

Producers who are direct sellers

If you are a direct seller, you must also record details of:

- quantities of milk processed
- the method of processing
- quantities and types of milk products produced
- quantities of whole milk used in the production of milk products (ie the conversion rates)
- milk and milk products sold direct for consumption.



Record Keeping • Milk Quotas

All milk that leaves a holding counts against quota, even if the producer does not receive a financial return for it. This includes milk contaminated with antibiotics. Contaminated milk disposed of on the holding does not count against quota.



Record Keeping • Milk quotas

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Commission
Regulation (EC)
595/04, as amended
Art 24 (5&6)

Your monthly
records must
cover a calendar
month.

Under Schedule 2 of the Dairy Produce Quotas Regulations 2005, as amended you are required to maintain records. Failure to maintain the records listed will result in a penalty being raised under the relevant regulation within the Dairy Produce Quota Regulations.

You must keep all your records for at least 3 calendar years after the quota year to which they relate.



Why you must keep records

The Rural Payments Agency uses your records to verify the calculation of levies as required by EC Regulations.

If you cannot supply records of the milk or milk products produced or delivered in any year, we will:

- make an estimate for that year using any available information
- calculate any levies using that estimate.

DPQR (2005) as amended Schedule 2



Producers, purchasers, processors, hauliers and laboratories must keep records on a daily, monthly and annual basis. This leaflet lists the records producers must keep.

The records producers must keep

Daily records

You must record how much milk your herd produces each day.

Herd records

You must keep up-to-date records of all the cows and calved heifers used for milk production. This must include:

- their breed
- how many are in milk
- how many have run dry
- the date of any births
- the details and dates of any deaths.

You must also keep records of stock joining or leaving your herd. This includes:

- their origin or destination
- the date you moved them
- their identification marks.

You must also keep:

- invoices for any feed purchased for the herd.

Details of your quota

You must keep records of:

- quota you hold permanently
- any leases of quota you have been involved in
- any transfers of quota you make.

Other records you must keep

You must record the quantities and type of milk and milk products which have been produced on the holding that you have:

- wasted on the holding
- fed to livestock on the farm
- used for domestic consumption
- transferred free (subject to a levy since April 1993)
- had destroyed under licence from Defra or any other government body.

(If you are a direct seller and hold less than 4,855 litres of direct sales quota, then the first 3 bullet points above do not apply.)

If appropriate you may also be asked to record the quantities and type of milk and milk products produced on the holding, which:

- are in stock on the holding
- you have bought, exchanged or otherwise received, with copies of sales invoices.

You must also keep details of milk you have sold to a wholesale purchaser, including:

- the type of milk or milk products
- the quantity supplied
- the purchaser's name and address
- payments slips from the purchaser
- tanker receipts, where there are discrepancies between the original purchaser's payment slip and the tanker receipt.