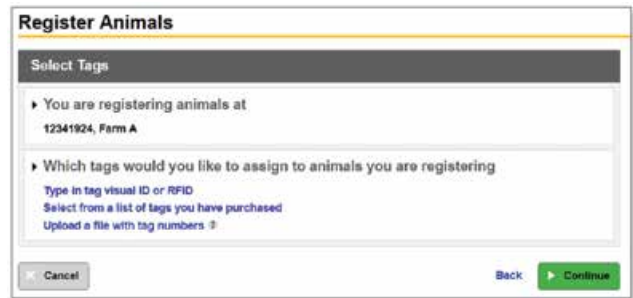
Assigning a delegate

A PICA can nominate one person or more as a delegate to assist them with their NAIT obligations. The PICA farmer is ultimately responsible for ensuring their NAIT obligations are met, even when using a delegate.
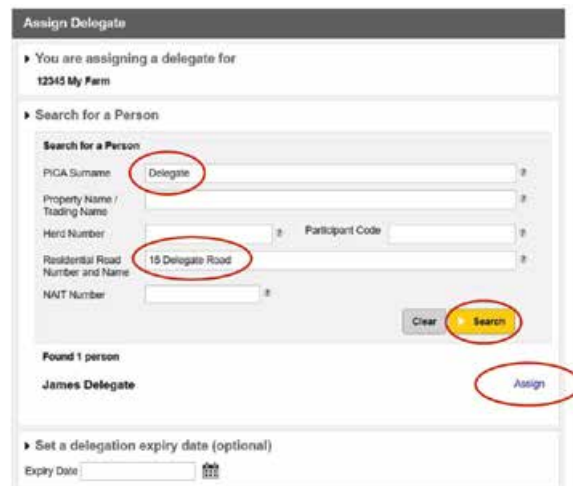
Assign a registered user as a delegate

If the person you are assigning as a delegate is already registered in NAIT, you can assign them to your NAIT location number.

1. On your homepage, click on the NAIT location number that you want to add the delegate to.

2. Select 'NAIT number details' in the left-hand column, and then '+ add new'.

3. Enter two or more pieces of information to locate the person you want to assign as a delegate and click 'search'. They will only be found if they have registered with NAIT.

4. Click 'assign' next to the correct person.

5. If the delegation is for a specific period of time, you can enter an end date in the 'Set a delegation expiry date' box.

You can also select whether you would like this delegate to receive notification emails for actions required for the NAIT location number.
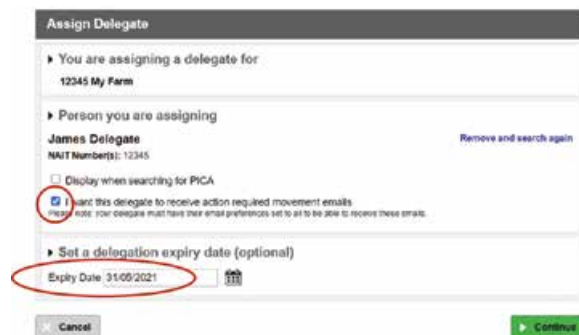
6. Click 'continue' to assign this PICA delegate.

Register and assign a user as a delegate

**If the person you are assigning as a delegate is not registered in NAIT, you can do this on their behalf and assign them to your NAIT location number.**

1. On your PICA homepage, click 'Register User'.

2. Enter the details for the user.

3. Select the type of delegation:

    Delegate – Will have access to your contact information as well as your animal, movement, and location details.

    Limited Delegations – Will still have access to animal, movement and location details.

4. Enter a username and password for the person you are registering. They will be prompted to update their password when they log on.

5. Provide the delegate's name, date of birth and contact details.
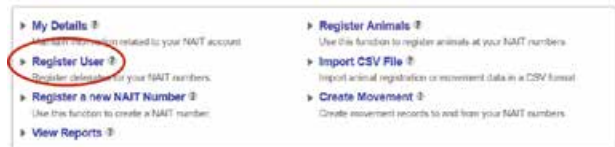
6. Select the NAIT location number(s) you would like them to have access to.

7. You will need to declare that you are authorised to enter details on behalf of this user and the details entered are correct.

8. Click 'Register'.

UTT (unsafe to tag animals)

Animals that are large and/or aggressive and present a risk to the PICA or other farm staff may be considered 'unsafe to tag'. These animals can only be moved to a meat processor, game estate, safari park or zoo. The movement must be recorded to the works before the movement actually takes place – this is different to a regular movement which is recorded within 48 hours after the movement takes place.

Unsafe to tag (UTT) animals are exempt from tagging under the following conditions:

- The animal must only be moved to a location that is a meat processor.*

  *or game estate, safari park, or zoo.

- The sending PICA must record a UTT movement declaration in NAIT before the animal is sent.

- The animal must be clearly marked so it can be identified by the works or inspectors. It is recommended you spray the back of the animal before sending it to the works.

- UTT animals are subject to a $13 NAIT levy (excl. GST) per head, collected by the meat processor.

### Before you start

You will need to know the:

- NAIT location number of the farm the animals are moving from.

- NAIT location number of the location (meat processor, game estate, safari park or zoo) the animals are moving to. A list of MPs is available on the OSPRI website.

- Exact number of UTT animals in the movement.

- Animal's gender, breed and approximate age.

- Date the animal will be sent.

Make an 'unsafe to tag' movement declaration

1. From your homepage, click 'create movement'.
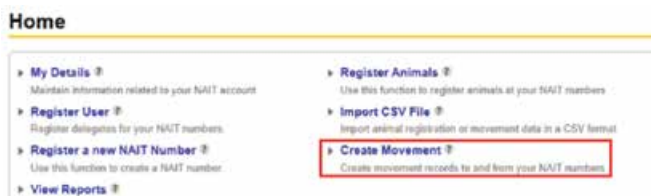
2. Click 'sending movement'.
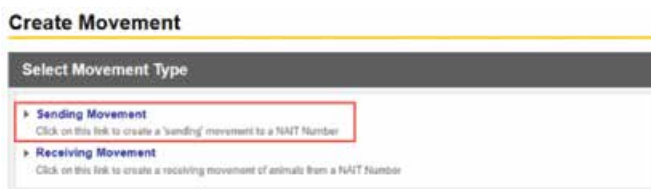
3. Enter the NAIT location number of the processor you are sending animals to and the date the animals will be sent. Click 'create exempt movement'.

Visit **ospri.co.nz** for list of participating meat processors.

4. Select "create movement for animals exempt from tagging" – should provide same screenshot from the sending animals section.

Create Movement

Enter Sending Movement Details

▸ NAIT Number you are sending animals from
12345678, Jane Farmer, Farmer Farms Ltd

▸ Enter NAIT Number or Event Number you are sending animals to ▪

12621828	or Search for NAIT Number
e.g. 7887	or Search for Event Number
	or Select one of the NAIT Numbers that you previously used

You do not need to record a movement to a Meat Processor
Create Exempt Movement

▸ Enter date sent

16/01/2020 🏛

5. Enter the category, the total number of unsafe to tag animals, and their gender, breed and approximate age. Click 'continue'.

Create Movement

Select Animals

Movement Details

| Sent | From | To |
| 16/01/2020 | **12345678**, Jane Farmer Farmer Farms Ltd | **12621828**, Accredited MeatProcessor AccMP **Organisation** accreditedMP2 |

▸ Enter details of the animals you are sending

| Category | Unsafe To Tag - Cattle ▾ |
| Number of exempt animals | 2 |

Exempt animal details* (Must include gender, breed and approximate age)
Bulls, Angus, R3

☒ Cancel   ▸ Continue

6. Click 'create movement' to complete the declaration. A green success banner will be displayed onscreen.
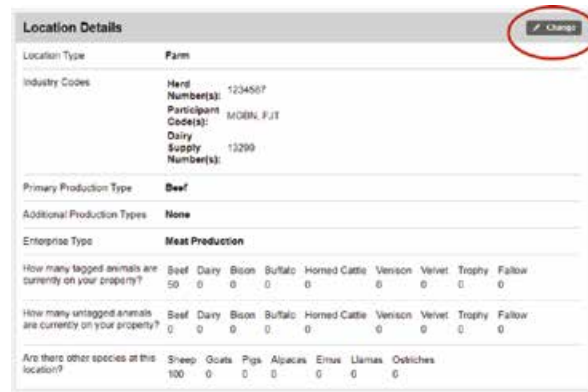
How to declare non-NAIT animals in NAIT

By July 31 each year, PICAs must report the estimated numbers of non-NAIT animals that are farmed or kept at their NAIT location (the tally should be as at June 30).

1. From your homepage select 'Manage NAIT activities' then 'View/Update NAIT number Registration Details'.
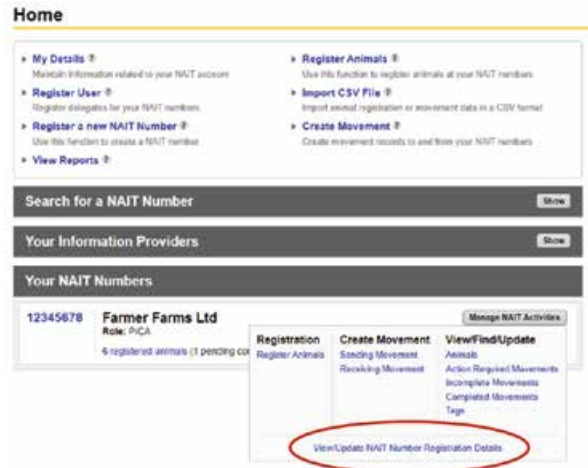
2. In the 'Location Details' tab click 'Change'.

3. Select the other species types at the location and enter the tallies.

4. Click continue.

Notes

Need help?

For more information visit **ospri.co.nz/nait**
If you have questions or need a hand call OSPRI
on **0800 482 463**

We can help with:

- Registering animals

- Recording animal movements

- Updating your NAIT account

- Answering your NAIT and TBfree questions.

OSPRI manages the NAIT and TBfree programmes
and can help you meet your responsibilities for each.