

# **DIVISION OF VETERINARY FIELD SERVICES**



## **DVFS STANDARD OPERATING PROCEDURES MANUAL**

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## FOREWORD

The Department of Veterinary Services' mandate is to prevent entry, spread, establishment and resurgence of animal diseases and pests of major economic and public health importance while mainstreaming animal welfare standards. In order to achieve this, the Department with support from the SAFE project of the EU funded Zimbabwe Agricultural Growth Programme has put in place this Standard Operating Procedures (SOP) manual to guide staff in carrying out designated disease surveillance, prevention and control tasks. I would like to acknowledge and thank the FAO SAFE project, the ZAGP Technical Adviser and the EU Delegation in Zimbabwe who facilitated production of this SOP manual. Special mention goes to the DFVS SOP drafting team for such sterling efforts in producing this important document. I urge all DVFS field staff who are going to use this manual assess applicability of the of the different SOPs in the field and provide feedback to the drafting team members in their respective provinces. This manual will be reviewed on a yearly basis or as and when necessary to ensure to it remains relevant to everchanging local, regional and global environment

Director - Veterinary Field Services: Dr J. M Machakwa





## ABBREVIATIONS AND ACRONYMS


DVS	Division of Veterinary Services
VES	Veterinary Extension Supervisor
VEW	Veterinary Extension Worker
FMD	Foot and Mouth Disease
ND	Newcastle Disease
OIE	<i>Office International des Epizooties</i> (Organisation for Animal Health)
SADC	Southern African Development Community
PVO	Provincial Veterinary Officer
DVO	District Veterinary Office
AU-IBAR	African Union – Inter-African Bureau for Animal Resources
FTS	Field Technical Superintendent
FSOP	Field Standard Operating Procedures
DDVS	Deputy Director of Veterinary Services
CFU	Commercial Farmers Union
ZFU	Zimbabwe Farmers Union
ICFU	Indigenous commercial Farmers Union
AHA	Animal Health Act
CBV	Community Based Vaccinators
ASF	African Swine Fever
PM	Post Mortem
ZRP	Zimbabwe Republic Police
PGVO	Principal Government Veterinary Officer



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	<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/001</b>
Title: <b>LIVESTOCK IDENTIFICATION- HOT IRON BRANDING.</b>		
Page 1 of 3		Version: (1)
Written By: DVFS SOP Steering Committee		Date: 27/02/2020
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## 1. PURPOSE

To identify cattle to their dip tank or farm of origin by branding with a brand code approved and registered by the Director of Veterinary Services. This procedure describes hot iron branding activity to ensure that Cattle are identified in order to trace their movement as a disease control measure.

## 2. SCOPE

This procedure covers the period from production of a branding schedule to completion of branding returns in terms of the provisions of the **Animal Health Act Chapter 19:01 as read with the Animal Health (Livestock Identification) (Cattle) Regulations 2003..**

**NB: Registered pedigree and dairy cattle are exempted from mandatory hot iron branding as they are already identified to their respective epi units under the National Herd Book registration system.**

## 3. SAFETY CONSIDERATIONS

Ensure availability of personnel protective equipment which includes overalls, gumboots, and leather gloves. Ensure availability of standard cattle handling facilities for safety of the handler and the animal.  
**N.B.** Do not combine dipping and hot iron branding to avoid wounds.





#### 4. RESPONSIBILITY

**Dip Attendant** mobilises farmers for production of fire wood and cattle for the branding operation. Counting and recording cattle into stock cards and stock register.

**Veterinary Extension Worker** compiles the annual branding schedule for their area, does the actual branding and compiles monthly branding returns for submission to the district office

**Veterinary Extension Supervisor** does spot check for compliance to this SOP

#### 5. MATERIALS AND EQUIPMENT

**Firewood:** provided by the cattle owners.

**Branding irons:** (at least 3 per each dip tank).

**Leather gloves:** worn to avoid burning.

**The cattle race:** in good working order; see 'Dip Construction plan for specifications.

**Portable race:** for use where the site has no race.

#### 6. PROCEDURE


VEW
6.1. Produce annual branding schedule
6.2. Source branding irons from district and distribute to dip tank
DA
6.3. Inform cattle owners of the DVS branding programme.
6.4. Organise, through dip tank committee, repair of cattle handling facilities to ensure they are in good working order before the branding exercise.
6.5. Organise, through dip tank committee preparation of fire, strong enough to produce a bright red branding iron.
6.6. Heat the branding iron to bright red (not white)
6.7. Close the end of the race and drive the animals in.
6.8. Load all cattle above six months of age into the race ensuring that there is no free movement.
VEW

6.9. Apply the hot iron to the skin on the left side of the neck or shoulder if the neck is already branded with light pressure for not more than three (3) seconds. The burnt portion must attain a yellowish brown colour.
6.10. Subsequent brands for animals that have moved in must be placed below the original brand.
6.11. Brand cattle with appropriate visible brand marks for the specific dip tank.
6.12. Count branded cattle and update stock card as you brand.
6.13. Put out the fire after completing the branding exercise.
6.14. Submit record of number of animals branded at each epi unit as part of the monthly report submitted to Veterinary Extension Supervisor on the designated monthly report submission date.

## 7. RELATED RECORDS

Record Title	Custodian/Location	Retention Period
Stock card	FARMER	12 months after use
Stock register	DIP ATTENDANT	12 months after use
Branding return	DIP ATTENDANT	indefinite
Observations note book	DIP ATTENDANT	Indefinite



	<b>DEPARTMENT OF VETERINARY SERVICES</b>		
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/001</b>	
Title: <b>LIVESTOCK INSPECTION ON FARMS &amp; DIP TANKS (ROUTINE)</b>			
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## 1. PURPOSE

To periodically assess compliance to mandatory animal health requirements, give appropriate advice and institute remedial action as provided for in terms of **Section 21 of the Animal Health Act Chapter 19:01**.

## 2. SCOPE

The procedure covers routine inspection activities on self-contained farms and communal dip tanks from time of farmer notification to the time of actual inspection in adherence to animal health regulations. These inspections are carried out quarterly in the A2 sector and monthly in the communal sector.

## 3. SAFETY CONSIDERATIONS

Ensure availability of personnel protective equipment which includes overalls, gumboots and gloves.  
Ensure availability of standard cattle handling facilities for safety of the handler and the animal.

## 4. RESPONSIBILITY

Veterinary Extension Worker: inspects cattle during dipping sessions in communal and resettlement areas.  
Veterinary Extension Supervisor inspects livestock quarterly in A2 and commercial farms and once in three months in communal dip tanks.

## 5. MATERIALS AND EQUIPMENT

Vet kit which includes, restraining equipment, nose tong, mouth gag, disinfectants, detergents, tally counter camping equipment)







**Stationery:** surveillance and monitoring report forms, disease report forms and prosecution forms, quarantine order forms, pen, date stamp, call-up card, district patrol sheet

Transport, fuel and communication gadget.

## 6. DEFINITIONS

**Surveillance:** the continuous active collection, processing and analysis of data on several diseases and species of livestock in order to provide information towards development of disease control strategies.

**Monitoring:** the routine collection, processing and analysis of data relating to one disease or species in order to establish the impact of a disease control strategy.

**Active surveillance:** planned livestock inspection, sampling, checking counting and recording.

**Passive surveillance:** investigating, inspecting, checking counting and recording in response to a reported disease.

## 7 PROCEDURE

<b>7.1</b> Layout inspection patrol schedule.
<b>7.2</b> Communicate the inspection patrol schedule to target farmers:
<b>7.3</b> Notify the farmer in A2 sector through call-up cards or telephone two weeks prior to visit.
<b>7.4</b> Inspections can be done concurrently with other operations like dipping, branding or vaccination in communal and resettlement areas.
<b>7.5</b> Check farm/dip tank infrastructure (perimeter fence, holding facilities, dipping facilities, etc) as well as grazing and availability of water,
<b>7.6</b> Interview farmer(s) for more information on disease situation
<b>7.7</b> Walk through herd/flock slowly and quietly in order to detect abnormalities of posture, gait or unusual noises that might indicate the presence of a disease.
<b>7.8</b> Drive animals through a race positioning oneself at a point that enables counting and thorough inspection of the whole animal (including feet) for the following <ul style="list-style-type: none"> <li>• Evidence of presence of specified diseases and pests,</li> <li>• Brand marks, ear tags on individual animals</li> <li>• Evidence of animal abuse (animal welfare issues).</li> </ul>

- Body condition of the animals

**7.9** Inspect stock register to verify available stock against the records in stock register as well as the following records:

**Dipping records:**

- Type of acaricide in use,
- Dipping interval,
- Vaccination records:
- Diseases against which the vaccination was done and when the booster was done or to be done

**Treatment records:**

- Types of drugs used
- Diseases treated
- Morbidity and mortality
- **De-worming records:**
- samples taken to determine the prevalent internal parasites
- Types of anti-helminthics used.

**Livestock census records:**

- Copies of movement permits and police clearance certificates where applicable
- Livestock census, changes which occurred and reasons for the changes

**7.10** Record other interventions carried out during inspection (e.g. rabies vaccinations).

**7.11** Inspect storage of dip-chemicals, drugs and vaccines and their expiry dates, to ensure compliance with manufacturers' instructions.

**7.12** Check for possible presence of prohibited drugs, hormonal and any other substances that may be used in animal health and production.

**7.13** Complete and submit epidemiology form (Form/DVFS/002) to the supervisor where diseases have been suspected/detected within 24 hours for specified diseases and 7 days for other diseases.

**7.14** Issue original copy of the completed Surveillance and Monitoring form as well as quarantine and prosecution form where applicable to the.

<p><b>7.15</b> Complete and submit General Disease Surveillance form (Form/DVFS/003)</p> <ul style="list-style-type: none"> <li>• Original copy to head of district</li> <li>• Duplicate copy to farmer/manager/stockman/LDC Chairperson</li> </ul>
<p><b>7.16</b> Plan post-quarantine inspections at appropriate intervals depending on the nature of specified disease or pest detected.</p>
<p><b>7.17</b> Follow-up on prosecutions with the police after 7 days.</p>
<p><b>7.18</b> Contact farms at risk and other relevant authorities, informing them of specified diseases or pests detected and measures taken or that need to be taken.</p>
<p><b>7.19</b> Issue a quarantine order (<b>Form/DVFS/009</b>) if a specified disease or pest is detected,</p>
<p><b>7.20</b> Complete and submit Prosecution form (<b>Form/DVFS/008</b>) for any contravention of the Animal Health Act and Regulations to the nearest Police Station where applicable within 24 hours.</p>


## 7 . RELATED RECORDS

Record Title	Custodian/Location	Retention Period
Patrol Sheet	VEW /VES	indefinite
Surveillance and monitoring form	VEW /VES	indefinite
Epidemiology forms	VEW/VES	indefinite
Prosecution forms	VEW/VES	indefinite
Rabies vaccination certificate book	VEW/VES	indefinite
Call up Cards	VEW/VES	indefinite

## 9. REFERENCES

- ISO 34700
- Animal Health Act Chapter 19:01



	DEPARTMENT OF VETERINARY SERVICES		
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/003</b>	
Title: <b>VECTOR CONTROL - PLUNGE DIPPING</b>			
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## 1. 1 PURPOSE

The objective of plunge dipping is to minimise exposure of livestock that are susceptible to tick and tsetse borne diseases to the vectors by suppressing their population in the environment where such animals are kept. Tsetse and tick borne diseases account for 75% of cattle losses in Zimbabwe. This is achievable through making animals get completely immersed in an appropriate vector destroying chemical thereby destroying the vectors that are on the animal or that get in contact with the animal after the dipping process.

## 2. SCOPE

This procedure covers the period from collection of acaricide from AHMC to the time the dipping process is completed and dipping records are collected in line with provisions of the **Animal Health Act Chapter 19:01 as read with Cattle Cleansing Regulations 1993**

## 3. SAFETY CONSIDERATIONS

Ensure availability of personnel protective equipment which includes overalls, gumboots, face mask and gloves. Ensure availability of appropriate animal handling facilities for safety of the handler and the animal.

## 4. RESPONSIBILITY

Dip Attendant is responsible for collection of acaricide from AHMC, ensuring there is adequate water in the dip tank, the dip tank infrastructure is in a good state for safe and effective dipping process, applying dip chemical into the dip tank in line with the manufacturer's instructions, oversee the whole dipping process, updating owner stock cards and updating the dipping register as required. The VEW is responsible for supervising the process as well as collecting and submitting dipping returns to the GVO

## 5. MATERIALS AND EQUIPMENT

The following materials are required:

- **Dipping chemical**





- **Protective Clothing:** overalls, raincoat, hat, gumboots, gloves and respirators
- **Dipping kit:** 20L galvanised bucket, hard broom, spade, slasher, hoe, mattock, fork-stick, sieve for removing scam, agitator, satchel.
- **Stationery:** Record of immersion forms, note book, pen, tally counter, stock card
- **Sanitation:** soap

## 6. PROCEDURE

### VEW

- 6.1 Place orders and organise collection of dipping chemical from district office and ensure proper storage at AHMC
- 6.2 Maintain AHMC dip chemical stock records
- 6.3 Give allocations to dip attendants (DA) for dip tanks under their charge
- 6.4 Physically supervise dipping at each dip tank at least once a month and complete the Dipping Supervision Checklist (**Form/DVFS/007**)
- 6.5 Extract information from Complete and submit to district office, monthly dipping return, (**Form/DVFS/001**) for each dip tank in the AHMC catchment area.

### DA

- 6.6 Check water level in the dip tank before each dipping session if it is at full mark (20cm/8 inches below the jump off point).
- 6.7 If water is below the minimum mark level or above the maximum mark level, organise top up of additional or removal excess water through the local dip tank committee structures.
- 6.8 Remove foreign objects in the race, foot bath, dip tank (scam) and drying pen.
- 6.9 Open the dip wash return pipe or inlet pipe and close rain water pipe or outlet pipe.
- 6.10 Clean and put fresh water into the foot bath.
- 6.11 Ensure the **forked stick** for calves is handy.
- 6.12 Prepare the **Premix** or pre-cream of the acaricide in a bucket according to the manufacturers' instructions and pour evenly into the dip tank from the jump-off point to the outlet steps.





- 6.13 Stir the **premix** in the dip tank using an agitator or dip mixing stick
- 6.14 Dip 30 head to mix the dip wash and drive them back to the rest of the herd for re-dipping
- 6.15 Verify animal numbers by counting each stock owner's number of animals against the record on the stock card and update stock card accordingly. Enter the remarks and sign.
- 6.16 Extract information from each owner stock card and update **Dip Tank Register** records indicating number of cows, bulls, heifers, oxen, steers and calves on the stock card as well as the numbers that have been brought for dipping that particular dipping day. All entries must be in ink and not in pencil.
- 6.17 Give signal to owners to drive each verified batch of animals into the holding pen.
- 6.18 Drive each batch of animals in the holding pen through the dip tank.
- 6.19 Hold dipped cattle in the drying pen for at least 5 minutes to allow dripping before releasing them while counting and record the number of animals dipped.
- 6.20 Repeat steps 5.12 - 5.19 until the recommended number of animals has gone through.
- 6.21 Replenish the dip according to manufacturers' instructions and repeat steps 5.12 to 5.19.
- 6.22 Record any relevant observations in the note book such as suspected diseases, level of tick infestation, brands etc.
- 6.23 Notify farmers at regular intervals, of any changes in the dipping schedule.
- 6.24 Close the dip wash return pipe (inlet valve) and open the rain water outlet (outlet valve).
- 6.25 Clean the foot bath, inlet and outlet pens to minimize dirt into the tank.
- 6.26 Destroy by burning empty dip chemical containers to minimize contamination of the environment.
- 6.27 Repair the pens if necessary.



## 7. RELATED RECORDS

Record Title	Custodian/Location	Retention Period
Stock card	Farmer	12 months after use
Stock register	Dip Attendant	12 months after use
Condensed dipping return	Dip Attendant	12 months after use
Acaricide register	VEW	12 months after use
Observations note book	Dip Attendant	12 months after use

### Definitions

1. **Acaricide or Ixodicide or Dip Chemical:** a concentrated tick destroying chemical that is either added to the water to make a **dip wash** or a **spray wash** for killing ticks or is used in its concentrated form as a pour-on.
2. **Dip Wash:** a mixture of water and acaricide applied onto the cattle by dipping or spraying.
3. **Establishment or Initial Fill:** the process of filling a plunge dip tank with dip wash for the first time or after emptying it. This is done once per year since each dip tank is cleaned annually to remove the mud/sludge which settles at the bottom of the tank. The procedure is to follow the filling rate as per acaricide manufacturer's instructions e.g. 1 litre of acaricide to 1200 litres of water in the case of Decaticks Dip.
4. **Full Mark:** This is the level of dip wash in a dip tank at the commencement of dipping and is 20cm below the jump off point. This dip-wash level encourages the animal to jump into the wash resulting in submergence.
5. **Predilection site:** This is preferred site of attachment and feeding of ticks on the host e.g. *Rhipicephalus appendiculatus* favours attaching to the ears of its host (hence named the Brown ear tick). The host animals can groom away the ticks by scratching or licking but cannot groom those ticks attached to the predilection sites.
6. **Premixing or Pre-creaming:** the process of preparing a paste of the acaricide with a little water before pouring into the bulk of the water. The required amount is put into a 10 to 15 litre bucket of water and stirred thoroughly before pouring into the dip tank from one end to the other.
7. **Replenishment or Boosting:** the process of adding more acaricide and water after a certain number of animals have been dipped in order to bring the dip wash back to the target strength. This topping up counters **stripping**.
8. **Stripping:** the rate at which the active ingredient is removed from the dip wash
9. **Residual period:** the time the acaricide remains active i.e. killing ticks on the animal body
10. **Strategic Dipping** is a tick control frequency which is determined by the level of tick infestation. The interval should be such that the cattle continue to be exposed to tick bites hence tick-borne-disease-






causing parasites but in light doses which encourage sufficient antibody build up i.e. there is a stable animal-disease relationship.

11. **Submergence:** complete emersion of animals into the dip-wash
12. **Target strength:** the concentration level of an acaricide which when applied onto the animal will kill the ticks.
13. **Tick resistance:** a situation when the ticks no longer die from the acaricide applied.





		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/004</b>	
Title: <b>VECTOR CONTROL - POUR-ON APPLICATION</b>			
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## 8. PURPOSE

The objective of dipping pour-on application on animals is to minimise exposure of livestock that are susceptible to tick and tsetse borne diseases to the vectors by suppressing the vector population in the environment where such animals are kept. Tsetse and tick borne diseases account for 75% of cattle losses in Zimbabwe. This is achievable through applying an oil based vector destroying chemical along the back of the animal. The chemical automatically disperses through surface of the skin to every part of the body thereby destroying the vectors that are on the animal or that get in contact with the animal after the dipping process.

## 9. SCOPE

This procedure covers the period from dispatch of acaricide to AHMC to the time the cattle are dipped and recorded. This is achievable through applying a vector destroying chemical onto the animals in terms of the provisions of the **Animal Health Act Chapter 19:01 as read with Cattle Cleansing Regulations 1993**.

## 10. SAFETY CONSIDERATIONS

Ensure availability of personnel protective equipment which includes overalls, gumboots, respirators and gloves. Ensure availability of standard cattle handling facilities for safety of the handler and the animal.

## 11. RESPONSIBILITY

Dip Attendant is responsible for collection of acaricide from AHMC, ensuring there is adequate water in the dip tank, the dip tank infrastructure is in a good state for safe and effective dipping process, applying dip chemical into the dip tank in line with the manufacturer's instructions, oversee the whole dipping process, updating owner stock cards and updating the dipping register as required. The VEW is responsible for supervising the process as well as collecting and submitting dipping returns to the GVO

## 12. MATERIALS AND EQUIPMENT

- Pour-on dipping chemical
- Protective Clothing: overalls, raincoat, hat, gumboots, gloves and respirators, soap.
- Dipping kit: Pour-on applicator, hard broom, spade, slasher, hoe, mattock,
- Stationery: Stock register, note book, pen, tally counter, stock cards, dipping return form





- e. Sanitation: soap
- f. Water proof Satchel.

### 13. PROCEDURE

VIEW
<b>13.1.</b> Place orders and organise collection of dipping chemical from district office and ensure proper storage at AHMC
<b>13.2.</b> Maintain AHMC dip chemical stock records
<b>13.3.</b> Give allocations to dip attendants (DA) for dip tanks under their charge
<b>13.4.</b> Physically supervise dipping at each dip tank at least once a month and complete the Dipping Supervision Checklist ( <b>Form/DVFS/007</b> )
<b>13.5.</b> Complete and submit to district office, monthly dipping return, ( <b>Form/DVFS/001</b> ) for each dip tank in the AHMC catchment area.
DA
<b>13.6.</b> Collect and sign for the allocated quantity of acaricide in the AHMC acaricide register.
<b>13.7.</b> Calibrate the pour-on applicator for efficiency as per manufacturer's instructions
<b>13.8.</b> Verify animal numbers by counting each stock owner's number of animals against the record on the stock card and update stock card accordingly. Enter the remarks and sign.
<b>13.9.</b> Extract information from each owner stock card and update Dip Tank Register records indicating number of cows, bulls, heifers, oxen, steers and calves on the stock card as well as the numbers that have been brought for dipping that particular dipping day. All entries must be in ink and not in pencil.
<b>13.10.</b> Close the end of the race and give signal to owners to drive each verified batch of animals into the holding pen.
<b>13.11.</b> Load cattle into the race ensuring that there is no free movement.
<b>13.12.</b> Apply the recommended dosage per animal.
<b>13.13.</b> Count the animals as you apply
<b>13.14.</b> Repeat steps 6.8 - 6.13 until all animals have been treated.
<b>13.15.</b> Record any relevant observations in the note book such as suspected diseases, level of tick infestation, brands etc. and report to Veterinary Extension Worker.
<b>13.16.</b> Notify farmers at regular intervals, of any changes in the dipping schedule.
<b>13.17.</b> Clean race area.
<b>13.18.</b> Destroy by burning empty pour-on chemical containers to minimize contamination of the environment.
<b>13.19.</b> Clean the applicator thoroughly
<b>13.20.</b> Repair the race if necessary.



**13.21.** Notify farmers of any changes in the application schedule.

**13.22.** Remove Personnel Protective Equipment, wash your hands and face after dipping.

#### 14. RELATED RECORDS


Record Title	Custodian/Location	Retention Period
Stock card	Farmer	12 months after use
Stock register	Dip Attendant	12 months after use
Condensed dipping return	Dip Attendant	12 months after use
Acaricide register	VEW	12 months after use
Observations note book	Dip Attendant	12 months after use

#### 15. REFERENCES

- ISO 34700
- Animal Health Act Chapter 19:01
- SI 250 of 1993 Animal Health (Cattle Cleansing) Regulations, 1993
- Stock Register regulations 1970.





	<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/004</b>
Title: <b>VECTOR CONTROL - DIPTANK CONSTRUCTION</b>		
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## 1. PURPOSE

To guide DVS personnel supervising construction of dip tanks to ensure all dip tanks meet minimum standard specifications prescribed by the department of Veterinary Services to ensure effective control of the target disease vector, safety of animals and personnel using the facility and adherence to minimum environmental protection requirements.

## 2. SCOPE

This procedure covers the period from feasibility study to the initial dipping. Dipping is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with Cattle Cleansing Regulations 1993 and Stock Register regulations 1970.

## 3. RESPONSIBILITY

**Veterinary Extension Worker** is responsible to submitting a detailed report of the proposal to the Supervisor, and monitoring the construction when approved

**Veterinary Extension Supervisor** is responsible for carrying out the feasibility study, pegging of the dip tank After approval and support monitoring of the construction.

**Chief Animal Health Inspector** is responsible for making recommendations to the provincial officer, monitoring and supervision of the construction

**The provincial officer** approves the additional dip tank





**Field Technical Superintendent** is responsible for the final verification, resource mobilisation and registration of the new dip tank into the national dip tank database

#### 4. MATERIALS AND EQUIPMENT:

**Provisions:** Pegging materials (tape measure, builder's line, GPS)

**Stationery:** Monitoring forms, Dip construction plan

**Transport and fuel**

#### 5. DEFINITIONS OF TERMS

**Feasibility study:** An assessment or analysis of the practicality of a proposed plan

**Dip tank:** it's a facility used for complete immersion of livestock for the purposes of controlling ticks and tsetse fly

**Pegging:** Marking for the purposes of constructing a diptank according to the required plan.

**Monitoring:** Observing and checking progress over a period of time to ensure the construction is being done according to the required plan.

**Substructure construction:** Construction of the inner part (below the ground) of the dip tank.

**Superstructure construction:** Construction of the outer part (above the ground) of the dip tank.

#### 6. PROCEDURE

<b>6.1 Carry out feasibility study</b>
6.1.1 Establish if the dip tank is within the RDC land use plan
6.1.2 Compile the census within the catchment
6.1.3 Liaise with relevant stakeholders (local authority, EMA, Forestry commission)
6.1.4 Establish availability of adequate water supply for the site
6.1.5 Submit a comprehensive report of the feasibility study to the VES for submission to the province
<b>6.2 Dip tank Pegging</b>
After meeting the requirements:

6.2.1 Hold stakeholder meeting for project inception
6.2.2 Ensure the plan is available for use during pegging and construction.
6.2.3 Peg the dip tank with the help of a qualified builder
6.2.4 Pegging should consider the expected capacity (15 000 litres) unless other wise
6.2.5 Make sure the dip tank is facing the correct direction (not eastwards.)
<b>6.3 Dip tank construction</b>
6.3.1 Ensure required materials are available for each stage to be completed at once.
6.3.2 Ensure pit digging has been done to measurements and mostly done during dry season
6.3.3 Make sure correct concrete mixture according to type of cement is followed for the floor
6.3.4 Every stage must be certified by the CAHI before going to the next stage (pit digging, substructure construction, superstructure construction, roofing, races, pens)
6.3.5 Make sure water has been filled in the tank during construction to ensure curing.
6.3.6 Make sure all required features are constructed (footbath, outlet valve, inlet valve, jump off point steps)
6.3.7 Ensure supporting structures (Dip Attendant`s shed, side tanks, holding pen, forcing pen, and outlet pen, toilets) is constructed to standard.
6.3.8 Certification of the dip tank must be done before animals are allowed to dip.

## 7. RELATED RECORDS


Record Title	Custodian/Location	Retention Period
Bill of Quantity	DVS	5 years
Stock cards/register	DVS	5 years
Monitoring report forms	DVS	5 years

## 8. REFERENCES

Animal Health Act

Dip tank construction plan



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
		Division: FIELD SERVICES	Procedure reference: <b>IP/DVFS/005</b>
Title: <b>FMD OUTBREAK INVESTIGATION</b>			
Page 1 of 4		Version: 1	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>	Date: 08/03/2020	
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>	Date: 11/01/2021	

## 1. PURPOSE

The procedure describes the operations carried out during a suspected FMD outbreak investigation to confirm the presence of clinical cases of FMD and institute control measures.

## 2. SCOPE

The procedure covers investigation activities from the point of receiving the report of a suspect case to the time of establishing the correct diagnosis. FMD investigations are done in terms of section 21 of the Animal Health Act Chapter 19:01 as read with Prevention of Foot and Mouth Disease Regulations, 1987.

## 3. SAFETY CONSIDERATIONS

Ensure availability of adequate and appropriate personnel protective equipment, e.g., overalls, gumboots.  
Ensure the availability of standard handling facilities e.g. races, pens, crush pens.

## 4. RESPONSIBILITY

The veterinary extension worker/ supervisor reports the suspected disease occurrence to the district veterinary officer (DVO)/veterinary officer.

The DVO/Government Veterinary Officer/Epidemiologist is responsible for investigation of suspect FMD.

## 5. MATERIALS AND EQUIPMENT

- ✓ **FMD investigation** kit which includes protective clothing, restraining ropes, sample transport media e.g. PBS, nose tong, mouth gag, disinfectant (soda), tally counter, GPS machine, sample bottles, bucket.
- ✓ **Stationery** which includes surveillance and monitoring report and disease report books, prosecution forms, quarantine order book, pen, date stamp, FMD investigation form, sample submission forms
- ✓ **Communication** such as Cell-phone





- ✓ **Transport** which includes vehicle and fuel, motorbikes

## 6. DEFINITION OF TERMS

**Investigation** – establishing presence of a disease.

**Surveillance** – is close observation of animals in order to collect information for the purposes of establishing patterns and occurrences of diseases

**Monitoring** – observe and check the progress of disease.

**Geo-spatial mapping** – characterisation of disease patterns and occurrences in terms of location and time.

**Vesicles:** raised epithelial tissue with fluid in them

**Vesicular fluid:** fluid accumulated in the vesicles

**Epithelial tissue:** the tissues which line the cavities and surfaces of blood vessels and organs throughout the body.

## 7. PROCEDURE

<p><b>7.1</b> Record in writing details of the report made including full name of the person making the report and their contact details, location where the animal/s are, clinical signs observed, animal movement history of affected animal and other animals in the herd and any other relevant information.</p>
<p><b>7.2</b> If there is reason to suspect FMD outbreak which is not part of an ongoing outbreak, proceed to outbreak site for thorough investigation.</p>
<p><b>7.3</b> Conduct on site investigation at Farm/Dip Tank</p> <ul style="list-style-type: none"> <li>• Inform the owner of the livestock in advance of the inspection.</li> <li>• Visit the affected property just after receiving the report</li> <li>• Collect all the relevant information (case history) from the farmer first.</li> <li>• Check permits and stock register and record information of animals that moved in and out of the area in the last one month</li> <li>• Inspect the whole suspected herd by: Walking through herd/flock slowly and quietly in order to detect abnormalities of posture, gait or unusual noises that might indicate the presence of a disease. Using the available facilities for restraining closely examine the mouth cavity, tongue and feet of each individual animal in the herd or at least 20 suspect cases where the number of animals in the herd exceed 20</li> </ul>
<p><b>7.4</b> Where investigations are done by VEW, seek a second opinion from the AHI/GVO.</p>
<p><b>7.5</b> Collect epithelia and/or vesicular fluid in fresh lesions and put them in transport media e.g. PBS</p>
<p><b>7.6</b> Take at least 10 blood samples from suspect cases</p>
<p><b>7.7</b> Complete lab sample submission form for samples taken and send them to CVL</p>
<p><b>7.8</b> Prosecute for any contravention of the Animal Health Act and Regulations (<b>Form/DVFS/008</b>)</p>





<b>7.9 Convene stakeholder meetings</b>	
<b>7.10</b>	Suspend dipping services to avoid mixing of animals if you strongly suspect FMD until further notice.
<b>7.11</b>	Effect a quarantine order until further notice ( <b>Form/DVFS/009</b> ).
<b>7.12</b>	Choose a strategic exit point(s) from the infected area and mount a roadblock
<b>7.13</b>	Disinfect yourself and your equipment prior to leaving the infected property.
<b>7.14</b>	Write a detailed narrative report of your findings and complete Disease outbreak investigation form ( <b>Form/DVFS/002</b> ) form and submit these to your supervisor within 24 hours.
<b>7.15</b>	Follow-up on prosecutions with the police
<b>7.16</b>	Contact neighbouring farmers at risk and other relevant authorities, to inform them of FMD detected and measures taken or that need to be taken.
<b>Detection of FMD at Sale-pens/Show/Commercial Feedlot</b>	
<b>7.17</b>	Suspend the auction sale
<b>7.18</b>	Inform the relevant authorities
<b>7.19</b>	Quarantine the sale pen
<b>7.20</b>	Trace back to source
<b>7.21</b>	Follow the relevant procedures above from 7.1 to 7.16
<b>7.22</b>	Carry out destocking and decontamination procedures as per instructions to be given from the chief director's office

## 8. RELATED RECORDS:

Record Title	Custodian/Location	Retention Period
Surveillance form	DVS/AHMC	5 years
Epidemiology form	DVS	5 years
Vaccination Register	DVS	5 years
Vet Animal Permit Book	DVS	<b>7.23</b> years




## 9. REFERENCES

- ISO 34700
- Animal Health Act Chapter 19:01

## 10. Farmer Obligation

- To report all sick animals (limping, salivating i.e. case definition of FMD)
- To present ALL animals for inspection
- To furnish the authorised person with all the relevant information pertaining to livestock movement
- To comply with movement restrictions until further notice



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/005</b>	
Title: <b>FMD OUTBREAK - CONTROL VACCINATION</b>			
Page 1 of 4		Version: (1)	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>		Date: 08/03/2020
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>		Date: 11/01/2021

## 1. PURPOSE

The purpose of vaccinating animals during an FMD outbreak is to induce build-up of immunity in the target population to minimise the risk of spread from infected animals to naïve animals as well as suppress the amount of circulating virus in the affected population. This is achievable through correct vaccine administration covering at least 90% of the target census.

## 2. SCOPE

This procedure covers activities done from the time of mobilising resources to conduct an FMD outbreak control vaccination to the time vaccination of the target population is completed as provided for in terms of the provisions of the **Animal Health Act Chapter 19:01 as read with Prevention of Foot and Mouth Disease Regulations of 1987**.

## 3. SAFETY CONSIDERATIONS

Ensure availability of appropriate viral disinfectant, personnel protective equipment which includes overalls, gumboots, face mask and gloves. Ensure availability of standard cattle handling facilities for safety of the handler and the animal.

## 4. RESPONSIBILITY

The District Vet is responsible for planning the vaccination campaign and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully implementing the vaccination program as planned. The VEW is responsible for leading vaccination teams in implementing the vaccination plan in the area under his or her responsibility. The DA is responsible for mobilising farmers through the Dip tank committees to bring animals for vaccination at the designated vaccination sites and time.

## 5. MATERIALS AND EQUIPMENT

The following materials and equipment are required:

- Vaccine
- Ice
- Soda/soap





- Mutton cloth
- PBS/Transport Media
- Automatic syringes, 15g x 1/2inch needles, lubricant, spare parts for syringes
- Cooler box
- Protective clothing (Overalls, raincoats, safety shoes, rubber gloves etc.)
- Branding irons
- Portable races
- Knapsack sprayer
- Cattle marking paint
- Camping equipment
- Pliers
- Transport
- Ropes
- Universal bottles
- Vaccination forms
- Stationery
- Mouth gag and nose tong
- Cell phones and air time for communication.
- Food rations / allowances

## 6. PROCEDURE

### District Head:

- 6.1 Define the area to be vaccinated and produce a map of the area
- 6.2 Produce the vaccination program giving the following details:
  - 6.3 Vaccination dates,
  - 6.4 Estimated target population,
  - 6.5 Vaccine amount,
  - 6.6 Vaccination equipment quantities,
  - 6.7 Type and quantities of disinfectants,
  - 6.8 Number of Vehicles & quantity of fuel,
  - 6.9 Number of vaccination teams,
  - 6.10 Selected base stations for vaccination teams,
  - 6.11 Type and quantities of camping equipment where necessary,
  - 6.12 Staff allowances
- 6.13 Submit request for resources to be sourced outside work station.
- 6.14 Appoint Animal Health Inspector (AHI) to head vaccination teams



### **AHI in charge:**

- 6.15 Organise vaccination campaign by instructing Veterinary Extension Workers (VEW) to mobilising farmers in their respective areas of responsibility to bring animal for vaccination on the set dates and set vaccination centres as per vaccination program
- 6.16 Deploy allocated material and human resource to vaccination campaign base stations
- 6.17 Organise assessment of the state of handling facilities at each selected vaccination site to ensure vaccinations can be carried out effectively.
- 6.18 Organise necessary repairs of vaccination infrastructure where necessary
- 6.19 Form the vaccination teams, each which should comprise:
  - 6.20 1 team leader,
  - 6.21 At least 2 vaccinators and
  - 6.22 1 recorder
- 6.23 Allocate resources including operational guidelines and instruction to each team leader.
- 6.24 Verify vaccination records submitted by team leaders on a daily basis and determine sites that require mop up vaccinations
- 6.25 Where production is less than 90%, organise a mop up vaccination within 7 days.

### **Vaccination team leader:**

- 6.26 Take stock of allocated resources and maintain records as they are being used
- 6.27 Conduct pre-vaccination inspection of animals for presence of clinical cases and record findings
- 6.28 Where clinical cases of suspect FMD are detected fill in disease report form (Form/DVFS/002)
- 6.29 Test and ensure all automatic syringes are well calibrated.
- 6.30 Monitor proper handling of vaccine and maintenance of cold chain for the vaccine by keeping vaccine vials not being used in closed cooler boxes with ice
- 6.31 Check regularly the efficiency of each automatic syringe to ensure its discharging the correct vaccine amount.
- 6.32 Check regularly the vaccination record sheet to ensure the recording is being done properly as vaccinations progress
- 6.33 Reconcile number vaccinated with vaccine used and recorded target population for the site and record any anomaly.
- 6.34 Organise marking / branding of vaccinated animals in line with relevant SOP
- 6.35 Complete and submit a hard copy or electronic vaccination returns for each epidemiological unit vaccinated (Form/DVFS/005) to the DVO.

### **Vaccinator:**


- 6.36 Direct the loading of animals into the race and ensuring that there is no free movement before vaccination of each lot loaded.
- 6.37 Wrap vaccine vials in use in a wet mutton cloth to prevent direct exposure to sun light and keep them cool.
- 6.38 Vaccinate animals on the right neck region as per package inset vaccination instructions.
- 6.39 Change and sterilise needles after every 100th animal.





- 6.40 In the case of dairy and pedigree cattle, use one needle per animal.
- 6.41 Conduct after vaccination procedures.
- 6.42 Collect all vaccine containers and packaging material for properly disposal.
- 6.43 Disinfect equipment, self, vehicle before leaving the vaccination point



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/006</b>	
Title: <b>FMD OUTBREAK – POST VACCINATION MONITORING INSPECTIONS</b>			
Page 1 of 4		Version: (1)	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
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Approved By: F Ndhlovu	Signature: <i>FNdhlovu</i>		Date: 11/01/2021

## 1. PURPOSE

To detect any follow up FMD cases after initiating outbreak control measures to evaluate effectiveness of vaccination and other control measures.

## 2. SCOPE

This procedure covers subsequent inspections done scheduled inspections on susceptible animal population in an FMD outbreak area from the time of instituting control measures up to the time an outbreak declared officially resolved as provided for in terms of the provisions of the **Animal Health Act Chapter 19:01 as read with Prevention of Foot and Mouth Disease Regulations of 1987.**

## 3. RESPONSIBILITY

The District Vet is responsible for planning the inspection program and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully implement the inspection program as planned. The VEW is responsible for conducting inspections in the area under his or her responsibility. The DA is responsible for mobilising farmers through the Dip tank committees to bring animals for inspection at the designated inspection sites and time.

## 4. MATERIALS AND EQUIPMENT

- ✓ **Transport and fuel**
- ✓ **Protective Clothing:** Overalls, Hats, Gumboots, Gloves, Raincoats





- ✓ **Inspection Kit:** (Restraining ropes, nose tong, mouth gag, disinfectants, detergents, galvanised buckets, universal bottles, transport media, syringes and needles, knapsack sprayers)
- ✓ **Stationery:** The following forms are required:
  - ✓ Inspection forms,
  - ✓ surveillance and monitoring report forms,
  - ✓ disease report forms,
  - ✓ prosecution forms,
  - ✓ quarantine order forms
  - ✓ serology forms
  - ✓ pens, date stamp

## 5. PROCEDURE

1. Layout inspection schedule.
2. Communicate the Inspection schedule to all livestock owners a week in advance (village head /LDC / farm owners, local authority)
3. Convene stakeholder meetings to inform them of progress
4. Check farm/dip tank infrastructure (perimeter fence, holding facilities, dipping facilities etc) as well as grazing and availability of water.
5. Establish livestock movement patterns into and out of the infected area.
6. Walk through herd/flock slowly and quietly in order to detect abnormalities of posture, gait or unusual noises that might indicate the presence of a disease.
7. Drive animals through a race positioning oneself at a point that enables thorough inspection of the whole animal including feet, brands, ear tags, marks and counting.
8. As cattle pass through the race, restrain and thoroughly inspect one in every ten animals or any suspect case.
9. Check and verify if the affected animals were previously vaccinated.
10. Disinfect your hands after inspecting each and every restrained animal.
11. In the event of infections being picked up, determine how many animals are infected.
12. If blisters are noticed, collect the vesicular fluid and epithelial tissues and put in transport media.



13. If lesions have healed, collect 10 blood samples from suspect cases.
14. Fill in the serological laboratory request forms and submit the samples to the laboratory.
15. Check for movement permits and any recent livestock movements
16. Inquire if any buffaloes and/or other susceptible wildlife were sited within that locality.
17. Where cases have been detected, complete and submit epidemiology forms to the PVO within 24 hours for onward submission.
18. Determine the new radius for vaccination to form a new barrier, if need be.
19. Determine another radius for intensive inspection and surveillance, if need be
20. Disinfect yourself, your equipment and vehicle(s) before leaving the inspection area.
21. Where cases have been detected outside the infected area, institute measures for vaccinations and inspection, in line with FSOP No. 5.
22. Fill in the inspection forms and submit to the DVO.

## 6. Definitions

- i. **Surveillance:** the continuous active collection, processing and analysis of data on several diseases and species of livestock in order to provide information towards development of disease control strategies.
- ii. **Monitoring:** the routine collection, processing and analysis of data relating to one disease or species in order to establish the impact of a disease control strategy.
- iii. **Active surveillance:** planned livestock inspection, sampling, checking counting and recording.
- iv. **Passive surveillance:** investigating, inspecting, checking counting and recording in response to a reported disease.


## 7. Farmer Obligations



1. To present ALL animals for inspection
2. To report all sick animals (limping, salivating i.e. case definition of FMD)
3. To furnish the authorised person with all the relevant information pertaining to livestock movement
4. To comply with movement restrictions until further notice





		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/007</b>	
Title: <b>SUSPECT ANTHRAX OUTBREAK INVESTIGATION</b>			
Page 1 of 3		Version: (1)	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
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## 8. PURPOSE

To determine presence or absence of anthrax cases following detection of suspect cases and establish extent of spread.

## 9. SCOPE

This procedure covers activities to be carried out from the time a suspect anthrax case is reported or detected to the time a confirmatory diagnosis is made and an official report is made. Anthrax investigations are done in terms of section 21 of the Animal Health Act Chapter 19:01 as read with Anthrax Regulations, 1971.

## 10. RESPONSIBILITY

The District Vet is responsible for planning a detailed investigation and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the investigation as planned. The VEW is responsible for conducting preliminary investigations to determine suspect outbreak areas in the area under his or her responsibility and collect samples for confirmatory diagnosis.

## 11. MATERIALS AND EQUIPMENT

- ✓ **Veterinary kit:** protective clothing, disinfectant (soda), bucket
- ✓ **Stationery:** surveillance and monitoring report, disease report books, quarantine order book, pen, date stamp, sample submission forms, prosecution forms.
- ✓ **Communication:** Cell-phone and airtime
- ✓ **Transport:** vehicle and fuel, motorbikes





## 12. PROCEDURE

<b>5.1 Suspect cases in animals</b>
a. Inform livestock owner(s) in advance.
b. Move straight to the targeted place.
c. Discuss with stock owner(s) to get case history.
d. Prepare blood smears collected from the peripherals (ear or tail) of dead animals
e. Do not open the carcass to prevent contamination
f. Organize for proper disposal of the carcass i.e.
g. Burn or bury carcass and contaminated soil 2 meters deep.
h. Spread lime on all contaminated places before covering with soil.
i. An area of ten (10) meter radius must be de-contaminated.
j. Check permits and stock register and record information of animals that moved in and out of the area in the last one month.
k. Issue a quarantine order until further notice. Complete appropriate sample submission forms for samples taken and send them to the lab.
l. Fill and issue prosecution form for any contravention of the Animal Health Act and Regulations.
m. Disinfect yourself and your equipment prior to leaving the infected property.
n. Complete and submit an epidemiology disease report form within 24 hours.
o. Follow-up on prosecutions with the police
p. Inform farmers at risk, Ministry of Health and other relevant authorities of Anthrax detected and measures taken or that need to be taken.




q. Compile an Anthrax outbreak investigation narrative report
<b>5.2 Follow up of human cases:</b>
a. Collect information from Ministry of Health
b. Visit the affected patients in their areas of origin for further investigations
i. Gather information on livestock deaths
ii. Compile list of persons who handled/consumed the carcasses
iii. Check on the disposal of dead carcasses and products
iv. Destroy any infectious things
v. Convene stakeholder meetings on Anthrax
vi. Distribute Anthrax information leaflets and urge them to report any deaths to veterinary

### 13. Farmer Obligation

- ✓ To report all cases of sudden deaths within 24 hours
- ✓ To prepare and submit blood smears to the nearest Veterinary Office
- ✓ To avoid consumption of animals suspected to have died from Anthrax.
- ✓ To burn and bury all carcasses.
- ✓ To report to the nearest clinic in cases of human contacts.



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/006</b>	
Title: <b>ANTHRAX VACCINATION - ROUTINE</b>			
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Written By: DVFS SOP Steering Committee			Date: 26/02/2020
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#### 14. PURPOSE

To prevent occurrence of the anthrax outbreaks in susceptible livestock sub population. This is achievable through correct vaccine administration covering at least 90% of the target census.

#### 15. SCOPE

This procedure covers vaccination activities to be carried out in animal subpopulation in prescribed anthrax hotspots from the time an area prescribed as an anthrax area and should be carried out routinely until an area is removed from the list of anthrax prescribed areas. Anthrax vaccination is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with Prevention of Anthrax Regulations of 1971.

#### 16. RESPONSIBILITY

The District Vet is responsible for planning the annual vaccination program and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the vaccinations as planned. The VEW is responsible for conducting the actual vaccinations in the area under his or her responsibility and submit vaccination returns.

#### 17. MATERIALS AND EQUIPMENT

- i. **Vaccination kit:** Vaccine, Mutton cloth. Cooler box, ice pliers. Cattle marking paint, Automatic syringes, 15 x 1/2inch needles, lubricant, spare parts for syringes Steriliser





- ii. **Protective clothing:** (Overalls, raincoats, safety shoes, rubber gloves, sun hats etc.)
- iii. **Portable races**
- iv. **Camping equipment:** Food rations / allowances, tents, chairs, tables, stretcher beds, sleeping bag, first aid kit, mosquito nets, solar lamps and panel water bowser First Aid kit
- v. **Transport and fuel**
- vi. **Stationery:** Vaccination forms
- vii. **Communication:** Cell phones and air time
- viii. **Allowances:** Food rations

## 18. PROCEDURE

• Plan the vaccination program
• Hold Stakeholder meetings
• Mobilise and distribute material and human resources for vaccination
• Mobilise farmers to bring cattle for vaccination
• Ensure races are functional prior to vaccination
• Form the vaccination team which comprises team leader, two vaccinators and a recorder per vaccination point
• Maintain cold chain all the time
• Ensure automatic syringes are well calibrated.
• Inform farmers about the withdrawal period for meat and milk
• Load cattle into the race ensuring that there is no free movement of the animals in the race
• Maintain cold chain by always wrapping the bottle with a wet mutton cloth.
• Vaccinate all animals and avoid vaccinating heavily pregnant animals, if using a live vaccine
• Count and mark animals as you vaccinate
• Check regularly the efficiency of the automatic syringe


- |  |
|--|
| • Change and sterilise needles after every 100 <sup>th</sup> animal              |
| • In the case of dairy and pedigree cattle, use one needle per animal            |
| • Where production is less than 90%, call for a mop up vaccination within 7 days |
| • Properly dispose used containers   |
| • Monitor the vaccination process  |
| • Prosecute defaulters   |
| • Verify the vaccination figures against vaccine used                            |
| • Fill in the Anthrax vaccination return   |
| • Submit Anthrax vaccination figures daily to the DVO                            |
| • Hold post vaccination stakeholder meetings                                     |
| • Follow up prosecutions if any with ZRP   |

#### 19. Farmer Obligation

- ✓ To bring all livestock for vaccination
- ✓ To bring stock card for updating and recording the vaccination
- ✓ To comply with the movement control
- ✓ To report all defaulters
- ✓ To comply with the withdrawal periods of milk and meat consumption.
- ✓ To comply with stress reduction activities such as yoking and moving long distances.





		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/008</b>	
Title: <b>NEWCASTLE DISEASE OUTBREAK INVESTIGATION</b>			
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Written By: DVFS SOP Steering Committee			Date: 26/02/2020
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## 20. PURPOSE

To determine presence or absence of Newcastle disease cases following detection of suspect cases and establish extent of spread.

## 21. SCOPE

This procedure covers activities to be carried out from the time a suspect Newcastle disease case is reported or detected to the time a confirmatory diagnosis is made and an official report is made. Newcastle investigation is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with Newcastle Disease Regulations of 1999.

## 22. RESPONSIBILITY

The District Vet is responsible for planning a detailed investigation and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the investigation as planned. The VEW is responsible for conducting preliminary investigations to determine suspect outbreak areas in the area under his or her responsibility and collect samples for confirmatory diagnosis.

## 23. MATERIALS AND EQUIPMENT

- i. **Veterinary kit:** syringes and needles, disinfectant,
- ii. **Sampling material:** Ice/Cooler box, Universal bottles, Swabs and transport media
- iii. **Stationery:** Clipboard, pen, Lab sample submission forms, Serological request forms
- iv. Transport and Fuel




## 24. PROCEDURE

<ul style="list-style-type: none"> <li>• Move straight to the targeted place for investigations</li> </ul>
<ul style="list-style-type: none"> <li>• Discuss with farmer(s) to get case history</li> </ul>
<ul style="list-style-type: none"> <li>• Inspect suspect flock by walking through slowly and quietly in order to detect abnormalities (gasping sound, torticollis, paralysis, nasal/ocular discharges, colour and consistence of droppings)</li> </ul>
<ul style="list-style-type: none"> <li>• Where clinical cases are detected collect blood samples, cloacal and/or oral swabs</li> </ul>
<ul style="list-style-type: none"> <li>• Where dead birds are found carry out post mortem and</li> </ul>
<ul style="list-style-type: none"> <li>• Collect other whole carcasses in cold for laboratory confirmation</li> </ul>
<ul style="list-style-type: none"> <li>• Burn and bury the carcasses</li> </ul>
<ul style="list-style-type: none"> <li>• Disinfect yourself, equipment and the working area</li> </ul>
<ul style="list-style-type: none"> <li>• Advise the farmer to restrict poultry movement while waiting for the confirmation from the lab</li> </ul>
<ul style="list-style-type: none"> <li>• In case of serum collected complete the serological forms for submission to the lab</li> </ul>
<ul style="list-style-type: none"> <li>• In case of the whole carcass collected fill the pathological request forms for submission to the lab</li> </ul>
<ul style="list-style-type: none"> <li>• Follow up the results with the lab</li> </ul>
<ul style="list-style-type: none"> <li>• Write a narrative report of the suspected Newcastle disease outbreak and fill in the Epidemiological report form</li> </ul>
<ul style="list-style-type: none"> <li>• Hold awareness meetings with stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• If confirmed positive refer to Newcastle vaccination SOP.</li> </ul>

## 25. Farmer Obligation

1. To report all cases of sudden deaths within 24 hours
2. To submit sick or dead poultry to the nearest Vet office
3. To avoid consumption of poultry suspected to have died from ND.
4. To burn and bury all carcasses.
5. To comply with poultry movement restrictions



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/007</b>	
Title: <b>NEWCASTLE DISEASE ROUTINE VACCINATION</b>			
Page 1 of 3		Version: (1)	
Written By: DVFS SOP Steering Committee			Date: 27/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>	Date: 3/02/2020	
Approved By: F Ndhlovu	Signature: <i>FNdhlovu</i>	Date: 11/01/2021	

## 26. PURPOSE

To prevent occurrence of the Newcastle disease outbreaks in susceptible poultry sub population. This is achievable through correct vaccine administration covering at least 90% of the target census.

## 27. SCOPE

This procedure covers vaccination activities to be carried out in poultry subpopulations in prescribed Newcastle disease hotspots from the time an area is prescribed as a Newcastle disease area and should be carried out routinely until an area is removed from the list of Newcastle prescribed areas. Newcastle disease prevention and control is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with Newcastle Disease Control Regulations of 1999.

## 28. RESPONSIBILITY

The District Vet is responsible for planning the routine vaccination program and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the vaccinations as planned. The VEW is responsible for training Community Based Vaccinators (CBVs), distributing vaccine to CBVs, collecting vaccination data in the area under his or her responsibility and submit vaccination returns to district office.

## 29. MATERIALS AND EQUIPMENT

- **Vaccination Kit:** Vaccine, Ice Mutton cloth, Droppers, Syringes and needles





- **Sampling kit:** Universal bottles Syringes and needles Cooler box/Flasks
- **Protective clothing** (Overalls/Work suits/Dust coats, Raincoats, Sun hats, Safety shoes, etc.
- **Communication:** Veterinary Bibs, Cell phones and air time
- **Stationery:** Vaccination forms, Pen, Clipboards
  - **Transport and Fuel**

### 30. PROCEDURE

• Produce vaccination schedule for the area
• Mobilise resources for the vaccination.
• Maintain cold chain
• Identify, mobilise and train the CBVs a day before vaccination
• Inform farmers to confine their poultry for vaccination a day before vaccination
<b>How to conduct a vaccination:</b>
a. Dilute the vaccine as per manufacturer`s recommendation.
b. Distribute the vaccine on the vaccination day not a day before.
c. Distribute the vaccine to CBVs in Universal bottles in accordance with census.
d. Follow up the vaccination to monitor the program.
e. Ensure one drop per bird during the first day of dilution, two drops per bird during the second day of dilution when using I2 Vaccine and discard unused constituted vaccine on third day.
f. Ensure every household is visited and recorded.
g. Ensure cold chain is maintained by CBVs during vaccination.
h. Collect vaccination records, droppers and other materials given at the end of the day.
i. Ensure mop up vaccination were the production is low.




j. Verify the vaccination figures against the vaccine used.
k. Fill in the Newcastle vaccination form
l. Submit vaccination returns daily to the DVO
m. Complete and submit end of vaccination report.

### 31. Farmer Obligation

- ✓ To produce all poultry for vaccination
- ✓ To comply with poultry movement control
- ✓ To report all defaulters
- ✓ To comply with the withdrawal periods of egg and meat consumption.



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/009</b>	
Title: <b>RABIES OUTBREAK INVESTIGATION</b>			
Page 1 of 3		Version: 1	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>	Date: 08/03/2020	
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>	Date: 11/01/2021	

## 7. PURPOSE

These guidelines describe the operations to be carried out to confirm the presence or absence of clinical cases of rabies in susceptible animal species

## 8. SCOPE

The procedure covers investigation activities from the point of receiving the report of a suspect case to the time of establishing the definitive diagnosis. Rabies investigations are done in terms of section 21 of the Animal Health Act Chapter 19:01 as read with AH (Rabies) Regulations 1966.

## 9. SAFETY CONSIDERATIONS

Ensure availability of adequate and appropriate personnel protective equipment, e.g., overalls, gumboots. Ensure the availability of standard handling equipment appropriate for the species e.g. dog catcher, Dog cage, dog muzzle for dogs, crush pen, restraining ropes for cattle

## 10. RESPONSIBILITY

The following members are responsible for investigation of suspect Rabies and the compilation of the data thereof:

- Veterinary Extension Worker
- Animal Health Inspector
- Government Veterinary Officer

## 11. MATERIALS AND EQUIPMENT

- Rabies pm kit
- Dog catcher,
- Rabies box with sample transport media
- Disinfectant





- Bucket,
- **Protective clothing:** overall, gumboots, gloves, face mask
- Gun and bullets
- **Stationery:** Rabies lab form, prosecution forms, Disease report form, pen, date stamp,
- **Communication:** Cell-phone and airtime
- **Transport:** vehicle/ motorbike and fuel,

## 12. PROCEDURE

1. Record in writing details of the report made including full name of the person making the report and their contact details, location where the animal is, clinical signs observed, movement and ownership history of affected animal and any other information you deem relevant.
2. Move straight to the targeted place.
3. Discuss with animal owners to get case history.
  - Vaccination history
  - Date of onset of signs
  - Any human or animal contact
4. Observe the animal for any clinical signs of rabies,
5. Where you have reasonable suspicion that the case could be something else other than rabies, confine the animal for observation for 14 days and order its release if it remains alive and does not develop full clinical signs of rabies.
6. If you have reasonable suspicion you may be dealing with a rabies case, humanely put down the animal and collect brain sample.
  - a. Put half the brain into the jar of formalin (10%) and the other half in Glycerine then put in a rabies box.
  - b. In cases where the investigating officer does not have the requisite protective clothing, sampling material, or competent enough, remove and submit the head in ice to the lab
  - c. When the carcass is autolysed collect the autolysed spinal cord/brain
  - d. Dispose the carcass by deep burial
  - e. Wash and disinfect yourself and the equipment used
5. Also humanely put down all unvaccinated animals that may have been exposed through biting and in contact with saliva
6. If in contact animals were previously vaccinated, give booster vaccination immediately confine for observation for 14 days
7. Fill in the rabies sample submission forms to accompany specimen to the lab
8. Fill and submit to the district head, disease report form (**Form/DVFS/002**)
9. Where there is human contact fill in Ministry of Health suspect rabies human exposure form (**Form DVFS/010**) for each individual and refer them to the nearest health centre
10. Educate the farmers on the dangers of Rabies and the need to have the dogs vaccinated

## 13. RELATED RECORDS:

Record Title	Custodian/Location	Retention Period
--------------	--------------------	------------------





Rabies Laboratory sample submission form	DVS/AHMC	5 years
Epidemiology disease investigation form	DVS	5 years
Vaccination Register	DVS	5 years

#### 14. REFERENCES


- ISO 34700
- Animal Health Act Chapter 19:01

#### 15. Owner Obligation

- To report all cases of sudden change in behaviour in animals including unusual aggressiveness, dampness, salivation
- To present ALL animals for inspection
- To furnish the authorised person with all the relevant information pertaining to vaccination history, contact with other animals, ownership history etc
- To comply with instructions to restrain animal and restrict movement or have the animal put down for purposes of carrying out further investigation where this is deemed necessary





	<b>DEPARTMENT OF VETERINARY SERVICES</b>		
Division: FIELD SERVICES		Procedure reference: <b>GP/DVFS/008</b>	
Title: <b>RABIES VACCINATION</b>			
Page 1of 3		Version: (1)	
Written By: DVFS SOP Steering Committee			Date:27/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>		Date:3/02/2020
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>		Date:11/01/2021

### 32. PURPOSE

To prevent occurrence of rabies in the dog and cat population and subsequently minimise the transmission of rabies from dogs and cats to humans. This is achievable through correct vaccine administration covering at least 70% of the target dog census.

### 33. SCOPE

This procedure covers annual dog and cat vaccination campaigns mounted by the DVS in all areas planning to completion of the vaccination campaign in the field. Rabies control and prevention is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with AH (Rabies Regulations) of 1966.

### 34. RESPONSIBILITY

The District Vet is responsible for planning the vaccination program and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the vaccinations as planned. The VEW is responsible for raising awareness as well as conducting the vaccinations.

### 35. MATERIALS AND EQUIPMENT

- i. **Vaccination Kit:** Rabies vaccine, Human anti-rabies vaccine, Ice, soap, Mutton cloth, Syringes and 21g x 1.5 inch needles, cooler boxes, marking paint, dog catcher, dog muzzle, ear tattooing forceps with digits.
- ii. **Protective clothing:** hats, overalls, raincoats, safety shoes, rubber gloves, face mask
- iii. **Stationery:** Rabies certificates, carbon papers, cash boxes, date stamps, vaccination forms, rabies fliers and posters
- iv. **Camping equipment:** tent, folding table and chair, cooking pots, solar lamps and panels, stretcher beds and sleeping bags.





- v. **Communication:** cell-phones and air time
- vi. **Transport and fuel**

### 36. PROCEDURE

• Plan the vaccination program
• Mobilise, distribute material and human resource for vaccination
• Mobilise farmers to bring dogs and cats for vaccination ( venue, date and time)
• Form the vaccination team which comprises team leader and two members per vaccination point
• Maintain cold chain all the time
<b>Conducting a vaccination</b>
i. Ensure correct dosage is being administered according the manufacture's instruction
ii. First vaccination tattoo left ear, all other subsequent vaccinations tattoo right ear.
iii. Count the dogs and cats as you vaccinate and put a paint mark
iv. Issue a rabies vaccination certificate and collect cash if need be.
v. Change needles after every 10 <sup>th</sup> animal.
vi. Where production is less than 90%, carry out a mop up vaccination within 7 days.
vii. Monitor and evaluate the vaccination programme
viii. Check for missing dogs and prosecute the owners
ix. Verify the vaccination figures against vaccine used
x. Complete and submit vaccination returns
xi. Properly dispose of used containers and needles
xii. After vaccination implement a tie-up order.

### 37. Farmer obligation


- ✓ To produce all dogs and cats for rabies vaccination as per schedule



- ✓ To comply with dogs and cats movement control
- ✓ To report all defaulters
- ✓ To keep all dogs and cats under enclosure and control.





		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/010</b>	
Title: <b>THEILERIOSIS OUTBREAK INVESTIGATION</b>			
Page 1 of 3		Version: 1	
Written By: DVFS SOP Steering Committee			Date: 25/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>		Date: 3/03/2020
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>		Date: 11/01/2021

## 1. PURPOSE

To facilitate proper investigation of suspected theileriosis outbreaks to ensure an accurate diagnosis is reached in the shortest possible time and facilitate implementation of measures to limit further losses and spread of the diseases and associated vector.

## 2. SCOPE

The procedure covers response to reports of a suspect case, disease investigation, disease confirmatory diagnosis, appropriate outbreak control measures and submission of a theileria outbreak report in terms of Section 21 of the Animal Health Act Chapter 19:01 and Theileriosis regulations.

## 3. SAFETY CONSIDERATIONS

Ensure availability of adequate and appropriate personnel protective equipment, e.g. overalls, gumboots.  
Ensure the availability of standard handling facilities e.g. races, pens, crush pens and restraining facilities.

## 4. RESPONSIBILITY

Veterinary Extension Worker is also responsible for investigating disease occurrences and completing the disease investigation form (**Form/DVFS/002**) as well as carrying out a general inspection of the affected farm in line with inspection procedure (**IP/DVFS/002**).

Veterinary Extension Supervisor (VES) is responsible for supervising the Veterinary Extension Workers from different AHMC's and generating periodic narrative theileria outbreak report as prescribed by provincial director





Government Veterinary Officer (GVO) is responsible for providing guidance and resources, through the VES and validating all submitted disease report forms.

Chief Animal Health Inspector is responsible for coordination and distribution of resources as well as supervising the VES work in close collaboration with GVO.

**Epidemiologist** is responsible for geo-spatial mapping and coordinating the investigation strategies.

**Provincial Veterinary Director** is responsible for validating and relaying of information to Head Office and manage outbreak at provincial level.

## 5. MATERIALS AND EQUIPMENT

- **Provisions:** vet kit which includes protective clothing, restraining equipment, nose tong, mouth gag, microscope, slides and giemsa stain, 19/15G needles, 5ml / 10ml syringes, cotton and methylated spirit, post-mortem kit
- **Stationery:** surveillance and monitoring report forms, disease report forms and prosecution forms, quarantine order forms, pen, date stamp,
- Transport, fuel and communication

## 6. DEFINITION OF TERMS

**Investigation** – establishing presence of a disease.

**Surveillance** – is close observation of animals in order to collect information for the purposes of establishing patterns and occurrences of diseases

**Monitoring** – observe and check the progress of disease.

**Geo-spatial mapping** – characterisation of disease patterns and occurrences in terms of location and time.

## 7 PROCEDURE

- 7.1 Evaluate farmer reports of suspected theileria outbreak
- 7.2 Inform livestock owner(s) in advance of intended field visit where this is necessary.
- 7.3 Visit the affected area within 24 hour after receiving the report.
- 7.4 Discuss with stock owner(s) to get case history.
- 7.5 Check permits and stock register and record information of animals that moved in and out of the area in the last one month.
- 7.6 Inspect the animals to identify the sick animals





- 7.7 Prepare lymph node smears and thin blood smears collected from the sick animals
- 7.8 In case of dead animals carry out a post-mortem and collect lymph node impression smears and thin blood smears.
- 7.9 Collect any other affected organs for differential diagnosis
- 7.10 Complete and submit an epidemiology disease report (**Form/DVFS/002**) and laboratory sample submission form with the samples within 24 hours.
- 7.11 Issue a quarantine order (**Form/DVFS/009**).
- 7.12 Fill and issue prosecution form (Form/DVFS/008) for any contravention of the Animal Health Act and Regulations.
- 7.13 Follow-up on prosecutions with the police
- 7.14 Inform farmers at risk for control measures.
- 7.15 Compile a Theileriosis outbreak investigation narrative report
- 7.16 Notify immediate supervisor of investigation findings with 48 hours


## 8 RELATED RECORDS

Record Title	Custodian/Location	Retention Period
Stock register/Stock card	DVS	5 years
Disease Investigation forms	DVS	5 years
Sample submission forms	DVS	5 years
Quarantine order forms	DVS	5 years
Prosecution forms	DVS	5 years

## 9 REFERENCES

- I. Animal health act 19:01
- II. ISO 34700
- III. Terrestrial code on animal health



		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/011</b>	
Title: <b>AFRICAN SWINE FEVER OUTBREAK INVESTIGATION AND CONTROL</b>			
Page 1 of 2		Version: (1)	
Written By: DVFS SOP Steering Committee			Date: 26/02/2020
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>	Date: 08/03/2020	
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>	Date: 11/01/2021	

### 38. PURPOSE

To determine presence or absence of African Swine Fever cases following detection of suspect cases and establish extent of spread.

### 39. SCOPE

This procedure covers activities to be carried out from the time a suspect African swine fever case is reported or detected to the time a confirmatory diagnosis is made and an official report is made. ASF investigation and outbreak control is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with African Swine Fever Regulations of 1994.

### 40. RESPONSIBILITY

The District Vet is responsible for planning a detailed investigation and mobilising resources required through the DVS management system. The Animal Health Inspector is responsible for putting in place logistical arrangements necessary to successfully conduct the investigation as planned. The VEW is responsible for conducting preliminary investigations to determine suspect outbreak areas under his or her responsibility and collect samples for confirmatory diagnosis.

### 41. MATERIALS AND EQUIPMENT

The following equipment is required for effective ASF outbreak control:

- **Sampling Equipment:** PM kit, Ice,
- **Camping Equipment:** Camping kit, veterinary jackets or bibs, food rations and allowances
- **Disinfectant:** soap, GI bucket, knapsack sprayer, disinfectants e.g. microl, kerol, virukill, firewood
- **Stationery:** Pathological request forms, epidemiology forms, quarantine order forms, pens,





- **Transport and Fuel**
- **Protective clothing:** overalls, gumboots, hats, raincoats, safety shoes,
- **Communication:** Fliers, billboards, posters, cellphones and airtime,

## 42. PROCEDURE

i.	Follow up of suspected case.
ii.	Move straight to the targeted place.
iii.	Discuss with animal owners to get case history.
iv.	Observe the animal for any clinical ASF signs or symptoms
v.	In the case of dead pigs carry out PM and collect samples (spleen, lymph nodes, blood)
vi.	Dispose the carcass by burning and deep burial
vii.	Wash and disinfect yourself and the equipment used
viii.	Complete and submit lab request forms to the lab
ix.	Compile and submit the disease investigation report
x.	Organize awareness campaigns with farmers, butcheries, abattoirs and other relevant stakeholders about the disease and the control measures required which include movement control, penning and slaughter policy (stamping out).
xi.	Establish veterinary check point(s) on strategic exit point(s), see FSOP 15 procedure.
xii.	Destroy all unenclosed pigs without compensation


## 43. Farmer Obligations

- ✓ To report all ASF suspect cases to the nearest Vet office.
- ✓ To burn and bury all carcasses
- ✓ To comply with the veterinary instituted control measures







		<b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES		Procedure reference: <b>IP/DVFS/012</b>	
Title: <b>Avian Influenza Investigation and Control</b>			
Page 1 of 3		Version: (1)	
Written By: DVFS SOP Steering Committee		Date: 26/02/2020	
Reviewed By: VG Mukondiwa	Signature: <i>VG Mukondiwa</i>	Date: 08/03/2020	
Approved By: F Ndhlovu	Signature: <i>F Ndhlovu</i>	Date: 11/01/2021	

## 1. PURPOSE

This procedure describes guidelines to establish the presence or absence of Avian Influenza disease within a property to ensure adherence to regulatory requirements for prevention and management of Avian Influenza.

## 2. SCOPE

The procedure covers regulatory activities from time of receiving a report of suspect cases in avian species to the time of laboratory confirmation and initiation of control measures. Avian Influenza investigation is done in terms of the provisions of the Animal Health Act Chapter 19:01

## 3. SAFETY CONSIDERATIONS

Ensure availability of adequate and appropriate personnel protective equipment, which include overalls, gumboots, goggles and plastic bags

## 4. RESPONSIBILITY

Veterinary Extension Worker reports cases of high bird mortality in the area affected.

DVO /GVO collects case history from affected households, samples from sick or dead birds for laboratory confirmation and completes appropriate specimen forms and sends to the Central Veterinary Laboratory.





## 5. MATERIALS AND EQUIPMENT

- 5.1 Veterinary kit: syringes and needles, disinfectant,
- 5.2 Sampling material: Ice/Cooler box, Universal bottles, Swabs and transport media/plastic bags.
- 5.3 Stationery: Clipboard, pen, Lab sample submission forms, Serological request forms
- 5.4 Transport, Fuel and communication gadget.

## 6. DEFINITION OF TERMS

- **Carcass** : Refers to a dead avian species
- **Stakeholders**: Refers to Ministries/departments/organizations with interest in avian influenza. These should include farmer organizations, developmental partners and farmers themselves.

## 7. PROCEDURE

7.1 Record in writing details of the report made including full name of the person making the report and their contact details, location where the birds/s are, clinical signs observed, movement history of affected birds and other birds in the flock or vicinity and any other relevant information.
7.2 If there is reason to suspect an outbreak which is not part of an ongoing outbreak, proceed to outbreak site for thorough investigation.
7.3 Put on protective clothing.
7.4 Inspect suspect flock by walking through slowly and quietly in order to detect abnormalities (gasping sound, paralysis, nasal/ocular discharges, colour and consistence of droppings, bluish colour on wattles comb and hocks)
7.4 Collect blood samples, cloacal and/or tracheal swabs,
7.5 Where dead birds are found carry out post mortem and take caecal tonsils swabs.
7.6 Collect whole carcass and put on ice for laboratory confirmation.
7.7 Arrange for burning and/or burying of the remaining carcasses
7.8 Disinfect yourself, equipment and the working area
7.9 Advise the farmer to restrict poultry movement while waiting for the confirmation from the laboratory.
7.9 Properly package lab samples and submit them to the lab together with the properly completed lab sample submission form

7.12 Follow up the results with the laboratory.
7.13 Write a narrative report of the suspected Avian Influenza disease outbreak and fill in the Epidemiological report form ( <b>Form/DVFS/002</b> ) and submit these to your supervisor within 24 hours.
7.13 Hold awareness meetings with stakeholders,
7.14. Wait for further instructions from the provincial director.

## 6. RELATED RECORDS

Record Title	Custodian/Location	Retention Period
Serological request form	DVO/GVO	
Pathological request form	DVO/GVO	
Epidemiology form	DVO/GVO	
Sample Register	DVO/GVO	

## 7. REFERENCES

- ISO 34700
- Animal Health Act Chapter 19.01



## Appendix 1: Field Forms

**Ministry of Lands Agriculture, Water and Rural Resettlement**  
**Department of Veterinary Services**  
**Division of Veterinary Field Services**  
**Monthly Dipping Return Form**

Serial No  
(Form / DVFS / 001)

**A DIP TANK DETAILS**

Province: ..... District: .....

AHMC: ..... FMD Zone: ☐ FMD Free ☐ Surveillance ☐ Vaccination

Sector: ☐ Communal Area ☐ SSCFA ☐ A1 Type of Facility: ☐ Communal Dip tank ☐ Communal Race

Dip Tank Name: ..... Dip Tank Brand code:

Latitude  Longitude  Ward No.

Reporting Period : Month ..... Year .....

**B DIPPING DATA**

No of Stock Owners  Census previous month  Number moved in  Number moved out

Number of births  Number of deaths Due to diseases  Number of deaths Due to starvation  Number slaughtered

No of dipping sessions conducted this month  Cumulative No Dipped Current month  Average turn up per session  Census Current month

**C DIPPING CHEMICAL SUPPLY**

Acaricide In Use  Quantity B/F from last month  Quantity received current month

Total Quantity Available for month  Quantity used current month  Balance in Stock C/F

**D SMALL RUMINANTS DIPPING**

**Goats:** Census  No of dipping sessions conducted this month  Cumulative No Dipped Current month  Average turn up per session

**Sheep:** Census  No of dipping sessions conducted this month  Cumulative No Dipped Current month  Average turn up per session

**E DIPPING FEE COLLECTION**

Dipping fees collected current month:  Cumulative dipping fees collected current year:

Percent dipping fee collection

**F REPORTING OFFICER DETAILS**

Return compiled by SURNAME FIRST NAME .....

Rank ☐ DA ☐ VEW Signature ..... Date ...../...../.....  
day month year

Return Validated By: SURNAME FIRST NAME .....

Rank ☐ DVO ☐ AHI Signature ..... Date ...../...../.....  
day month year



**Ministry of Agriculture, Mechanization and Irrigation Development**      Serial No  
**Department of Livestock and veterinary services**  
**Division of Veterinary Services**      **( Form / DVFS / 002 )**  
**Disease Investigation Checklist**

**A** **Type of Observation** ☐ New outbreak report ☐ Outbreak Ref No: ..... ☐ Follow up (If Follow up) report ☐ Endemic disease Initial Outbreak ref no: .....

**B** **Owner's name:** .....  
Surname First name

**Province:** ..... **District:** .....

**AHMC:** ..... **FMD Zone:** ☐ FMD Free ☐ Surveillance ☐ Vaccination

**Type of Locality:** ☐ Communal Dip tank ☐ SSCFA ☐ A1 ☐ A2 ☐ Feedlot ☐ Urban ☐ Sale Pen ☐ Abattoir

**Name of Locality:** ..... **Dip Tank/ Farm brand Code:** ..... **Ward No.** .....

**Latitude** ..... **Longitude** .....

**C** **Species:** ☐ Cattle ☐ Goat ☐ Sheep ☐ Chickens ☐ Pigs ☐ Donkeys ☐ Cats ☐ Dog ☐ Horses ☐ Bees ☐ Fish ☐ Wild life

If wildlife specify: .....

**Affected Sex:** ☐ All ☐ Male ☐ Female ☐ Castrated ☐ Unknown **If Humans Affected, number:** .....

**Affected Age group:** ☐ All ☐ Specific age group: ..... **Specify age range (see notes No 11)** .....

**Census:** ..... **Total Cases** ..... **Deaths** .....

**D** **Clinical Signs: (please describe)** .....

**Post Mortem Findings: (please describe)** .....

**Sample(s) Collected:** ☐ Whole Carcass ☐ Tissue ☐ Urine/ Faeces ☐ Blood/ Serum ☐ Other **Date samples collected** ...../...../.....

**Diagnosis (Disease):** ..... **Disease Code:** .....

**Basis for Diagnosis:** ☐ Owner's claim ☐ Rumour ☐ Clinical Signs ☐ Post-mortem ☐ Laboratory

**Infection Source:** ☐ Airborne ☐ Wildlife ☐ Fomites ☐ Feed / water ☐ Vectors ☐ Illegal/ Legal Animal movement ☐ Animal products

**E** **Date of first case** ..... **Date Reported to Vet** .....

**Date investigated** ..... **Date samples submitted** .....

**Date for Final Diagnosis:** ..... **Date of intervention** .....

**F** **Type of Intervention:** Quarantine ☐ Vaccination ☐ Treatment ☐ Destruction ☐ Slaughter ☐  
**Number Vaccinated** ..... **Number Treated** ..... **Number Destroyed** ..... **Number Slaughtered** .....

**Outbreak status:** ☐ Continuing ☐ Ended **Date ended** ...../...../.....

**G** **Reporting Officer:** ..... **Rank** ☐ VET ☐ AH ☐ VEW ☐ LAY

**Validated By:** ..... **Rank** ☐ DVO ☐ Epidemiologist **Signature** .....



**Ministry of Lands Agriculture, Water and Rural Resettlement**  
**Department of Veterinary Services**  
**Division of Veterinary Field Services**  
**General Disease Surveillance / Inspection Form**

Serial No

**( Form / DVFS / 003 )**

**A**

**LOCATION OF EPIDEMIOLOGICAL UNIT**

Province: ..... District: .....

AHMC: ..... FMD Zone: ☐ FMD Free ☐ Surveillance ☐ Vaccination

Sector: ☐ Communal Area ☐ SSCFA ☐ ORA ☐ A1 ☐ A2 ☐ Urban

Type of Locality: ☐ Communal Dip tank ☐ Self Contained farm ☐ Quarantine station ☐ Feedlot

Name of locality: ..... Ward No: ..... Dip Tank / Farm Brand code: .....

Latitude ..... Longitude ..... Date of Inspection ..... day / month / year

**B**

**DISEASE MANAGEMENT FACILITIES AND PRACTICES**

Perimeter fences: Present ☐ Present but damaged ☐ No fence ☐ Handling Facilities: Holding Pens ☐ Handling race ☐ Loading Ramp ☐ Head Clamp ☐

Tick control method: Plunge dip ☐ Spray race ☐ Hand Spraying ☐ Pour On ☐ No tick control In place ☐

Animal Identification: Ear Tags ☐ Personal brand ☐ DVS brand ☐ Records maintenance: DVS Stock Register ☐ Personal Stock register ☐ No Stock register ☐

Comments: .....

**Number of Livestock Inspected**

Species	Cattle	Sheep	Goats	Pigs	Poultry	Horses	Donkeys	Dogs
Census								
Inspected								
Missing								

Disease vectors / Pests Identified: Blue tick ☐ Bont tick ☐ Brown ear tick ☐ Mange/ Scab mites ☐

Sick animals Identified: Yes ☐ No ☐ If Yes: Describe clinical signs, age group and numbers affected : .....

Follow up action: .....

**E**

**REPORTING OFFICER DETAILS**

Return compiled by ..... SURNAME ..... FIRST NAME .....

Rank ☐ DA ☐ VEW ☐ AHI Signature ..... Date ..... day / month / year

Return Validated By: ..... SURNAME ..... FIRST NAME .....

Rank ☐ DVO ☐ AHI ☐ CAHI Signature ..... Date ..... day / month / year



Ministry of Lands Agriculture, Water and Rural Resettlement  
Department of Veterinary Services  
Division of Veterinary Field Services  
**General Disease Surveillance / Inspection Form**

Serial No

(Form / DVFS / 004)

**A**

**LOCATION OF EPIDEMIOLOGICAL UNIT**

Province: ..... District: .....

AHMC: ..... FMD Zone: ☐ FMD Free ☐ Surveillance ☐ Vaccination

Sector: ☐ Communal Area ☐ SSCFA ☐ ORA ☐ A1 ☐ A2 ☐ Urban

Type of Locality: ☐ Communal Dip tank ☐ Self Contained farm ☐ Quarantine station ☐ Feedlot

Name of locality: ..... Ward No. .... Dip Tank / Farm Brand code: .....

Latitude - ..... Longitude ..... Date of Inspection day / month / year .....

**B**

**INSPECTION FINDINGS**

Target Disease: FMD ☐ Trypanosomiasis ☐ ASF ☐ PPR ☐ CBPP ☐ HPAI ☐

Perimeter fences: Present ☐ Present but damaged ☐ No fence ☐ Handling Facilities: Holding Pens ☐ Handling race ☐ Loading Ramp ☐ Head Clamp ☐

Tick control method: Plunge dip ☐ Spray race ☐ Hand Spraying ☐ Pour On ☐ No tick control In place ☐ Not Applicable ☐

Animal Identification: Ear Tags ☐ Personal brand ☐ DVS brand ☐ Records maintenance: DVS Stock Register ☐ Personal /Company Stock register ☐ No Stock register ☐

Comments: .....

**Number of Livestock Inspected**

Species	Cattle	Sheep	Goats	Pigs	Poultry	Horses	Donkeys	Dogs
Census								
Inspected								
Missing								

Disease vectors / Pests Identified: Blue tick ☐ Bont tick ☐ Brown ear tick ☐ Mange/ Scab mites ☐

Sick animals Identified: Yes ☐ No ☐ If Yes: Describe clinical signs, age group and numbers affected : .....

Follow up action: .....

**E**

**REPORTING OFFICER DETAILS**

Return compiled by ..... SURNAME ..... FIRST NAME .....

Rank ☐ DA ☐ VEW ☐ AHI Signature ..... Date day / month / year .....

Return Validated By: ..... SURNAME ..... FIRST NAME .....

Rank ☐ DVO ☐ AHI ☐ CAHI Signature ..... Date day / month / year .....



Funded by the European Union



**Ministry of Lands Agriculture, Water and Rural Resettlement**  
**Department of Veterinary Services**  
**Division of Veterinary Field Services**  
**Vaccination Report Form**

Serial No

**(Form / DVFS / 005)**

**A**

**LOCATION OF VACCINATION AREA**

Province: ..... District: .....  
 AHMC: ..... For FMD vaccinations  
 FMD Zone: ☐ FMD Free ☐ Surveillance ☐ Vaccination  
 Sector: ☐ Communal Area ☐ SSCFA ☐ ORA ☐ A1  
☐ A2 ☐ Urban ☐ Outbreak Containment  
 Type of Locality: ☐ Communal Dip tank ☐ Communal Race ☐ Self Contained Farm ☐ Village ☐ Quarantine station ☐ Feedlot  
 Name of Locality: ..... Dip Tank/ Farm brand Code: .....  
 Latitude ..... Longitude ..... Ward No. ....

**B**

**VACCINATION DATA**

Type of Vaccination: Disease Name: ..... ☐ Prophylactic / Routine ☐ Outbreak control (If Outbreak Control) Outbreak ref no: ...../...../.....  
 If outbreak control vaccination Vaccination Stage: ☐ Initial ☐ 1<sup>st</sup> Booster ☐ 2<sup>nd</sup> Booster ☐ 3<sup>rd</sup> Booster | If routine prophylactic vaccination ☐ 1<sup>st</sup> Round ☐ 2<sup>nd</sup> Round ☐ 3<sup>rd</sup> Round  
 Vaccination Date ..... Date of last vaccination .....  
 Target Species: ☐ Cattle ☐ Goat / Goats ☐ Chickens ☐ Dog ☐ Other .....  
 Vaccinated population Details: Target Census ..... Number vaccinated ..... Number missing .....  
 Vaccine Details: Trade Name: ..... Batch number: ..... Expiry Date: ...../...../.....  
 Vaccine doses used ..... Vaccine doses wasted / discarded .....

**C**

**REPORTING OFFICER DETAILS**


Data Captured by: SURNAME ..... NAME .....  
 Rank ☐ VET ☐ AHI ☐ VEW ☐ LAY Signature ..... Date ...../...../.....  
 Vaccination Team Supervisor: SURNAME ..... NAME .....  
 Rank ☐ VET ☐ AHI ☐ VEW Signature ..... Date ...../...../.....  
 Data Validated By: SURNAME ..... NAME .....  
 Rank ☐ DVO ☐ Epidemiologist Signature ..... Date ...../...../.....









 <b>DEPARTMENT OF VETERINARY SERVICES</b>	
Division: FIELD SERVICES	Procedure reference: <b>Form/DVFS/007</b>
Title: <b>SUPERVISOR TICK CONTROL CHECK LIST</b>	
Page 1 of 3	Version: (1)
Written By: DVFS SOP Steering Committee	Date: 26/02/2020

## SUPERVISOR TICK CONTROL CHECK LIST

### 1. INTRODUCTION

Dipping is done in terms of the provisions of the Animal Health Act Chapter 19:01 as read with Cattle Cleansing Regulations 1993 and Stock Register regulations 1970. There is however need to monitor the tick control process to ensure that it is done thoroughly and effectively since tick borne diseases account for 75% of cattle losses in Zimbabwe.

### 2. OBJECTIVE

This check list is designed to ensure the dipping process is assessed thoroughly for optimum control of ecto-parasites.

### 3. BACKGROUND INFORMATION

District		Province	
Name of DT or Race		AHMC	
Tank Capacity			
Acaricide in Use		Date of Inspection	
VEW in Charge			
DA in Charge			
Livestock Census	Cattle:	Small Stock:	





#### 4. BEFORE DIPPING

4.1. What time did dipping start? \_\_\_\_\_

4.2. Is There regular dipping at the tank? \_\_\_\_\_

4.3. What is the current dipping interval \_\_\_\_\_

4.4. Are there herds that are tick infested? \_\_\_\_\_

4.5. Which tick species are prevalent?  
\_\_\_\_\_

4.6. Is the water level within acceptable range in relation to the “full mark”? \_\_\_\_\_

4.7. Was the sludge level checked? \_\_\_\_\_

4.8. Were the dry pen valves operated correctly before dipping? \_\_\_\_\_

4.9. Is there adequate water in the footbath? \_\_\_\_\_

4.10. Is the calf stick available? \_\_\_\_\_

#### 5. DURING DIPPING

5.1. Was pre-mixing done? \_\_\_\_\_

5.2. Was the mixing done properly by re-dipping the first 30 head \_\_\_\_\_

#### 6. REPLENISHMENT (where applicable):

6.1. When was the date of the initial fill/establishment done? \_\_\_\_\_

6.2. Was pre-mixing and mixing done correctly? \_\_\_\_\_

6.3. Was the process repeated correctly at every replenishing? \_\_\_\_\_



6.4. Was the carryover recorded at the end of dipping? \_\_\_\_\_

## 7. COLLECTION OF DIPPING RECORDS

7.1. Was the carryover figure used? \_\_\_\_\_

7.2. Were the cattle entering the dip tank counted \_\_\_\_\_

7.3. Was there physical verification of numbers in the stock card and register? \_\_\_\_\_

7.4. Were the entries in the stock card and register done correctly and in ink? \_\_\_\_\_

7.5. How many animals were dipped on the day? Cattle \_\_\_\_\_ Small stock \_\_\_\_\_

## 8. AFTER DIPPING

8.1. Was the operation of the valves done correctly? \_\_\_\_\_

8.2. Was the cleaning of pens and footbath done? \_\_\_\_\_

8.3. Was the destruction of empty containers done? \_\_\_\_\_ and how was it done?  
\_\_\_\_\_

8.4. Does the infrastructure need any repairs? \_\_\_\_\_

8.5. Is there a reliable water source? \_\_\_\_\_

8.6. Is dip chemical for next dipping available? \_\_\_\_\_

Other observations/comments \_\_\_\_\_

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9.



**Ministry of Lands Agriculture, Water and Rural Resettlement**  
**Department of Veterinary Services**  
**Division of Veterinary Field Services**  
**Prosecution Form**

Serial No

**(Form /DVFS / 008)**

1. **STATION ADDRESS AND CONTACT NUMBERS:** .....

.....

2. **ZIMBABWE REPUBLIC POLICE STATION:** .....

3. **ACCUSED PERSON: (NAMES IN FULL):** .....

.....

4. **CONTACT ADDRESS AND PHONE NUMBER:** .....

.....

5. **BRIEF DESCRIPTION OF OFFENCE:** .....

.....

6. **IN CONTRAVENTION OF THE ANIMAL HEALTH ACT AND REGULATIONS BELOW:**

- i. Moving cattle without a Cattle Movement Permit. AHA Chap. 19.01. (MOCAP Regs. (SI) 280/84). Section 3(1) (b).
- ii. Failure to have dog vaccinated at 4 months. AHA Chap. 19.01 (Rabies Regs. (SI) 606/66), Section 12(1) (a, b and c).
- iii. Failure to have dog vaccinated within 7 days of ownership. AHA Chap. 19.01. (Rabies Regs. (SI) 606/66) Section 12(1).
- iv. Failure to produce dog for inspection/vaccination. AHA Chap. 19.01 (Rabies Regs. (SI) 606/66), Section 12 (1).
- v. Failure to produce cattle for inspection/dipping. AHA Chap. 19.01 (Cattle Cleansing Regs. (SI) 836/76), Section 15(1).
- vi. Tick infested cattle. AHA Chap. 19.01 (Cattle Cleansing Regs. (SI) 836/76, Section 3(2).
- vii. Failure to keep Stock Register. AHA Chap. 19.01. (Stock Register Regs. (SI) 318/70), Section 3(3).
- viii. Failure to have cattle branded. AHA Chap. 19.01. (Branding Regs. (SI) 230/85). Section 4(1).
- ix. Failure to pay dipping fees. AHA Chap. 19.01. (Dipping fee Regs. (SI) 388/73). Section 5.
- x. Allow cattle to stray/trespass into prescribed area. AHA Chap. 19.01. (FMD Regs. (SI) 313/87). Section 2(1).
- xi. Obstructing an Authorized Officer on duty. AHA Chap. 19.01. (SI) 60. Section 28(4)(1)

**NB: All sections must be read with Section 28(4)(n) of the Animal Health Act Chapter 19.01**

**Recommended fine in words:** ..... **Figures:** .....

**Payment Period:** .....

**Authorized Person:** ..... **Signature:** ..... **Date:** .....

**Date Stamp:**

• .....





Ministry of Lands Agriculture, Water and Rural Resettlement

Serial No



(Form /DVFS / 009)

Issued in terms of section 21 of the Animal Health Act, 1960

- A. To: 1. Responsible Authority of the Property: 2. Name of Property: 3. Address: 4. Contact numbers:

- B. You are hereby notified that head of cattle on the land in the district of have been found to be (state the problem) This land has been placed under quarantine for the period (State the period)

- C. During this period no cattle shall be moved in or out or stray into the property. Other conditions to be applied during the quarantine period include: 1. 2. 3. 4.

- D. Remarks: ( Write any remarks)

- E. Veterinary Official Details:

- Name: Designation: Station: Signature: Date stamp:





**Ministry of Lands Agriculture, Water and Rural Resettlement**  
**Department of Veterinary Services**  
**Division of Veterinary Field Services**  
**Rabies Contamination/Dog bite Form**

Serial No

**(Form /DVFS / 010)**

1. To completed by Veterinary Official after completing the investigation of the bite/contamination case.
2. Completed form to accompany victim to the hospital/clinic for medical attention.
3. Details on this form to be captured in the dog bite register maintained at the station.

**(Indicate by tick)**

**To:** The District Medical Officer: .....  
Nurse in charge: .....  
**Attention:** Environmental Health Department (EHT): .....

**A. Victim`s Details**

1. Name: .....
2. Age: .....
3. Sex: .....
4. ID number: .....
5. Contact Nos.: .....
6. Address: .....  
.....  
.....  
.....

**B. Contamination/bite Details:**

1. Date of contamination: .....
2. Nature of contamination (Indicate with a tick)
  - Bitten: .....
  - Saliva contamination: .....
  - Handling: .....
3. Site of contamination/bite: .....

**C. Animal Ownership:**

1. Owned:
  - a. Owner`s name: .....





- b. Physical address: .....  
.....  
.....
- c. Village/Ward: .....
2. Stray (Indicate with a tick): .....

**D. Rabies Vaccination status:**

1. Up-to-date (Certificate no.: ...../Tattoo: .....
2. Overdue (Indicate by tick): .....
3. Never vaccinated (Indicate by tick): .....

**E. Behaviour of the animal at the time of the bite (from informant). (Indicate by tick):**

1. Normal: .....
2. Aggressive: .....
3. Biting and chewing objects: .....
4. Unusual submissive: .....
5. Unusual vocalization: .....
6. Hydrophobic: .....
7. Other (Specify): .....

**F. Action taken:**

1. Fourteen day tie-up order:
  - a. Start: .....
  - b. Finish: .....
2. Laboratory confirmation:
  - a. Specimens (Indicate by tick)
    - Collected and submitted: .....
    - Not collected: .....
  - b. Results: (Indicate by tick)
    - Positive. (Lab No.): .....
    - Negative. (Lab No.): .....
    - Pending: .....

**G. Recommendation: (Indicate by tick).**

1. Rabies Post Exposure Treatment: .....
2. Wound management only: .....





## H. Veterinary Official Details:

1. Name: .....
2. Designation: .....
3. EC. No.: .....
4. Station: .....
5. Signature: .....
6. Date Stamp



**Ministry of Lands Agriculture, Water and Rural Resettlement  
Department of Veterinary Services  
Division of Veterinary Field Services  
FMD INVESTIGATION CHECK LIST.**

Serial No

**(Form /DVFS / 011)**

- Was the suspected outbreak recorded in the disease report register? .....
- Was the investigation done..... how long after the report.....
- Were the FMD investigation forms completed and submitted.....
- Was second opinion sought.....from who .....post.....
- Was the head of office notified.....when.....
- Were trace back and trace forward investigations done? .....
- Were Blood samples were collected ..... when were they submitted to the Laboratory..... if so when?
- Were Epithelial tissue samples collected when were they submitted to the Laboratory..... if so when?
- What movement control measures were put in place.....  
.....
- Were there any prosecutions made..... have the offenders paid admission of guilt fines .....how much.....
- Was the FMD narrative report produced .....

Comments .....

.....

.....

Signature of the Supervisor.....

Date.....

