

Application for Approval of Laboratories

for testing samples for *Salmonella* spp., *Enterobacteriaceae*, *Clostridium perfringens*
and other organisms as specified in the legislation

Introduction

- Please complete this form if you wish your laboratory to be on the list of approved laboratories for the purposes of testing samples for these micro-organisms under the Control of Salmonella in Poultry (Breeding, Laying and Broiler Flocks) (Scotland) Order 2009 (CSPO) and the Animal By-Products (Enforcement) (Scotland) Regulations 2013 (ABPR).
- Before you start to complete the form, please read the Scottish Government Notes for Guidance (SG Lab Guidance). We need a separate form for each laboratory or part laboratory concerned.
- Please answer all the relevant sections. Incomplete forms will be returned. If there is insufficient space to answer any question, please complete separate sheets and attach securely to this form.
- Send your completed form(s) together with your fee to:
The Scottish Government, Animal Health & Welfare Division, P Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

Section A

Name of laboratory

UKAS Laboratory accreditation number

Full postal address

Postcode

Telephone number (including national dialling code)

Fax number (including national dialling code)

Email address (Laboratory email address not a named individual)

Name of applicant¹

Official title

Contact name for correspondence

¹ The applicant must be the person in overall charge of the laboratory e.g. the Director. That person must submit and sign the application form and take responsibility for its contents and accuracy. If approval is granted, that person will be the approval holder and will be responsible for ensuring compliance. Penalties for failing to comply range from suspension or revocation of the approval with a fine of up to £5000.

Section B – General information

Please tick the box below to indicate your laboratory wishes to be approved under CSPO and the ABPR. All methodology must conform to legislative requirements where specified.

Control of Salmonella in Poultry (Breeding, Laying and Broiler Flocks) (Scotland) Order 2009

Salmonella spp

- Bacteriological culture

Animal By-Products (Enforcement) (Scotland) Regulations 2013

OPTIONAL APPROVAL

General ABPR

- *Salmonella spp*
- *Enterobacteriaceae*
- *Clostridium perfringens*

Compost/ Anaerobic digestion

- *Salmonella spp*
- *Enterococcaceae*
- *E coli*

Compost/ Anaerobic digestion (Alternative Transformation Validation)

- *Salmonella* Senftenberg
- *Enterococcus faecalis*
- Parvovirus
- Other (please specify)

Section C – for completion by CSPO applicants only _____

If you are seeking authorisation and are carrying out post-mortem work you must have a qualified veterinary surgeon to supervise these examinations.

1. Where post-mortem examinations are carried out, are they under the veterinary direction of a Member of the Royal College of Veterinary Surgeons? YES NO

MRCVS must sign to confirm that those people carrying out post-mortem examinations are trained and competent to do so.

Signature of MRCVS

Name in BLOCK LETTERS

Date

2. Are post-mortem facilities separate from other laboratories with restricted access? YES NO

(a) Is protective clothing available, together with washing facilities? YES NO

(b) Are sterilisation facilities for instruments available? YES NO

Comments:

Section D – for completion by all applicants _____

DECLARATION

I confirm that:

- the information I have given in this form is correct;
- the laboratory can and will continue to meet the standards required;
- should the information given in this form cease to be accurate in any significant way, I will notify the Scottish Government in writing immediately; and
- I have read, understood and accept the procedures described in the Guidance Notes (SG Lab Guidance).

Applicant's signature

Date

Under Section 69 of the Animal Health Act 1981, a person who makes a declaration which is false in any material particular for the purpose of obtaining an authorisation or approval commits a criminal offence liable on conviction to a fine not exceeding level 5 on the standard scale (£5,000).

All applicants should attach:

- A valid ISO 17025 certificate with a schedule specifying all the tests for which you are seeking approval;
- A cheque (made payable to 'The Scottish Government') (n/a for ABPR applications). Fees can be found in the Animal Health (Miscellaneous Fees and Amendments) (Scotland) Regulations 2013.

Data Protection Statement

The information collected in this form, including personal data concerning you, will be used by the Scottish Government to process your application for approval under the Animal By-Products (Enforcement) (Scotland) Regulations 2013 and/or the Control of Salmonella in Poultry (Breeding, Laying and Broiler Flocks) (Scotland) Order 2009. To administer this application we may need to disclose the information we receive from you to other Government Departments or Agencies. A list of laboratories approved under the Order and Regulations is available to the public on request. Furthermore, information (including personal data) may also be released on request, including under the Environmental Information (Scotland) Regulations 2004, the Code of Practice on Access to Information and the Freedom of Information (Scotland) Act 2002. The Scottish Government or its appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services provided to you.

If you wish to obtain a copy of your personal data held by the Scottish Government, please follow the procedure at <http://www.scotland.gov.uk/About/FOI/access>. Please note that you may be charged a fee of £10 for this service. If you don't have access to the internet, please telephone the Scottish Government central enquiry unit on 08457 741 741.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to: The Scottish Government Rural and Environment Directorate, Animal Health & Welfare Division, P-Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.