



Keeper Switch Over to ScotEID Q&As

On the 4th October 2021, Scottish cattle keepers switch over to ScotEID from the British Cattle Movement Service (BCMS) for the recording of births, deaths and movements for their cattle.



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Keeper Switch Over Q&A

What is happening?

From the 4th October 2021, all cattle recording for cattle located in Scotland is captured on or to **ScotEID**. From this date, we are asking Scottish Cattle Keepers to use a new menu option on ScotEID called 'ScotMoves+' or to telephone ScotEID, to record births, deaths and movements for their cattle.

The current service provided by the British Cattle Movement Service (BCMS) is no longer available to Scottish keepers after this date. The system supported by the BCMS for cattle data capture, the Cattle Tracing System (CTS) will continue to be used by others for a period of time, until it is shutdown, for two purposes:

1. by English and Welsh keepers, until their replacement systems are available,
2. to provide a UK view of animal movement history, and to support data requirements to downstream systems, such as those of APHA for TB testing, for example.

To support item 2, ScotEID is sending the data captured from keepers, markets and abattoirs to the Cattle Tracing System (CTS) until the English and Welsh systems are available for direct data exchange between each of the new systems.

The current online method of cattle data recording is on CTSOnline. For Scottish cattle keepers, the functions available on CTSOnline will be available on ScotEID, under a new menu option called 'ScotMoves+', from the 4th October 2021.

When is it happening?

Over the weekend prior to Monday, the 4th October, BCMS and ScotEID will make the necessary changes to their systems. 11,500 cattle keepers reporting to BCMS via CTSONline or other methods, at this time, switch to the new system, ScotMoves+, on ScotEID.

How is it happening?

Scottish cattle keepers are being asked to sign up to create a ScotEID account, if they don't already have one. If you have an existing ScotEID account, you do not need to sign up again. This is the account to use.

A series of communications is planned from ScotEID, to assist Scottish cattle keepers in the transition from BCMS to ScotEID including information on how keepers will be able to register for ScotMoves+ in advance.

Where is it happening?

- With you, a Scottish cattle keeper, when you register calves, record private sales, or movements to and from shows or for bull hire, or when you record on-farm deaths to ScotEID, from the 4th October, 2021, online at www.scoteid.com or by calling the ScotEID helpline.
- At the markets, when they record the movements of the cattle you present for sale or the animals you purchase from a sale. The markets will continue to record these moves on your behalf but now record directly to ScotEID.
- At the abattoirs, when they record the cattle you present for slaughter for processing. The abattoirs will continue to record the move from the farm on to the abattoir, and the death of the animal at the abattoir but now report directly to ScotEID.

The Switch Over**Are all keepers in Scotland switching over to use ScotEID at the same time?**

Yes. From Monday, the 4th of October, ScotEID becomes the only cattle recording system available to Scottish keepers. After this date, when keepers need to register calves, or record private sales, show moves, bull hire or on farm deaths, they must use ScotEID.

Do I have to switch to ScotEID?

Yes. The Cattle Tracing System (CTS) managed by BCMS is reaching the end of its viable life. English keepers will be switching to a new system called the Livestock Information System (LIS) and Welsh keepers will switch to record their cattle data on EIDCymru. The new systems will exchange cross border movement information.

Are Scottish keepers the first to switch over?

Yes. English and Welsh keepers are scheduled to switch over next year. The staggered approach reduces the impact on the British Cattle Movement Services (BCMS) in adapting to large scale change and on the Cattle Tracing System (CTS) to accommodate the technical aspects of the disaggregation from BCMS and CTS of each group of keepers.

Will it cost me money to switch over, or to use ScotEID?

No.

If I use farm management software will I have to switch over?

Yes. Your farm management software provider will amend their product to send data directly to ScotEID. There will be little or no impact on how you record your data. However, you will need to sign up for a ScotEID account. Please see page 22.

Will I have to start using EID tags from the 4th October?

No, only where you report your cattle births, deaths and movements to, is changing. Cattle ear tags do not have to change. Moving all the cattle recording on to ScotEID is not related to EID tags.

ScotEID systems are built to accommodate the use of UHF electronic tags and electronic tag readers are already in place at most of the markets and installations are underway at the abattoirs.

For more information, the latest report from the EID team is available on the www.scoteid.com website.

**What about the abattoirs and the markets, when are they switching over?**

The larger abattoirs switched over during June 2021 to feed the cattle data they capture directly to ScotEID.

The remaining abattoirs that use CTSOnline will switch on the 4th October 2021 at the same time as the keepers.

The markets are switching over during July / August, well ahead of the Keeper Switch Over.

The data provided directly to ScotEID from the markets and abattoirs is sent from ScotEID to BCMS, to ensure that until the Keeper Switch Over on the 4th October, all Scottish keepers can continue to view their data on CTSOnline until they switch to ScotEID.

Signing up to ScotEID**If I already have a ScotEID account with a username and password, do I need to sign up again?**

No. Please use your existing ScotEID account.

Can I sign up to ScotEID and create a ScotEID account now?

Yes.

I have never used ScotEID, how do I sign up for an account?

Please go to www.ScotEID.com and sign up by following the link 'Register with ScotEID' on the home page. Please keep a note of your username and a prompt for the password you have chosen, so you have it to hand for signing on. You can use your login to access ScotEID before and after the 4th October 2021.

If I don't use a computer do I need to sign up and register to use ScotEID?

Yes. Please contact ScotEID, who provide additional support for keepers that do not use the internet.



ScotMoves+, the new system on ScotEID

What is the new cattle recording system on ScotEID called?

ScotMoves+.

How do I register to use ScotMoves+ to record my cattle records?

If you are already registered for ScotMoves you are automatically registered for ScotMoves+. If not, towards the end of August, a letter sent from ScotEID will contain a one time only use 'pass code'. Using this and your main holding CPH you will be able to register online for the new system, ScotMoves+, using your existing ScotEID account, if you have one. If you don't have an account, you can sign up for ScotEID account at any time using the link 'register with ScotEID' on the ScotEID home page.

Is this a separate menu option to the already existing 'ScotMoves' that replaced CTS links at the start of 2017?

Yes. There are two systems, ScotMoves and now, the newly added ScotMoves+.

Where will I find 'ScotMoves+' when I need to record cattle movements after the 4th October 2021?

On the left hand menu on www.scoteid.com.

What will I be able to do on ScotMoves+?

Register a birth, record private sale moves, show moves or bull hire, or an on farm death from Monday the 4th October, 2021.

What's the difference between ScotMoves and ScotMoves+?

The '+' represents what we're adding to ScotEID for cattle recording;

- Registering births
- Market moves, private sales, show moves, bull hire, Abattoir moves
- Recording deaths.

Ways to report

Is reporting 'Online' on ScotEID, the only way available?

No. However, this is the way we would encourage, as this is the quickest and most accurate way of recording your data, 24 hours a day, seven days a week. We appreciate for some, this is not viable or suitable. The alternative is a phone service where a ScotEID Information Assistant records your cattle births, movements and deaths for you, directly onto ScotEID whilst you are on the phone.

Can I report movements to ScotEID by calling ScotEID?

Yes. From the 4th October, ScotEID will accept ScotMoves+ movements over the phone; these movements are for private sales, show moves, or bull hire.

Is ScotEID going to offer a Self Service Telephone line?

No. However, the ScotEID Information Centre is considering extending the current opening hours.

Can I report an on-farm death online or by calling ScotEID?

Yes. You will be able to do either.

However, you must return the passport to ScotEID when you have used either of these options.

If I report my cattle records by calling ScotEID, and the ScotEID office is closed for the day, but I need to report to meet the deadline, what do I do?

In the same way as you can do now for ScotMoves. You can leave a voicemail out of hours and we will phone you back the next working day and use the date of your voicemail as the notification date.

Can I report an on farm death by sending in the passport?

Yes. ScotEID scans all incoming mail and the on farm death will be recorded on your behalf.

Can someone else report my cattle records for me?

Yes. New to ScotEID, from the 4th October, you have the option to appoint an independent agent. An agent reports your cattle records on your behalf on ScotEID. There would usually be a commercial agreement in place between you and the agent.

Will I have control over who can record my cattle records for me?

Yes. Please don't share your username and password. Appoint an agent by selecting the agent on ScotEID or by calling ScotEID. You may also withdraw your permission at any time by deselecting the agent.

Do I continue to report 'within business moves' using ScotMoves?

Yes.



Birth registrations

Can I register a birth online on ScotEID?

Yes. You can register a birth online from the 4th October on [ScotEID.com](https://www.scoteid.com).

Where on ScotEID will I record my birth registrations?

A new addition to the ScotMoves menu on ScotEID is ScotMoves+. This is where you will find 'Record Birth' under ScotMoves+ Births in the left hand menu.

Will it be similar to what we currently do on CTSONline?

Yes. You are asked to select an ear tag ID from a drop down list, select the date of birth from a pop up calendar, indicate the sex by selecting the male or female button and select the Dam, and Sire from drop down lists.

Is there an opportunity to check the birth details before submitting?

Yes. Each birth registration entered appears in a list below for checking prior to submitting. You can edit a birth registration entry on the list by selecting it and clicking the edit button.

When I submit a birth registration, will I receive a passport from ScotEID?

Yes. Please see the section on page 18.

Can I use the Passport Application Forms issued by BCMS to register a calf with ScotEID?

Yes. Passport Application Forms will be redirected from BCMS to ScotEID, if sent to BCMS in error after the Switch Over.

On receipt of the Passport Application Form, ScotEID will contact you by phone to register the calf.

Movements

As a keeper, which movements will I be reporting to ScotEID?

All cattle movements will be reported to ScotEID. The moves 'external' to your business, which are; private sale moves, moves to and from shows, and moves relating to the hire of bulls are reported to the new system, ScotMoves+. The moves that are 'internal', i.e. within business moves, must continue to be reported to ScotMoves, if you use additional holdings.

If I've moved animals to a private purchaser on the Sunday before Monday 4th October, do I report these moves to ScotEID or BCMS?

Please report the moves to ScotEID either online or by calling the ScotEID Helpline. Moves you have not reported prior to the 4th October must be reported to ScotEID.

If I've received a bull in a hire arrangement or a private sale on the Sunday before the 4th October, does the same apply, do I report the move to ScotEID?

Yes, please report the move to ScotEID.

Will I have access to CTSOnline to record moves after the Switch Over on the 4th October?

No. However, all the cattle on your holding register and the moves recorded on CTS prior to the 4th October, will be shown on ScotEID.

When animals move on to the farm, can I scan the bar codes on the passports directly on to ScotEID to capture the animal IDs to record the animals moving on to the farm?

Yes. If the seller has already recorded the moves off their farm, then the animal IDs are presented on ScotEID for you to confirm the IDs and the departure CPH and record the arrival date.

What will I need to report animals moving off the farm?

- Departure Date
 - date they left the farm - selected from a pop up calendar
- Destination CPH
 - where the animals were going to - start to enter the CPH then a dropdown of valid CPHs appears to select from.
- List of animal IDs
 - you can select from the displayed list of animals on your holding or type the last 3 or 4 digits and the animals that match the digit search will appear in the dropdown box for you to select.

What do I do once I've selected the animals that have moved off the farm?

We ask you to please check the animals you have selected. When you're happy with the list, please click 'submit'.

Can I see the full details for an animal including the full movement history?

Yes. You can view an animal's details and its full movement history unless it has been imported.

If there is a gap in the movement history of an animal, who do I contact?

From the 4th October, please contact ScotEID and we will work on your behalf to determine what needs to be corrected by contacting the other keepers, or the markets, where necessary.

Movements reported by markets

Are markets going to continue to record ‘the 4-way move’ when reporting to ScotEID?

Yes. From the farm to the market. From the market to the farm. Referred to as a 4-way move because when it is split into OFF and ON moves for CTS processing it represents 4 moves; OFF farm A, ON the market, OFF the market, ON farm B.

Can I see the movements that the markets and abattoirs have recorded on my behalf for animals leaving and joining the farm business?

Yes. Animals moving on to the farm appear on your holding immediately the market reports the move off the market to your farm. Animals leaving the farm, no longer show on your holding but there is an option to show historic animals.

Are all markets reporting moves on behalf of keepers?

Yes. For Scottish keepers this is the case. For English keepers selling to or buying from Scottish marts this is the case too. However some English keepers ask the markets not to report moves on their behalf.

Can the markets view their data on ScotEID?

Yes. Markets and abattoirs will be able to view the data they send to ScotEID and make amendments directly on ScotEID after the keeper switch over.

Movements and deaths reported by abattoirs

Will all the abattoirs report moves and deaths to ScotEID?

Yes. The larger abattoirs are already reporting their data directly to ScotEID and the smaller abattoirs will switch over to report to ScotEID along with the keepers on the 4th October.

Will the movements recorded by the abattoir be reflected immediately in my cattle listing?

Yes. As soon as the move off your holding on to the abattoir is reported the animals will only appear as historic. The moves will appear in your OFF moves listing and viewing the history of the animal will show the move and the death when that has been recorded.

Does an abattoir record a death or is it assumed an animal is dead once there is a move onto the abattoir?

No, the abattoir reports the death on the abattoir premises. It is correct however that an animal, once on an abattoir, cannot leave the abattoir, i.e. be moved off, except by special licence from the Scottish Government.

What happens if an animal arrives at the abattoir with the wrong passport?

The abattoir cannot kill and process the animal without the correct passport. Food Standards Scotland(FSS) and the abattoir may agree to hold the animal until its passport can be presented. However this is up to the abattoir. Without a passport, the animal will be slaughtered and treated as ‘fallen stock’. It cannot be processed by the abattoir and enter the food chain. It cannot leave the abattoir alive.

In exceptional circumstances, ScotEID is able to issue an emergency passport.

Cross Border Moves

Who records a move from Scotland to England?

For a private sale, show or hire move, the Scottish keeper on ScotEID notifies the move from their holding to the holding in England. For a market sale at a Scottish market, the market would record the move off the market to the English holding and send the data to ScotEID.

Who records a move from England to Scotland and where do they record it?

The keeper at the destination holding in Scotland is asked to notify ScotEID by recording the departure holding the animals have come from when recording the animals moving on to their holding.

If a keeper has holdings in Scotland and England, which system should they use to record their animal data?

After Switch Over the keeper must register with ScotEID for cattle records including births, deaths and movements for his holding in Scotland. For a holding in England, the keeper continues to use BCMS and record their cattle records on CTS.

Can a keeper consider cattle moves between holdings in Scotland and holdings in England to be internal moves, i.e. ScotMoves?

No, a keeper cannot consider English holdings to be additional holdings and record the moves as internal moves on ScotMoves. They must be recorded as external moves, i.e. business to business moves. These are treated as cross border moves by the systems.

Deaths

If an animal dies on the farm how do I report that to ScotEID?

To ensure the death is notified on time, we would encourage reporting online on ScotEID or by calling the Helpline. You must then return the passport to ScotEID.

Can I record the death on the passport and send it in to be processed by ScotEID?

Yes. Every passport arriving at ScotEID is scanned. They are then actioned by ScotEID. However, if the on-farm death has already been recorded, the incoming passport is automatically processed which is more efficient and saves costs.

Do I still tear off the bottom slip from the passport if the animal is more than 48 months old and give to the 'fallen stock' operator?

Yes. This prompts the knackery to take a sample for BSE and send for testing. Checks are carried out to ensure this sampling and testing is done for that animal that died on your holding. In Scotland, parts of the Highland and Islands are exempt from the sampling.

For information please go to the gov.scot website at
<https://www.gov.scot/publications/bse/pages/testing/>



Can I see a list of the animals that have died on the farm?

Yes. There is a web page which shows a list of all the animals that have died on the farm.

Passports

After the 4th October, when I register a calf on ScotEID where will the passport come from?

The passport is issued by the Scottish Government. From the birth registration details you have provided to ScotEID, the passport details are sent for print and distribution to a company in Edinburgh.

Will the passport look the same as the passports from BCMS?

We have taken the opportunity to make the information on the cover letter clearer and the data on the passport more visible by removing some of the text. However, the data items themselves have not changed or moved. All are in an identical position to the BCMS passport for those that scan the passports for processing and we have added a QR code of the animal ID in the centre at the top of the passport for easier scanning with a mobile phone.

Do I continue to record movements off on the passport as before as well as reporting to ScotEID?

Yes. Both are still required. (Please note, within business moves are not reported on the passport.)

Do I need new Scottish passports for all my animals?

No. All existing passports remain valid. However if you need to amend a passport or request a replacement then the passport issued will be the Scottish passport with the next appropriate version number for the passport for that animal.

Where do I send a passport which needs to be amended because the passport says the animal is female and it's a male?

From the 4th October, please send the passport into ScotEID with the amendment clearly marked on the passport.

Will ScotEID replace a passport?

Yes. There is a charge of £20 to replace a passport.

What happens if I don't receive the passports you've sent?

If you let us know within six weeks of when the passport was issued, the passport is replaced free of charge.

Are ScotEID providing bar code labels to use on the passports?

Yes. Please contact the Helpline to order bar code labels before you run out. These are provided free of charge.



Imports

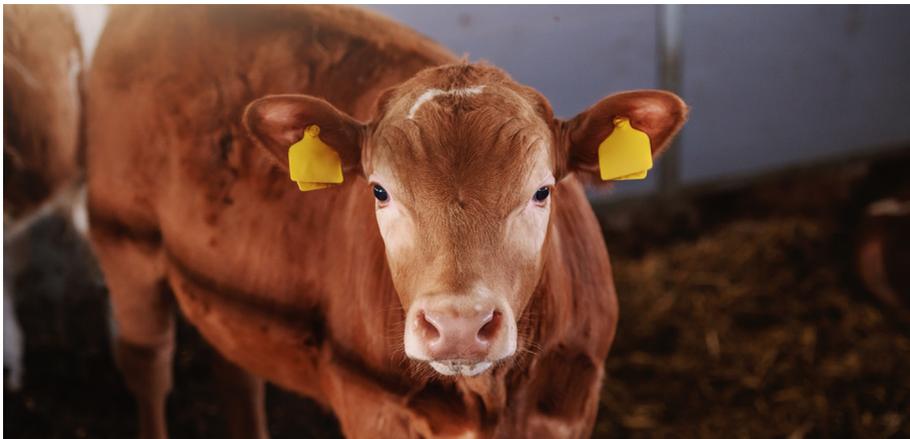
When I import cattle do I register them with BCMS or ScotEID?

ScotEID. Please send the details, including the Health Certificate, the list of animals and the original passports to ScotEID. We will process the import registrations and issue new passports. Before they arrive in the UK, please remember to pre-notify the arrival of the animals on the Import of Products, Animals, Food and Feed System, IPAFFS, as you do currently. This has not changed.

Exports

Do I report the export movement of the animal to ScotEID after the 4th October?

Yes. More information on exporting cattle and what you need to do, can be found on the Scottish Government website at <https://www.gov.scot/publications/animal-imports-and-exports-guidance/pages/exports/>



Agents

What is an agent?

An agent is someone you appoint to enter your cattle records on your behalf on ScotEID. There is usually a commercial agreement in place between you and the agent to support this arrangement.

How does an agent report cattle records on my behalf to ScotEID?

Agents must report your cattle records via the web service or by using the ScotEID website. Only online reporting is available for agents.

If I want to appoint an agent, does it need to be me, the keeper, who does that?

Yes. You can do this on ScotEID by selecting the agent you wish to appoint or by calling ScotEID. This must be done by you. An agent cannot appoint themselves to represent you.

If I no longer want my cattle records to be entered by the agent I have appointed, or want to change to another, what do I do?

On ScotEID, you can deselect the agent you have appointed or call ScotEID who will do this for you.

Will you know at ScotEID that the cattle records have been reported by the agent and not by me?

Yes. On ScotEID, we record who has submitted the cattle records.

Farm management software users

I use a farm software product on my computer to record my cattle data which it then sends to CTS. Will my software provider make the changes?

A web service is available for farm management software providers to send the cattle records you enter using their product to ScotEID. Please make sure you keep your software up to date and look out for any notices from your software provider. If you are unsure what is happening, please don't hesitate to contact ScotEID or your software provider.

I use an app on my mobile phone to view my cattle records that are held on BCMS. Does this need to be changed to get the cattle records from ScotEID?

Yes. After the 4th October, all electronic or manual requests for Scottish cattle data must come to ScotEID. This means that the app you use will need to be updated to get your cattle data from ScotEID via the web service provided.



Help and Guidance

Is help available when I start using ScotEID for the first time?

Yes. Help is available to all who use ScotEID or call in to report their cattle records.

If I'm reporting my cattle records online to ScotEID.com, is online help available?

Yes. ScotEID provides step by step instructions supporting each data entry on each web page of the reporting functions, e.g. Record Birth. If you require assistance, this is available during office hours, please phone ScotEID and they will run through the reporting with you and assist with steps you are unsure of.

Is the Scottish Government updating the Cattle Keepers Handbook?

An updated version of the Cattle Keepers Handbook will be available online.

Additional resources on all aspects of cattle data recording are available from <https://www.gov.scot/publications/livestock-identification-and-traceability-guidance/>



Regulation / Policy

Have there been regulation or compliance changes introduced for the Switch Over to ScotEID?

No. Existing cattle regulations can be found on the gov.scot website at <https://www.legislation.gov.uk/ssi/2007/174/contents/made>

Your data on ScotEID

Who can update or change my data?

Only you, someone you nominate as an agent, or the ScotEID help team on your instruction can add or amend records on your ScotEID account.

Will I be able to see moves recorded by markets and abattoirs for my animals?

Yes. If there is a correction required or a difference in dates to be investigated it is clear who recorded the data.

When I phone ScotEID is a note of the fact that I have called kept?

Yes. Separate from ScotEID we have a call logging system where we make a note of the fact that you have called and a brief note of the reason for the call. Calls are not recorded. These notes are only used by ScotEID to assist when you next get in touch so your call can be addressed as efficiently as possible by any member of the team.

Can the notes taken from the phone calls be seen by anyone other than ScotEID?

No. Not without your permission. The note that is taken, is our interpretation of the call. It is, solely, to assist in providing help and support and cannot be used outside of ScotEID.

When I send in a passport amendment, or appeal a late application, will I be able to see progress online or will I have to phone?

We are putting in place an option that will show your 'requests to ScotEID' that you have requested. This will confirm that we have received your request. As ScotEID progresses with your request, you will see the actions they are taking and the status of the request. This option will be available in 2022.

The Differences

I have heard that ScotEID will process the data I enter in real time, what does this mean?

As you enter the data online or a member of the Help team enters the data on your behalf, each piece of data is subject to a number of 'validations'. These are like rules or checks the data must pass before it is accepted. 'Real time' means these checks are done as the data is entered e.g. that a date is a valid date.

What difference does real time processing make to me?

When a record is in a check list ready for submitting, whether it be a birth, or a move, it has already been validated as you entered the data. This means that when you submit your birth registrations, movements or deaths, they are accepted and shown on ScotEID immediately. You do not have to wait for the data to be processed overnight to find out if it has processed successfully.

Are there any additions to the data we are being asked to record on ScotEID?

In line with the records in your farm register, ScotEID is asking where your animals are going to when you move them off your holding. This is referred to as the destination CPH. When animals arrive at your holding, we ask you where the animals have come from. This is referred to as the departure CPH.

Why are we being asked to notify departure and destination CPHs?

- This is information you must enter in your on-farm register - it's not new,
- One step closer to being able to opt for ScotEID to be your herd register,
- It means that ScotEID does not need to reconcile separately recorded OFF and ON moves.

I've heard moves referred to as 'vector' moves on ScotEID, what does this mean?

A vector move is also known as a 'double-ended move' or a 'move from A to B'. ScotEID will ask you to notify the destination CPH (County Parish Holding) for animals leaving your holding, i.e. where they are going to. When an animal joins the herd you are asked to notify the CPH for the farm it has come from.

Why does it make such a difference when the movement is captured as a 'complete' move, i.e. A to B?

It means that for your data at ScotEID;

- we don't have to match off moves with on moves, i.e. no reconciliation processing
- we don't have animals recorded as moving off with no 'on' move reported and appear to be homeless
- we don't have animals moving on and we can't determine where they have come from, if there is no off move
- it ensures that the data on ScotEID can provide the location and the movement history for each animal in Scotland.

Contacting ScotEID

You can sign up to ScotEID here:

 www.scoteid.com

If you wish to contact the Helpline, the details are below:

 Telephone: 01466 794323

 Email: help@scoteid.com

 Website: www.scoteid.com

 ScotEID Information Centre
Huntly Business Centre
83 Gordon Street
Huntly AB54 8FG

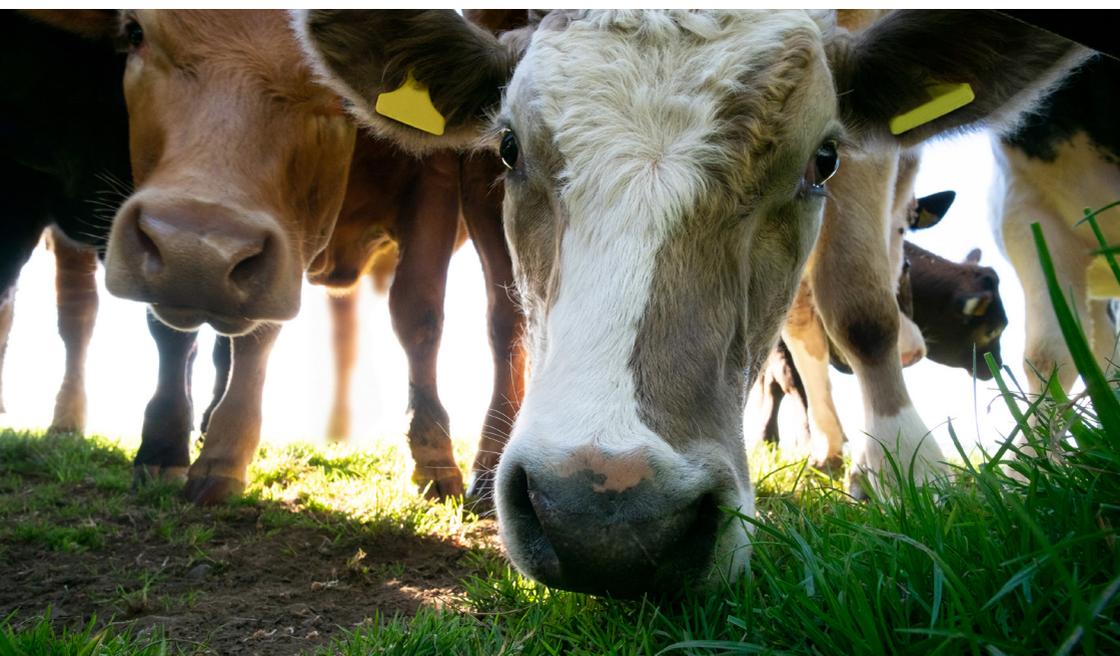
If you wish to contact the Animal, Health and Welfare Team, the details are below:

 Telephone: 0300 244 4000

 Email: animal.health@gov.scot

 Website: www.gov.scot

 Scottish Government
Agriculture and Rural Economy Directorate
Animal Health and Welfare
P Spur - Saughton House
Broomhouse Drive
Edinburgh EH11 3XD



Scottish Government
Riaghaltas na h-Alba
gov.scot

LIVESTOCK  TRACEABILITY

ScotEID.com