



GEP-FREE PROGRAM MANUAL

Cow-Calf Operation

1. Document Control

Legal Business Name: _____

Premises ID (PID): _____

Operation Type: Cow-Calf

Effective Date: _____

Version Number: _____

Approved By (Owner): _____

2. Purpose

This manual defines the organizational structure, roles, responsibilities, and delegated authorities supporting compliance with the GEP-Free Certification Program.

The objective is to ensure cattle enrolled in the GEP-Free program are raised in full compliance with program requirements from birth through transfer or sale.

3. Organizational Structure

3.1 Organizational Overview

The cow-calf operation maintains a defined management structure to ensure:

- Control of enrolled animals from birth
 - Proper animal identification
 - Segregation (if mixed-status)
 - Accurate recordkeeping
 - Compliance with GEP-Free requirements
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3.2 Organizational Chart

Position	Name	Reports To	Alternate
Owner / Operator		N/A	
GEP-Free Program Manager		Owner	
Herd Manager		Owner	
Records Administrator		Owner	

4. Roles and Responsibilities

4.1 Owner / Operator

Responsible for:

Overall compliance with the GEP-Free Program

- Ensuring adequate resources are available
- Signing declarations and certification documents
- Approving corrective actions
- Ensuring implementation of this manual

4.2 GEP-Free Program Manager

Responsible for:

- Maintaining written GEP-Free procedures
- Confirming no exposure to GEPs
- Ensuring segregation if operation is mixed-status
- Coordinating assessments and communications with Certification Body
- Reviewing compliance annually
- Managing corrective actions



Authority includes:

- Suspending eligibility of any animal if compliance is uncertain
 - Initiating internal investigations
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4.3 Herd Manager

Responsible for:

- Ensuring eligible calves are properly identified at birth
 - Maintaining traceability from birth
 - Ensuring no GEP exposure occurs
 - Reporting deviations immediately
 - Monitoring animal movements
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4.4 Records Administrator

Responsible for:

- Maintaining complete and legible records
 - Retaining documentation per program requirements
 - Ensuring traceability records are current
 - Providing documentation during audits
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5. Delegation of Authority

To ensure uninterrupted compliance:

Responsibility	Primary	Alternate	Activation Condition
Program Oversight	GEP Manager	Owner	Absence > 24 hrs
Record Access	Records Admin	Owner	Absence
Certification Communication	GEP Manager	Owner	Absence
Corrective Action Approval	Owner	GEP Manager	Owner unavailable

Delegated individuals have full authority to:

- Access records



- Communicate with Certification Body
- Authorize corrective measures
- Suspend eligibility of animals

They may not modify core program policies without Owner approval.

6. Mixed-Status Control (If Applicable)

If both eligible and non-eligible cattle are present:

- Written segregation procedures are maintained
 - Physical and/or management segregation controls are enforced
 - Identification systems prevent co-mingling
 - Any breach triggers immediate eligibility review
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7. Training & Awareness

All personnel involved in enrolled cattle management:

- Understand GEP-Free requirements
 - Understand identification and segregation procedures
 - Know reporting obligations
 - Training records are maintained.
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8. Internal Review

The GEP-Free Program is reviewed annually to ensure:

- Procedures reflect current practice
- Responsibilities remain appropriate
- Delegations remain accurate

Review Date: _____

Reviewed By: _____

END OF COW-CALF MANUAL