


KEEPING RECORDS CORRECTLY - EXAMPLE OF AN ACTIVE RETURN

Persons completing HGP records of acquisition and disposal must observe the following guidelines to ensure their records are acceptable.

MONTHLY RECORD OF ACQUISITION & DISPOSAL OF HORMONAL GROWTH PROMOTANTS (HGPs)								
 Australian Government Australian Pesticides and Veterinary Medicines Authority		Send to: HGP Coordinator - (See details on cover) within 2 weeks of the end of each calendar month			123457			
ONE RECORD SHEET FOR EACH UNIQUE PRODUCT TYPE								
PRODUCT (NAME IN FULL)		Growfast Cattle Growth Promotant			MONTH		January	
RETAILER/WHOLESALER NAME		ABCD Rural Supplies			NOTIFICATION NUMBER		NRA999	
ADDRESS		123 Main Street ANYTOWN NSW 2999			PH: 02 1234 5678		FAX: 02 1234 9876	
ACQUISITIONS (INCLUDING RETURNS, SAMPLES AND BONUSES)				DISPOSALS (INCLUDING SAMPLES, EXPORTS, RETURNS AND DESTRUCTIONS)				
Date of Acquisition (Purchase)	Name & Address of Supplier (include Notification Number)	No. Doses Acquired (Purchased)	Batch No. of Product	Date of Disposal (Sale)	Name & Address of Purchaser (include Notification Number if applicable)	Purchaser Declaration Number (Tail Tag)	No. Doses Disposed (Sold)	Doses Balance
								CARRIED FORWARD 500
			B/N	2/01/2010	Boomtown Feedlot Plenty Plains NSW 2113	NS123456	200	300
			B/N 123456				B/N	3300
3/01/2010	Australian HGP Supplies NRA888 28 Calendar Street Sydney NSW 2002	3000	B/N 123456				B/N	3300
			B/N	4/01/2010	XYZ Rural Cooperative 123 Smith Town NSW 2567	NRA888	200	3100
			B/N	5/01/2010	Philippines Export Co MV Export Queen	Export	600	2500
			B/N				B/N 123456	2500
15/01/2010	Australian HGP Supplies NRA888 28 Calendar Street Sydney NSW 2002	3000	B/N 123456				B/N	5500
			B/N	20/01/2010	Cleanaway Chemical Disposals Cleantown NSW 2111	Destruction of spoil stock	200	5300
			B/N				B/N 123456	5300
This is a true and correct record of the acquisition and disposal of the product named above and the balance has been carried forward correctly to the next record sheet.								
Signature of Wholesaler/Retailer				Printed Name: ... JOE BLOGGS.....		Date: .10./9./ 2006.		

This is the name on the product label

Full name and contact details of your business

You must include the full name & address details of the person/company from whom you acquired (via purchase or return) the HGPs including their Notification Number or Tail-Tag Number.

This is the amount of doses acquired including any bonus or sample stock.

If you acquire and dispose of quantities of different HGP products each month, you can request additional Monthly Record books. Accounting can be made easier by using a separate book for each product

Sign and date all returns

This is the batch number supplied on the product label

Total amount of doses on hand at end of month.

Month covered by this return

This is the Notification Number assigned to you by the APVMA

Total amount of doses remaining from previous monthly return

The APVMA will regard your Return as deficient if this column does not contain an approved HGP Notification Number or a valid Tail-tag Number with every entry. **Do not send Purchaser Declarations with your return but keep for audit purposes.**

Running tally of total amount of doses on hand – please use this to ensure accuracy in your doses on hand. To avoid confusion, it is recommended to utilize a new line for every transaction

Product supplied for Export or Destroyed must be recorded and supported by relevant documentation (eg. Statutory Declaration) **Do not send with your return but keep for audit purposes.**