



3.1.2018

TO: Minnesota 4-H Animal Science Project Members – Dairy

FROM: Meg Clark, Carver County 4-H Coordinator

RE: **IMPORTANT** - Animal Identification Process

Thank you for enrolling in a 4-H animal science project. We hope you find this project both challenging and rewarding. This letter outlines the **online animal identification process**.

Minnesota 4-H uses its online enrollment system, 4HOnline, to record all animal identifications and ownership data. Online animal identification reduces inaccuracies and inefficiencies that were a part of our past paper system. More information and a 4HOnline user guide can be found at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID).

**The process that will be followed in 2018 is as follows:**

1. 4-H Family completes the ID worksheet (enclosed) for all NEW project animals. All dairy animals must be identified with an official form of identification: Official Breed Assn. Ear Tag, Official Breed Assn. tattoo, State 4-H ear tag (available from Extension Office), USDA tag, Copy of the Breed Assn. ID paper and/or photo (if exhibits distinct markings). Registered animals with pending breed association registration information by May 15 must update this information as soon as registration numbers are received. If you enter as “pending”, you will need to provide updated information to your local Extension Office to update prior to your County Fair.
2. 4-H Family self-enters information for NEW project animals into 4HOnline and prints entry report for personal record. If an animal is leased, the lease agreement must also be scanned and uploaded in 4HOnline (bring hard copy to County Extension Office by May 15 if unable to scan). The lease form is available at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID). If using a photo as an official form of identification (because the animal has distinct markings), you will upload the .jpg file of the photo in 4HOnline.
3. Existing project animals that are being carried over from last year to this project year must be re-activated by May 15. Instructions can be found in the document *Animal ID Data Entry by Families*, page 5, at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID). Dairy animal leases must also be renewed annually by May 15. Download existing lease, renew and bring to your local extension office no later than May 15 so they can upload it. You will not be able to upload the renewed lease.  
NOTE: Dairy animals can be viewed but not edited because of the “first freshening” rule. If changes are needed to a dairy animal (including changes to the associated exhibitor/member) contact your local Extension Office.

***NOTE: Animals need to be identified May 15. Hard copy submissions to the county Extension office must be received by close of business 4:30 p.m. on May 15, or if mailed, be postmarked NO LATER than May 15, 2018. If you are self-entering, data entry into 4HOnline, must be completed by 11:59 pm, May 15, 2018; you will not be able complete identification after that point.***

*If your family cannot self-enter the ID information:* 4-H Family brings in or mails completed ID worksheet and other required items, including signature(s), to County Extension office, on or before close of business, 4:30 p.m. on May 15. This ID worksheet will be kept on file in the Extension office. Within one week, Support Staff or designated volunteer enters info online into your family's 4HOnline account. After that, your family may view the information in 4HOnline to check for accuracy. The user guide, *Reviewing and Printing Animal ID Data*, is available at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID) to walk you through the process. The County Extension Office must be notified of any discrepancies by 5.23.2018.

Families who cannot self-enter but have existing dairy project animals from previous years, are responsible to contact their local extension office staff to re-activate project animals ID'ed last year. If an existing animal was leased, obtain a copy of the original lease, renew with leasor and return to your local extension office no later than May 15.

#### **Online ID'ing (4HOnline) user assistance and support**

- A user guide is available at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID).
- For assistance with the online ID process, contact your county extension staff at [wolte111@umn.edu](mailto:wolte111@umn.edu) or [hintz101@umn.edu](mailto:hintz101@umn.edu) or call 952-466-5300.
- In addition, an ID helpline will be available on the following days:
  - Sunday, May 13, 3:00 - 7 pm, 507-438-6898
  - Monday, May 14, 4:30 - 8 pm, 218-232-5174
  - Tuesday, May 15, 4:30 –12 midnight, 218-232-4975


On rare occasions, 4-H animals will lose the official ear tags used to identify project animals (MN Board of Animal Health, Breed Association, Minnesota 4-H ear tags). If this occurs, you will need to contact Meg or Rita immediately at 952-466-5304, so that the tag can be verified and replaced. Do not wait until county fair if this occurs.

Two additional pieces of project information are included in this mailing for your information:

- 2018 Animal Science Identification Requirements for Minnesota 4-H details specific dates and requirements unique to each animal science project area.
- 2018 Dairy Information Sheet compiled by the 4-H State Fair Dairy Committee and includes processes, procedures and information unique to the dairy project at the Minnesota State Fair.

**NEW: Updated Livestock Quality Assurance Training Options:** Minnesota 4-H supports livestock quality assurance and animal science ethics. All youth participating as a state fair 4-H livestock exhibitor in beef, dairy, sheep, swine, poultry, rabbits, meat goat, dairy goat, and lama must complete livestock quality assurance training.

- Certification is required for state fair grade/age-eligible youth. Must be completed before their home county fair qualifying show.
- The training accommodates multi-levels of learning for all ages. The level of training required is determined by the grade/age of the youth at the time the training takes place.
- Counties that have a swine marketing agreement with a packer that requires livestock quality assurance certification may require swine members (grade 3-13) to certify.
- Minnesota 4-H youth must participate in one of the training options to be eligible for Minnesota 4-H state fair shows. Beginning in 2018, Minnesota 4-H will have two training options.

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1. A face-to-face 3-hour livestock quality assurance and ethics training from Minnesota 4-H. These will be offered in multiple locations statewide. This certification is valid for three fair seasons. Cost is set by county/regional host.
  2. An online 1-hour youth quality care of animals training offered via distance learning. This certification is valid for one fair season. Cost: \$12; pay at registration with a credit card. (This is a national program and registration fee pays for the national training system.)

Trainings promote responsible care of animals, making informed decisions in animal care and providing safe consumer food products. Youth will receive a certificate of completion. Additional information concerning any Livestock Quality Assurance training in our area will be listed in upcoming 4-H newsletters.

**Cloverbud Animal Science Specifics**

- Cloverbuds may show their own animal or another 4-H'ers animal.
- Cloverbud animal should not be identified in 4HOnline (unless it is to be shown by another 4-H member).
- The Minnesota Board of Animal Health requires all animals at exhibitions to have official ID (tag or tattoo) this includes Cloverbuds, however this information should not be included in 4HOnline.
- Cloverbud entries may be included in county fair pre-registration for stalling/penning purposes.

If you have any questions about the change to online animal identification or anything else in this letter, please contact Meg at 952-466-5304 or [hintz101@umn.edu](mailto:hintz101@umn.edu).