**SCALE OPERATOR REQUIREMENTS**

As a business involved in the congregation, transportation and mixing of livestock, ensuring that you use robust traceability practices and meet legislative requirements is very important.

**Introduction**

Scale operators are an important link in the livestock supply chain. As a business operator, there are some basic steps that are required to make sure you remain compliant with the law. Scale operators must ensure animals are correctly tagged, Property Identification Codes (PICs) are used correctly, National Livestock Identification System (NLIS) database transfers are completed successfully and on time and accurate vendor declarations are provided.

All scale operators require a:



**PIC** – itdefines a property where livestock are kept, the PIC will start with ‘3SC’ indicating you run a scales business in Victoria**.**

**EUSY code -** your PIC and EUSY code will be linked allowing you to correctly transfer animals on the NLIS database.



**NLIS ‘Saleyard’ account** – you can apply for an account via the NLIS database at [www.nlis.com.au](http://www.nlis.com.au). Scales are referred to as saleyards on the NLIS database as their uploads are the same.

**NLIS tagging requirements**

When trading animals through a scale it is your responsibility as a scales operator to ensure that animals are correctly tagged. All cattle and calves must be identified with an NLIS tag.

A scale operator must tag livestock with an NLIS orange **post-breeder** tag (allocated to the scale) when:

* it arrives at the scale untagged
* it has a non-reading NLIS tag

A scale operator must not apply a producer’s NLIS tag to an animal that is at a scale. If animals are missing tags or are incorrectly tagged when sold it is an offence against the scale operator. Post breeder tags can be ordered online at tags.agriculture.vic.gov.au or by calling the Agriculture Victoria NLIS Helpline on **1800 678 779**.

**Correct PICs used in NLIS transfers**

It is a requirement of scale operators to transfer livestock from, and to, a correct and valid PIC. The PIC on the National Vendor Declaration (NVD) must be used as the ‘from’ PIC in the NLIS transfer.

For any queries concerning PICs you can call the Agriculture Victoria NLIS Helpline on **1800 678 779** or you can apply for, edit or cancel a PIC at pic.agriculture.vic.gov.au.

**NLIS scanning and transfer requirements**

All livestock traded through a scale are required to be scanned and transferred on the NLIS database.

Scanning

Scale operators who pick up calves and cattle on farm **MUST** scan the animals on farm.

Scale operators at fixed locations where producers drop off their own calves and cattle **MUST** scan the animals before they leave the scale (calves under six weeks of age must be scanned on arrival to the scale).

NLIS transfer

As a scale operator, it is your responsibility to complete an NLIS transfer for the livestock movement from the vendors PIC to the scale EUSY code (into scale transfer or take possession) and then from the scale EUSY code to the buyers PIC (out of scale or sell file) on the NLIS database.

The **INTO** scale transfer for slaughter livestock must be uploaded to the NLIS database before the animals leave the scale. The **OUT** of scale transfer must be completed by the close of business the next day after the sale.

The **INTO** and **OUT** of scale transfer for livestock going to a property or feedlot, must be uploaded to the NLIS database by the close of business the next day after the sale.

The following information must be uploaded to the NLIS database:

* vendor/buyer PIC,
* date of sale/transaction
* NLIS or RFID tag number for each animal
* serial number of the movement record and,
* EUSY number.

If an NLIS transfer is completed incorrectly the transfer can be edited or removed and re-uploaded by the scale operator. The NLIS database sends emails and alerts to inform of any errors or issues related to an NLIS upload. These emails should be monitored to ensure transfers are completed successfully, and where errors or warnings occur, they are actioned.

**Current holdings**

Devices that remain registered to your EUSY code and not transferred to the correct destination PIC are called ‘current holdings’.

It is a legal requirement that scales operators manage current holdings and ensure that all animals being traded through the scale are transferred off the scale EUSY on the NLIS database within the legislated timeframe; which is by close of business the day after the sale.

Current holdings can be managed by a scale operator using an NLIS database account. Emails that list all holdings recorded against a scale’s EUSY are sent by the NLIS database on a weekly basis, to the email account recorded on the database.

Further information about the NLIS, to sign up or to edit NLIS account details visit [www.nlis.com.au](http://www.nlis.com.au) or call **1800 654 743**.

**Vendor declarations**

An accurate and complete [movement record](https://www.business.qld.gov.au/industry/agriculture/animal-management/land-management-for-livestock-farms/welfare-movement-livestock/legal-requirements-transporting-animals/movement-records) (NVD) must be present at the time of the animals arrival at the scale. Animals must not be traded without a vendor declaration.

**Legislation**

To reach an acceptable level of traceability, participants along the supply chain must comply with legislation associated with livestock traceability and traceability systems.

The legislation governing scale operators for NLIS and animal welfare is the *Livestock Disease Control Act 1994*, the *Livestock Disease Control Regulations 20*17 and the *Prevention of Cruelty to Animals Act 1986*.

**Contacts**

**Agriculture Victoria Contacts**

Agriculture Victoria NLIS Helpline operates between 9am and 4.30pm Monday to Friday.

Phone: 1800 678 779  
Website: [www.agriculture.vic.gov.au/nlis](http://www.agriculture.vic.gov.au/nlis)

**NLIS Database Helpdesk Contacts**

Integrity Systems Company operates the NLIS Database Helpdesk between 9am and 5pm (Sydney time), Monday to Friday.

Phone: 1800 654 743  
Email: [support@nlis.com.au](mailto:support@nlis.com.au)

*Livestock traceability protecting you and the viability of the entire industry.*