

Steps for PVP Certification Using ITSKIT100

1. **Review the KIT100 packet (8 pages)**
2. **Complete Page 1 – Supplier Profile**
 - a. Includes contact information (repeat customers may supply their ITS Producer #)
 - b. Method of payment for tags
3. **Complete Page 3 – Livestock Operation (Use the top of page 2 as an example.)**
 - a. Note: Animals intended for sale but have not been sold yet should be counted for in the “sold” sections.
4. **Complete Page 4 – Size and Scope of Operation**
 - a. If marketing one group of calves (one calving season on one farm) simply answer yes or no to the top three questions.
 - b. If marketing more than one group of calves, note this and be specific on how these groups differ.
 - c. Describe how you record birthdates.
 - d. At the bottom half of the page, use questions 1-3 as a guide to explain unique aspects of your operation.
5. **Complete Page 7 – Supplier Training Review**
 - a. Read pages 5 and 6
 - b. Answer Questions 1-8 using information given on pages 5 and 6.
 - c. Read, sign and date the statement at the bottom of the page.
6. **Complete Page 8 – Source and Age Verified Groups - Use the bottom of page 2 as an example.**
 - a. Write the calving date range for this group.
 - b. Indicate the sex of the group. Check steers, heifers, bulls or mixed (e.g. steers and heifers).
 - c. Under “Group Information” check “Group” which means you are claiming a group birth date which is the oldest calf in the group. In the same box label the group (e.g. Spring 2010).
 - d. Indicate the approximate marketing date, location and method of marketing (e.g. Dec 6 CPH-45 Sale at Guthrie). You do not have to sell as indicated, but it does give the ITS group a working deadline to finish the verification process.
 - e. If verifying multiple groups, these groups must be uniquely identified and you must note how they are uniquely identified (e.g. tag color, numerical series, etc.).
 - f. Producers with two calving seasons can verify both groups at the same time. For example, after the last calf is born this spring, the Fall calving group information could be entered at the top of page 8 (under Group 1) and the Spring calving group information could be entered at the bottom of page 8 (under Group 2). When submitted, only one phone audit will be needed to approve both calf crops. Tags can then be purchased at a later date allowing your marketing options to remain flexible.

7. Calving Records - A copy of your calving records must be included with the ITS Kit100.

- a. Include a copy of your calving records in their current form. Do not rewrite the records to make them neater. The more authentic they are the better. If calving records are not kept in an actual calendar write the birth year at the top of each page.
- b. **If you keep individual birth date records** – The best option is to make a copy of every page of your calving records. If all calving records are included **you will not** need to supply any further inventory records (Skip Step 8).
- c. **If you keep group birth date records (first and last birth date only)** - You need a copy of the first birth date and last birth date recorded on a calendar or in a journal where other information is recorded. **Do not just write two birth dates on a blank sheet of paper.** You will also need to provide additional inventory or head count records (Step 8).
- d. Regardless of whether you submit individual birthdates or first and last birth dates, the birth date of record for the whole group will be the oldest calf born.

8. Inventory or Head Count Records – required if you only record group birthdates

- a. Inventory or head count records are any document that verifies your herd is at least the size of the group of calves you are verifying. A copy of any of the following will suffice:
 - i. Actual inventory record – e.g. cow list from a pregnancy check
 - ii. Weigh bill from previous year's sale
 - iii. Receipts from vaccines, dewormer, or vet bill

9. Submission of Information

- a. Mail or Fax (866-382-2006) pages 1, 3, 4, 7 and 8 of the ITS KIT100 along with a copy of your calving records and inventory records (if needed) to ITS, 176 Pasadena Dr., Lexington, KY 40503.
- b. Include a note to ITS personnel to notify you by e-mail or phone upon receipt.
- c. If you do not receive notification of receipt call ITS at 859-278-0899.
- d. Note: The biggest reason for delay in approval from the producer's end has been the submission of incomplete material. So make sure ITS has received everything needed to complete the process.
- e. **Applications must be submitted at least 2 weeks before marketing cattle.**

10. Phone Audit

- a. An ITS Auditor will be contacting you by phone to verify submitted information.
- b. If a producer doesn't feel comfortable going through this phone call alone, it is acceptable to have a county agent, KBN field associate, or another individual present on the phone with them.
- c. After the phone audit, producer will receive an approval certificate and list of approved tag numbers.