

TRACES NT – Animal Journey Log user guide

October 2021

Welcome to the user guide of the **Animal Journey Log (AJL)** module of **TRACES NT**.

This manual contains all essential information as regards the creation and issuance of Animal Journey Logs in TRACES NT.

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PART I: Planning – to be filled in by operators

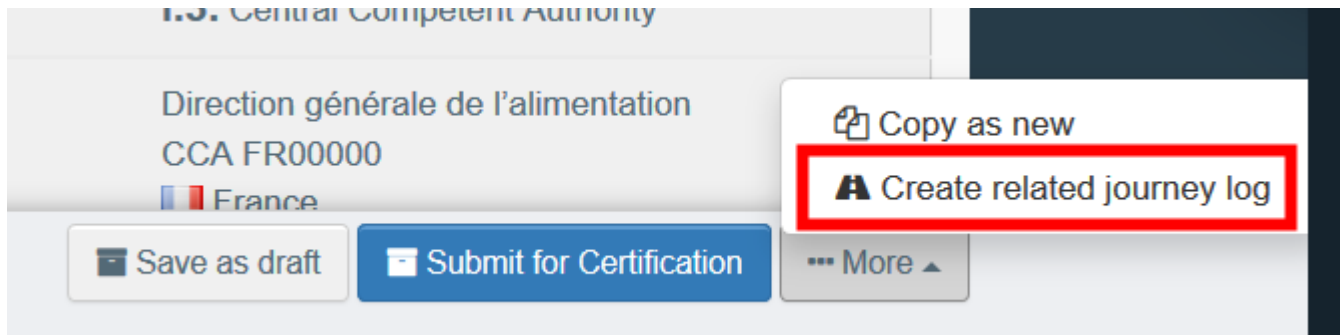
AJL created from inside an EU-INTRA certificate – as Economic operator (EO)

When the estimated journey time of an EU-INTRA certificate is more than 8 hours, TRACES NT requires the submission of an animal journey log.

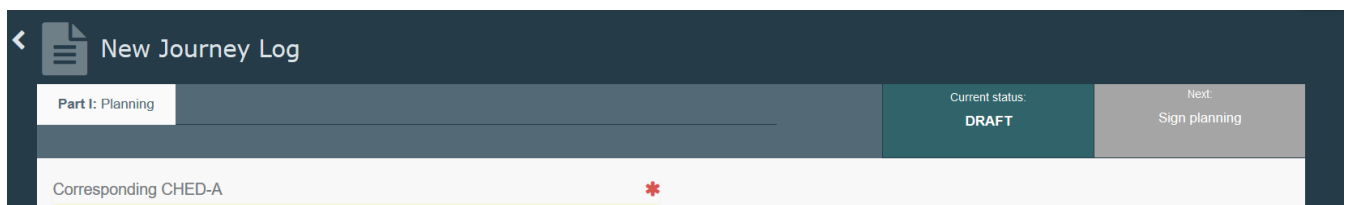
Once the EU-INTRA is submitted to the authorities and in status “**New**”, the economic operator has the option to issue the AJL from inside the EU-INTRA.

Note: this option is only available to economic operator users.

In the EU-INTRA, at the bottom part of the page click on “**More**”, then on “**Create related journey log**”.



You will be redirected to the “**Part I: Planning**” of the Animal Journey Log.



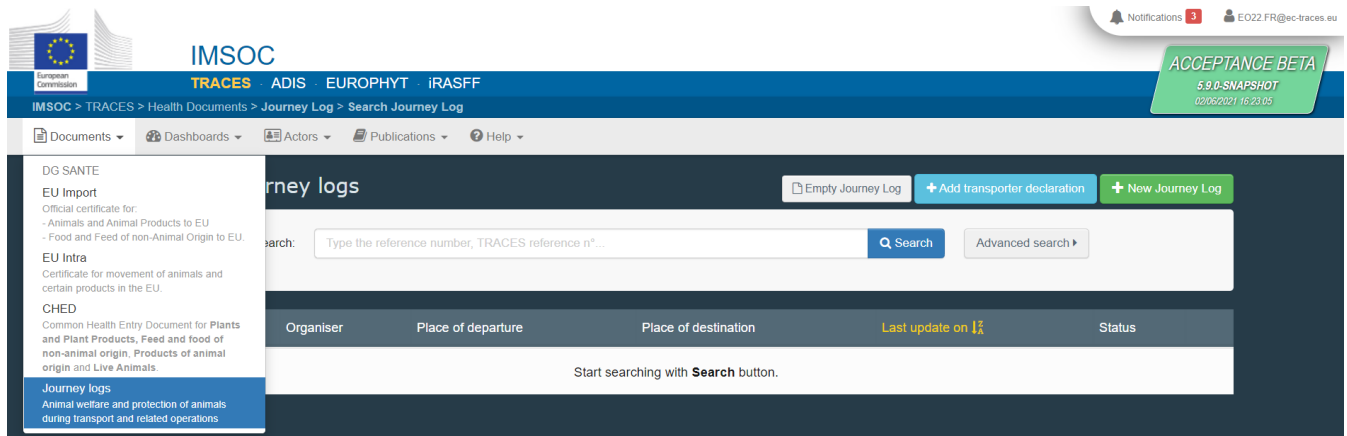
The link to the EU-INTRA will be generated automatically in the box “**Links**”, and the following boxes will be completed with the information copied from the EU-INTRA:

- I.2. Total expected duration
- I.3.1 Place of departure
- I.4.1 Place of destination
- I.3.2 Departure time
- I.5.1 Species
- I.5.4 Estimated total weight of the consignment (in kg)

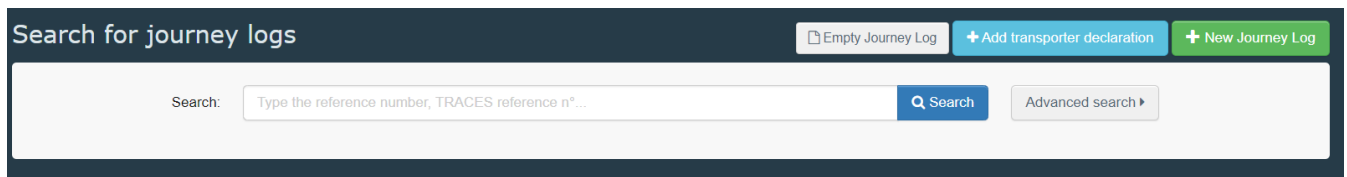
Complete the remaining boxes and submit the AJL by following the instructions as described further below in this user guide.

AJL created from the main menu as a stand-alone document – as EO or as authorized transporter

On the homepage, click on **“Documents”** and then on **“Journey Logs”**:



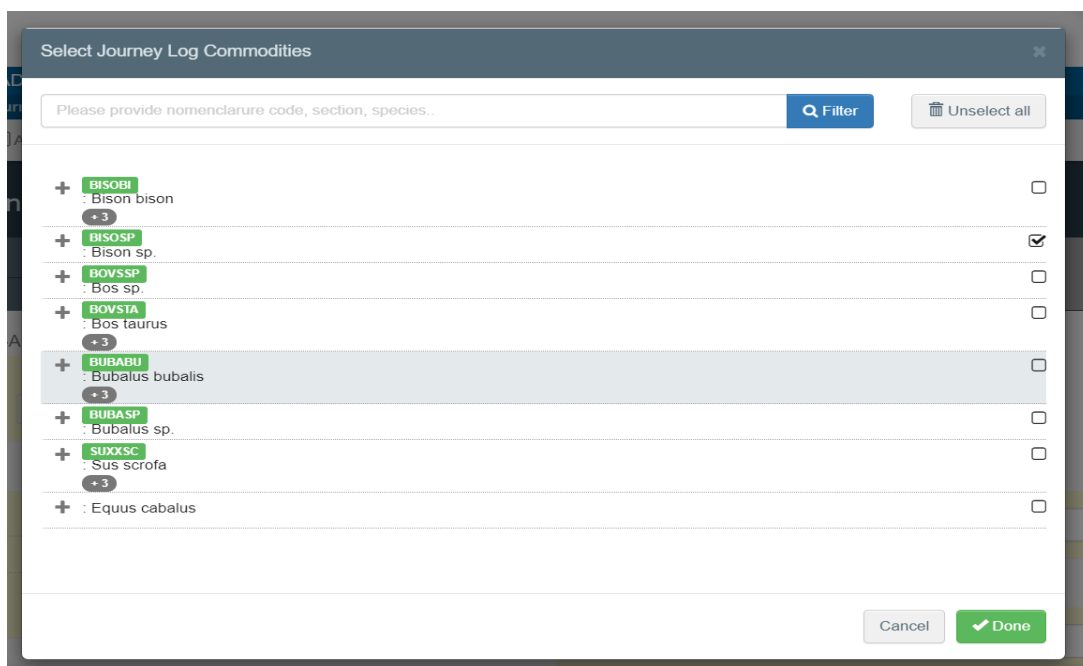
Click on the green button **“+ New Journey Log”**:



Note: this option is available for economic operator users and for authorized transporters' users.

Select one or multiple species, then click on **“Done”**.

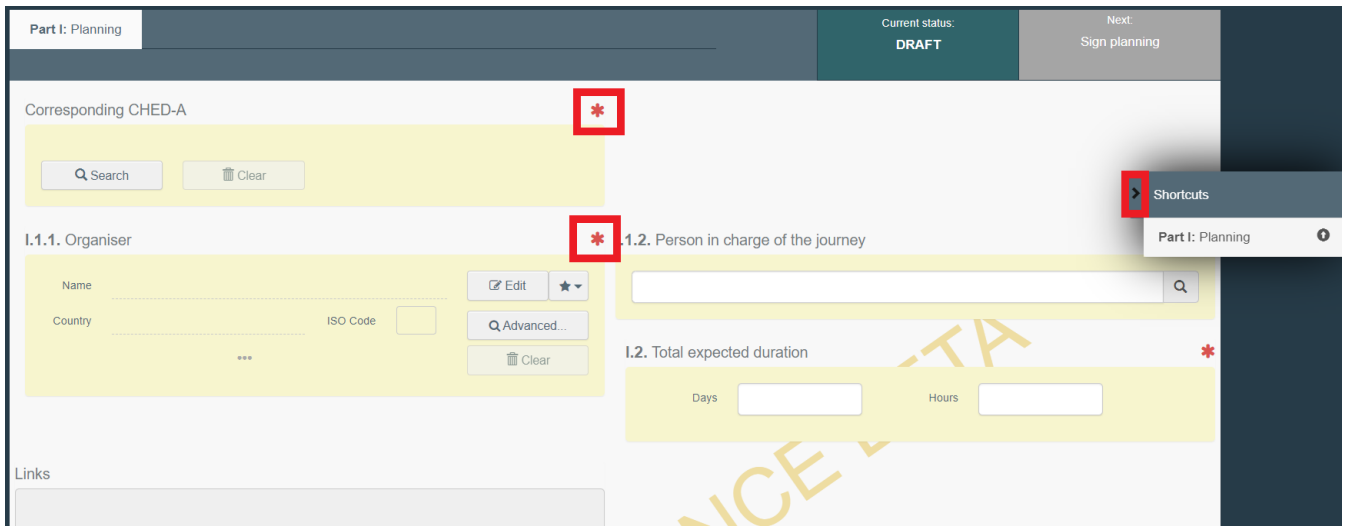
Note: you can still delete, add or modify the commodity details in the document, box I.5.1



This opens the first part of the Journey Log (**Part I – Planning**).

Note: All of the boxes marked with a red asterisk * are mandatory

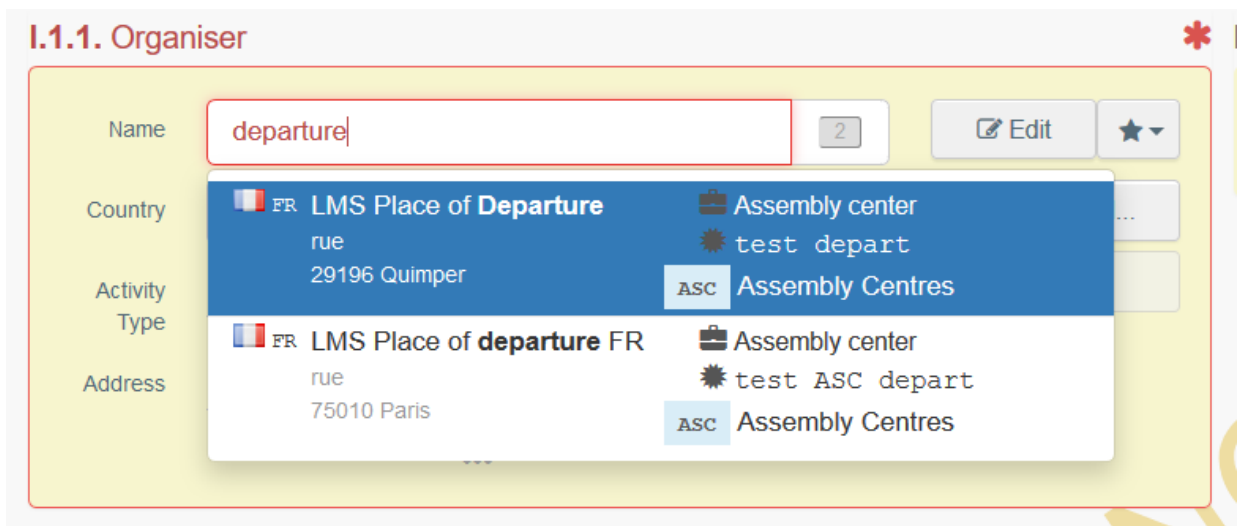
Tip: Use the shortcut tool on the right-hand side of the certificate in order to navigate easily between the boxes and the different sections.



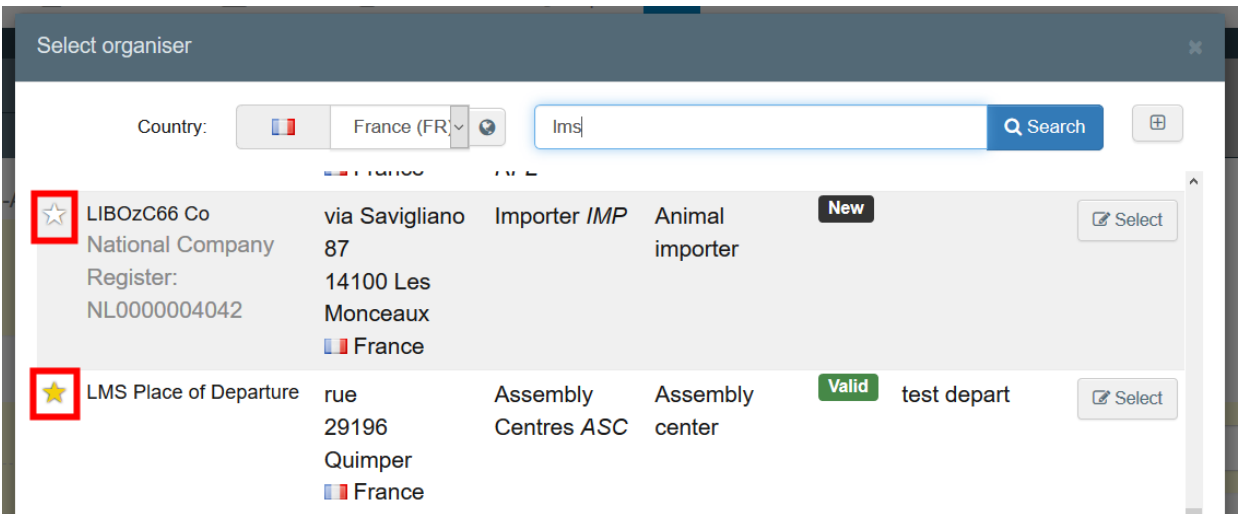
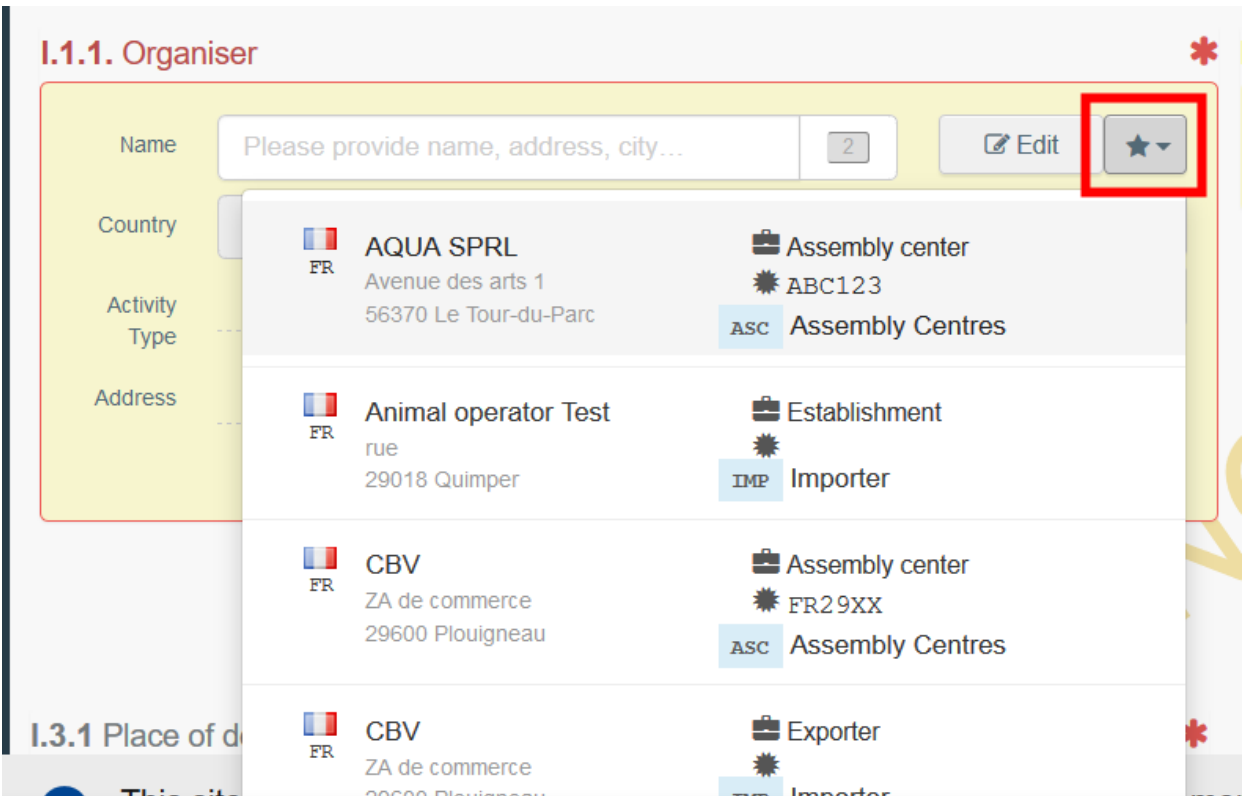
Box – I.1.1. Organiser

Fill in this box using one of these options:

- Start typing the name of the operator and select it from the drop down list that pops out.

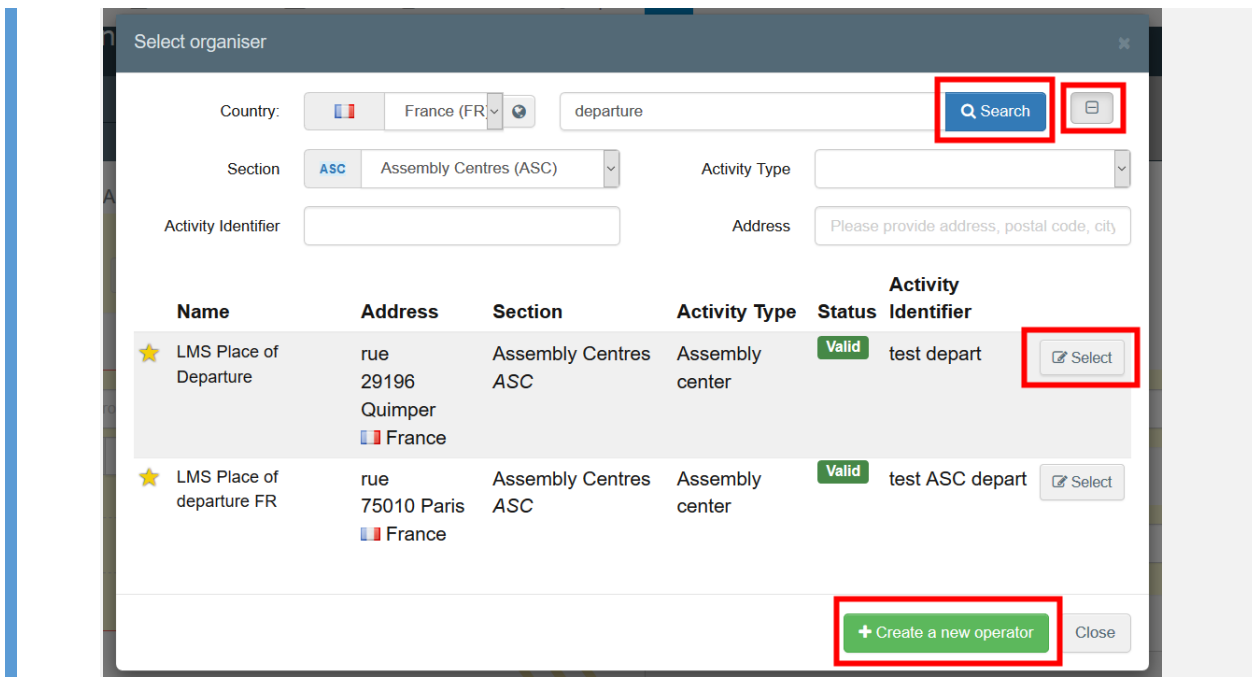


- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

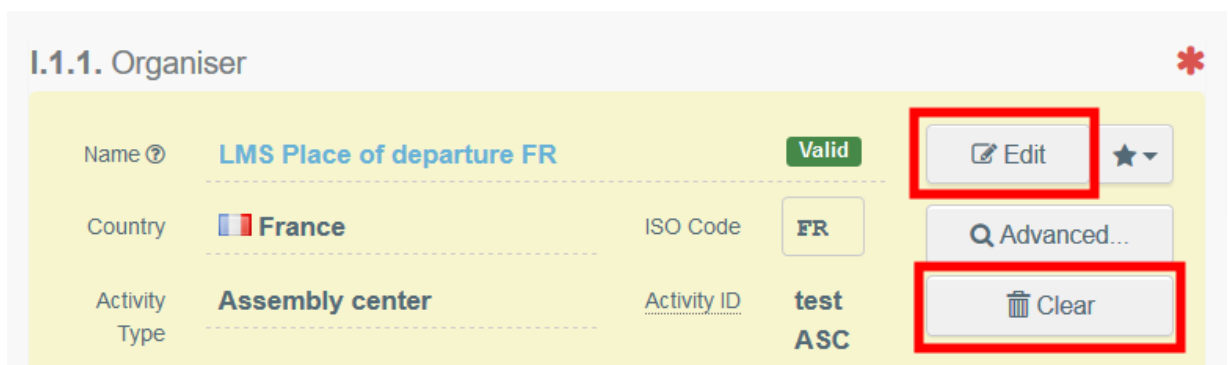


- Run an advanced search by clicking on the “**Advanced...**” button and add some filters by clicking on the small “+” button on the right.

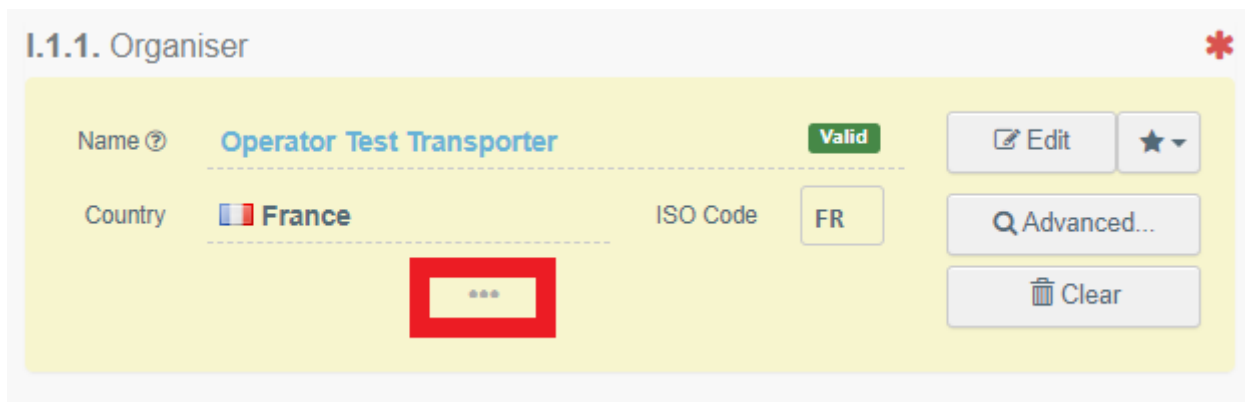
Note: If the operator is not present in the system, you can create a new one by clicking on “+ **Create a new Operator**”. This button will only appear once you did an advanced search to avoid the creation of duplicates.



- It is also possible to click on **“Edit”** to modify the content of the box or to clear it and select another consignor, clicking on the **“Clear”** button.

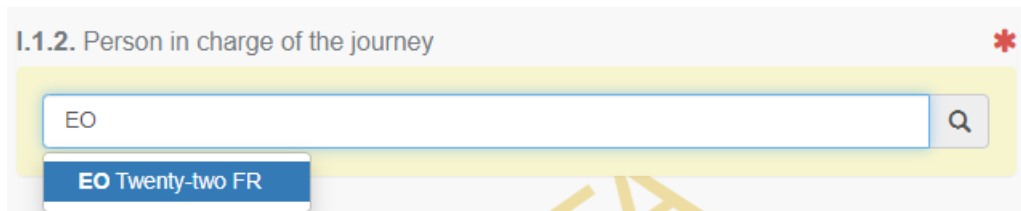


Once the correct operator is selected, the **“Name”**, **“Country”** and **“ISO Code”** of the company are automatically completed. You can see the details of the selected operator by clicking on the three dots.



Box – I.1.2. Person in charge of the journey

Start by typing the name of the user and select it from the drop down list that appears below the search bar.



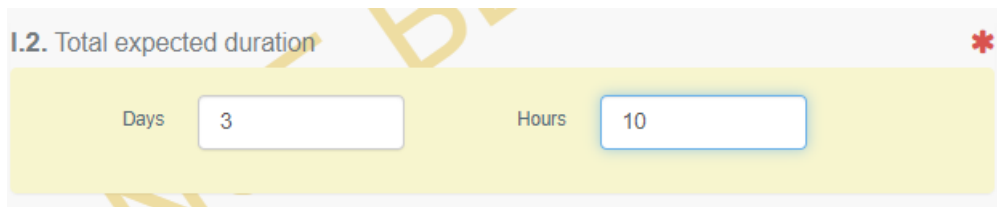
I.1.2. Person in charge of the journey

EO

EO Twenty-two FR

Box – I.2. Total expected duration

The expected duration of the intended journey in days and hours



I.2. Total expected duration

Days 3 Hours 10

Links

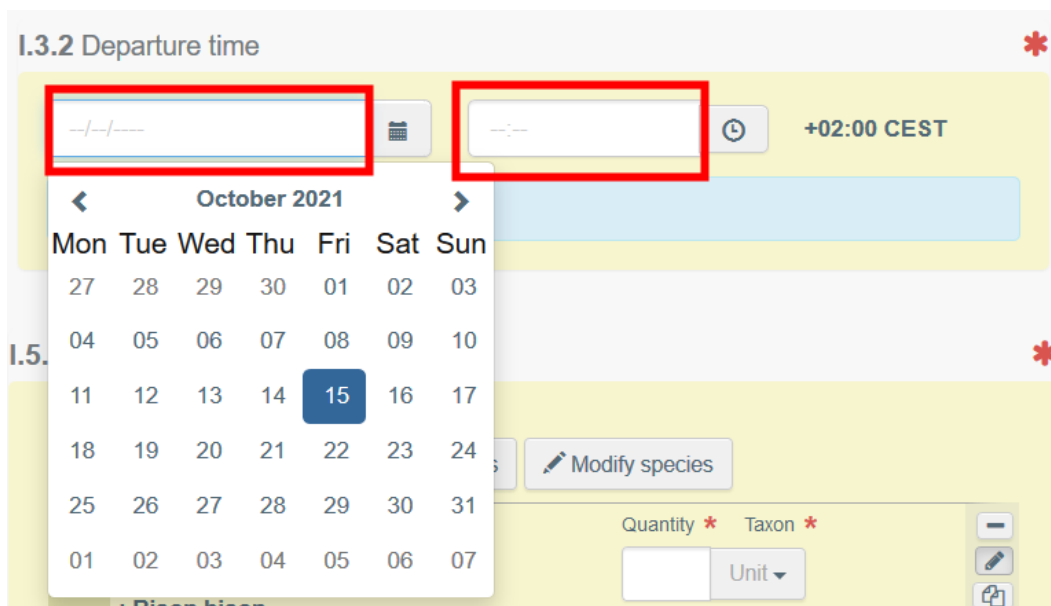
This box will display a hyperlink to the relevant INTRA certificate.

Box – I.3.1 - Place of departure

To fill in this box, follow one of the procedures described for box I.1.1

Box – I.3.2 Departure time

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).



I.3.2 Departure time

--/--

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+02:00 CEST

October 2021

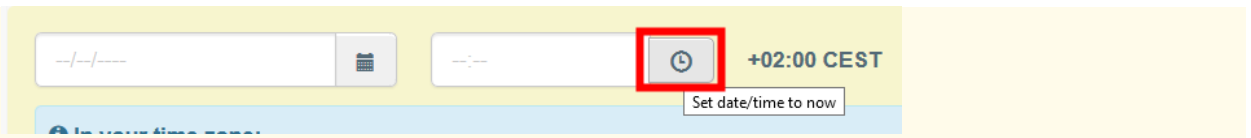
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Modify species

Quantity * Taxon *

Unit

Tip: By clicking the small clock icon, you will set the time to the current date and time.



Box – I.4.1 - Place of destination

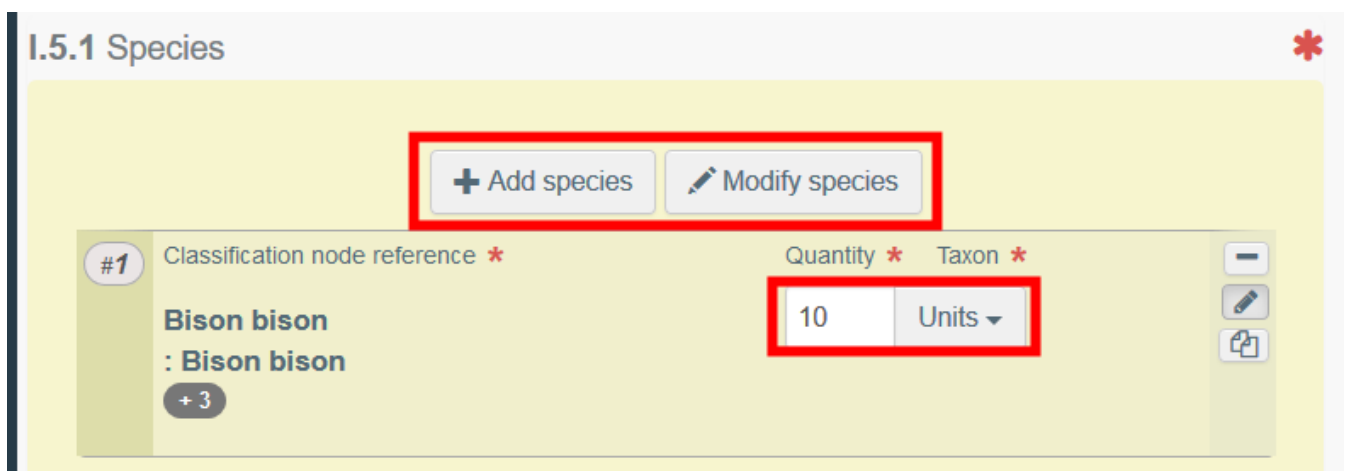
Indicate the place where the animals are sent for final unloading. To fill in this box, follow one of the procedures described for box I.1.1

Box – I.4.2 – Destination arrival time

To fill in this box, follow one the procedure described for box I.3.2.

Box – I.5.1 Species

Add more species or modify the ones you selected in the beginning. Specify the number of animals.



By clicking on the icons on the right, you can :

- Remove the line.



- Edit the line



- Copy the line



Box - I.5.2 – Number of Animals

Automatically filled in based on the total of animals of box I.5.1.

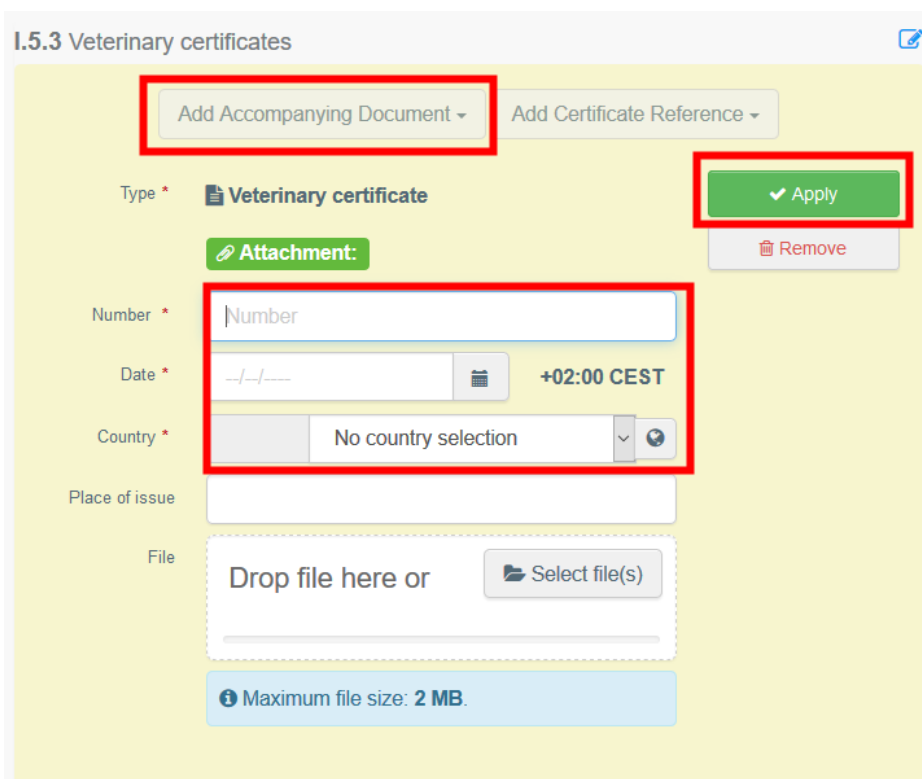


Box – I.5.3 Veterinary Certificates

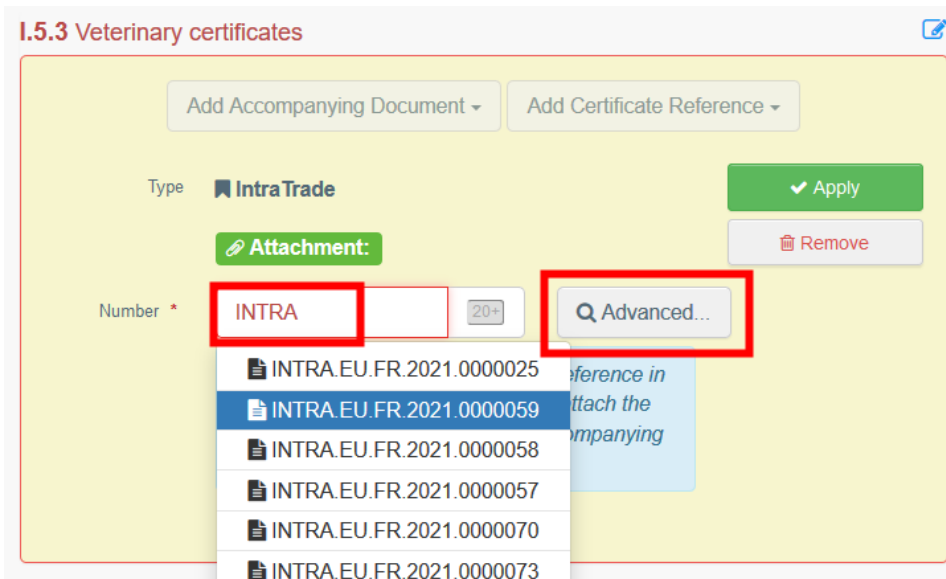
The purpose of this box is to provide any other relevant documents.

- **“Add Accompanying Document”**: to add a document that is not issued in TRACES NT. Choose the type of document from the corresponding drop-down list and enter all relevant information, such as **“Number”**, **“Date”** and **“Country”**.

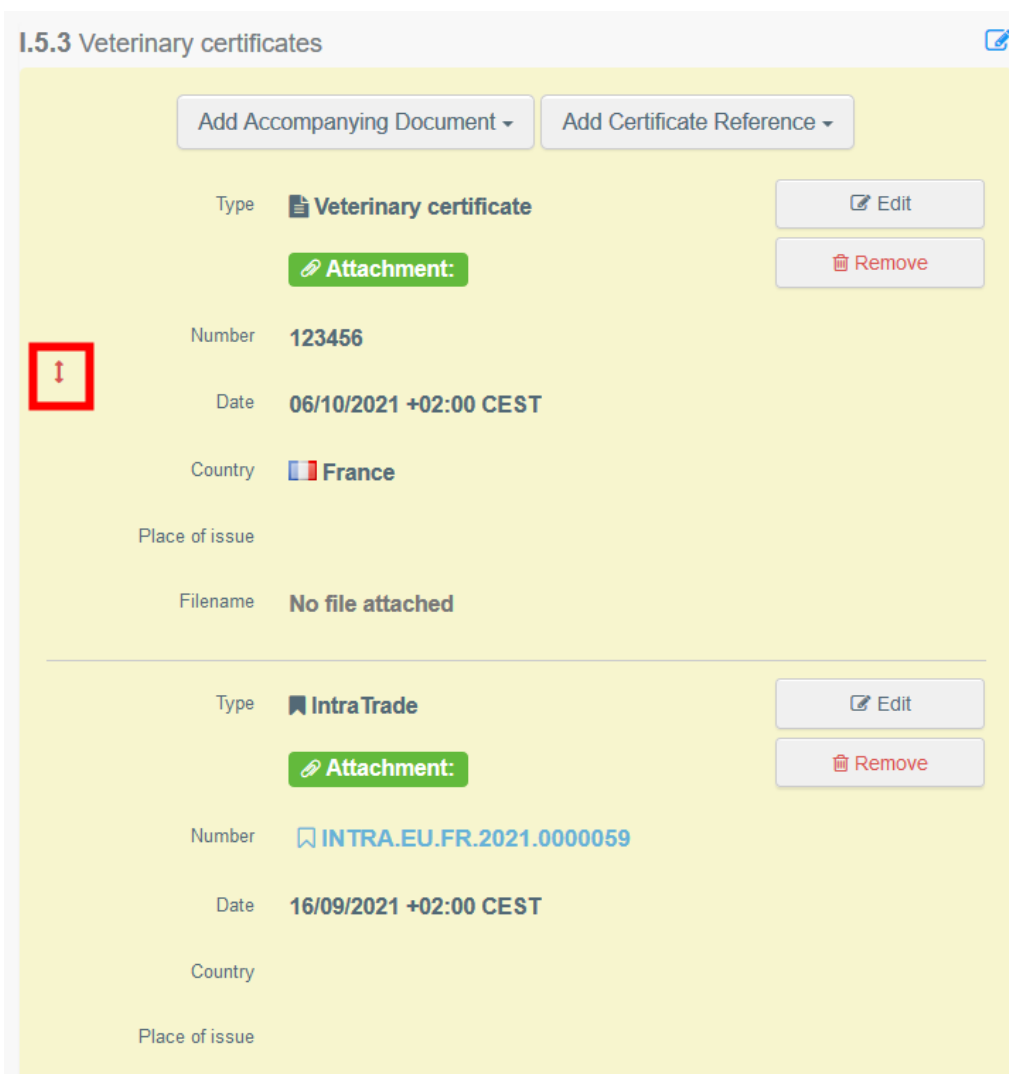
If you wish to upload a file, then click on the **“Select file(s)”** button. Don’t forget to click on **“✓ Apply”**.



- **“Add Certificate Reference”**: to add the reference of a certificate issued in TRACES NT. Choose the type of certificate in the drop-down list and type the reference number of the certificate to select it from the list. You can also use the advanced search.



When adding multiple accompanying documents, you can order them by clicking on the double arrow and dragging them.



Box – I.5.4 Estimated total weight of the consignment (in kg)

Indicate the estimated weight of the consignment in kg.

Box – I.5.5 Total space provided for the consignment (in m²)

Indicate the total space provided to the animals in m².

Box – Exit authority

Where relevant, indicate the competent authority at the point where the animals leave the Union territory. The competent authority indicated in this box will have access to the AJL.

To fill in this box, follow one of the procedures described for box I.1.1

Box – I.6 List of scheduled resting, transfer or exit points

Indicate the planned resting places and control posts during the journey.

To select an operator, indicate at least the country and click on search. You can also use the advanced search by clicking on the square icon on the right. Click on **“Select”** to select the operator.

Select rest place, transfer place of control post

Country: Austria (AT)

Section: Control posts (COP) Activity Type:

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ CONTROL POST AT	1400 Vienna Austria	Control posts	COP Control post	Valid	AT-CONT-001	<input type="button" value="Select"/>

Click on the arrow to show the details of the operator.

I.6 List of scheduled resting, transfer or exit points

Name of the place where animals are to be rested or transferred (including exit points)	Arrival	Length	Transporter's name and authorization No (if different from the organizer)
CONTROL POST AT			
			LMS place destination GR, street, 10438 Athens, Greece

Don't forget to indicate the date and time of arrival at the resting point, and the length of the stay, in hours.

Where necessary, indicate the transporter following the methods explained in box I.1.1.

The screenshot shows a form for 'CONTROL POST AT'. The 'Arrival' field is highlighted with a red box and contains the date '16/10/2021' and time '10:27' with a '+02:00 CEST' offset. The 'Length' field is also highlighted with a red box and contains the value '8'. The 'Transporter's name and authorization No' section is highlighted with a red box and contains the following information: Name: TRANSPORTER TEST (Valid), Country: France, ISO Code: FR, Activity Type: Transporter, Activity ID: FR-TRANSP-001, and Address: grande rue 29196 Quimper. There are also 'Edit', 'Advanced...', and 'Clear' buttons in this section.

Sign Planning

Once the part I is filled-in, click on **“Sign planning”** at the bottom right of the page.

This screenshot shows the same 'CONTROL POST AT' form as above, but with the 'Sign planning' button highlighted in a red box at the bottom right. The button is located in a grey bar at the bottom of the form, next to a 'More' dropdown menu. The URL 'europa.eu/tracesnt/certificate/journey-log/create#accept' is visible at the bottom left.

The system will allocate a reference number and the status will change to **“Planning signed”**.

The screenshot shows a dark blue header bar with a back arrow and a document icon, followed by the text 'AJL.FR.2021.0000102'. Below this is a progress bar with two tabs: 'Part I: Planning' (active) and 'Part II: Place of departure'. To the right, there is a 'Current status' section showing 'PLANNING SIGNED' and a 'Next' section showing 'Place of departure'.

Box - I.8 Certification

This box appears after the signature of the planning. It indicates the details of the organizer who submitted the AJL planning.

1.8 Certification

I, the organiser, hereby declare that I am responsible for the organisation of the abovementioned journey and I have made suitable arrangements to safeguard the welfare of the animals throughout the journey in accordance with the provisions of Council Regulation (EC) No 1/2005

Full name: EO twenty-seven FR

Email: EO27.FR@ec-traces.eu

Signatory: EO twenty-seven FR

Role and code: LMS Place of departure FR

Country:

Date of signature:

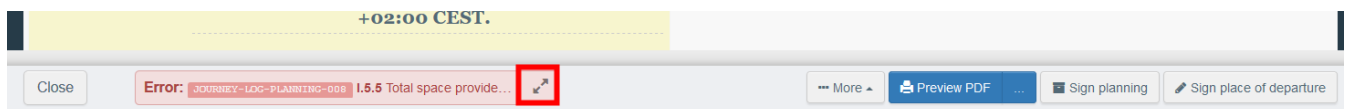
Friday 15 October 2021

at **11:45:10**

+02:00 CEST.

Error message

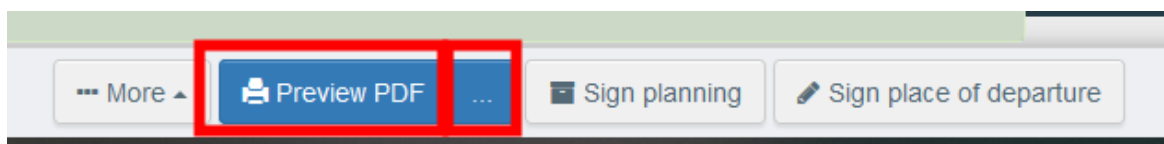
If you filled in any of the boxes incorrectly or missed a box, an **“Error”** message will appear. Click on the **“expand”** sign on the right-hand side of the error message to read the message in more detail. Click on each of the messages to be redirected to the box that requires modification.



Do not forget to submit for certification once you have corrected the boxes.

Preview PDF

- Click on **“Preview PDF”** to open the document as PDF in the language in which you are using TRACES.
- Click on **“...”**, to choose the languages in which you would like to print the PDF.



PART II: Place of departure – as Keeper and Local Authority Unit (LAU) of departure

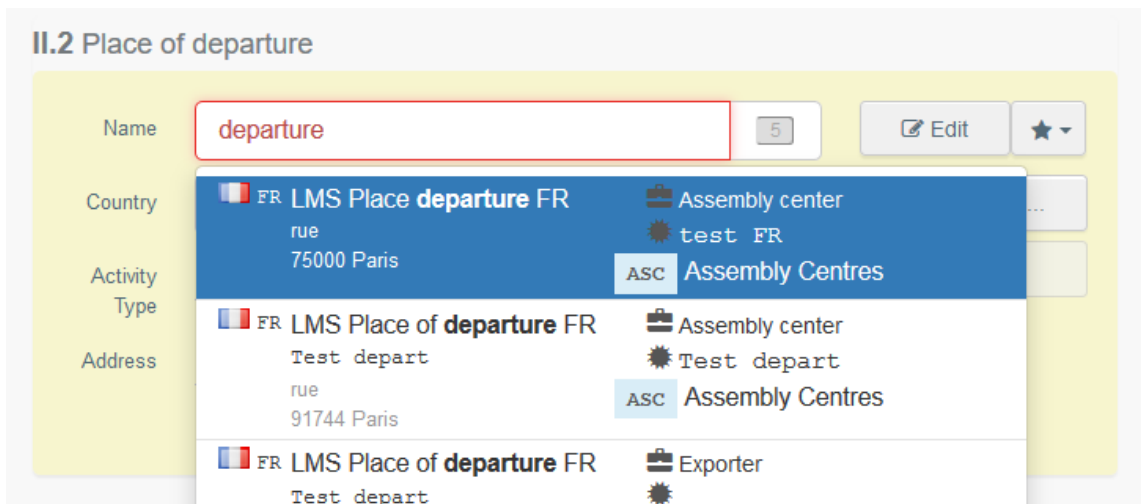
Box - II.1 Keeper

This box will be completed automatically with your information.

Box - II.2 Place of departure

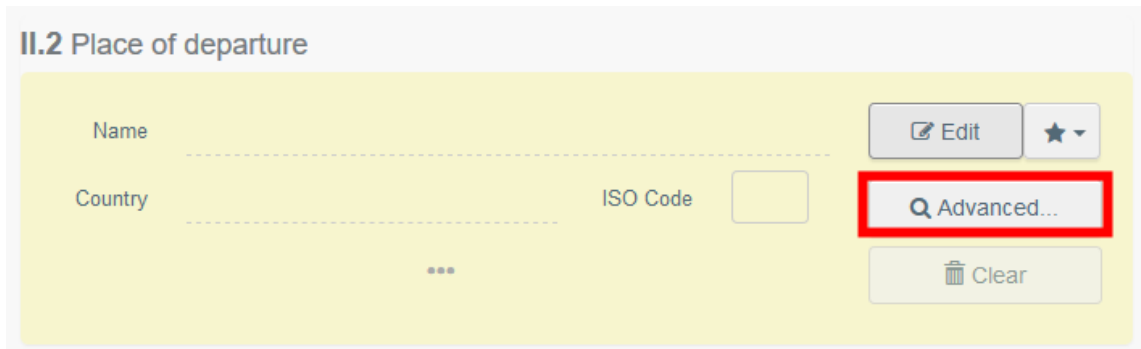
Fill in this box using one of these options:

- Start typing the name of the operator and select it the drop down list that pops out.



The screenshot shows the 'II.2 Place of departure' form. The 'Name' field contains 'departure' and has a '5' in a small box next to it. To the right are 'Edit' and 'star' buttons. A dropdown menu is open, showing search results for 'departure'. The results are grouped by country (FR) and include details like 'LMS Place of departure FR', 'rue', and '75000 Paris'. Each result has an 'Assembly center' icon and an 'ASC Assembly Centres' label. There are also 'Test depart' and 'Exporter' options visible.

- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.



The screenshot shows the 'II.2 Place of departure' form with empty fields for 'Name' and 'Country'. There is an 'ISO Code' field. To the right are 'Edit' and 'star' buttons. A red box highlights the 'Advanced...' button, which has a magnifying glass icon. Below it is a 'Clear' button with a trash icon.

Select place of departure

Country: France (FR) Search Advanced search

Section: Activity Type:

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier
Start searching with Search button.					

+ Create a new operator Close

Note: If the operator is not present in the system, you can create a new one by clicking on “+ **Create a new Operator**”. This button will only appear once you did an advanced search in order to avoid as much as possible duplicates in the system.

Select organiser

Country: France (FR) Search Advanced search

Section: ASC Assembly Centres (ASC) Activity Type:

Activity Identifier: Address:

Name	Address	Section	Activity Type	Status	Activity Identifier	
★ LMS Place of Departure	rue 29196 Quimper France	Assembly Centres ASC	Assembly center	Valid	test depart	Select
★ LMS Place of departure FR	rue 75010 Paris France	Assembly Centres ASC	Assembly center	Valid	test ASC depart	Select

+ Create a new operator Close

- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

II.2 Place of departure

Name: 5 Edit ★

Country: IT **BAREGGIO TEAM** Animal importer

Activity Type: IMP **Importer**

Address: IT **BAREGGIO TEAM** Establishment

IMP **Importer**

IT **BAREGGIO TEAM** Exporter

Select place of departure

Country: France (FR) Search

Name	Address	Section	Activity Type	Status	Activity Identifier
★ LMS Place departure FR	rue 75000 Paris France	Assembly Centres ASC	Assembly center	New	test FR
★ LMS Place of departure FR Central Business Register: Test depart	rue 91744 Paris France	Assembly Centres ASC	Assembly center	Valid	Test depart

Click on **“Edit”** to modify the content of the box. Click on **“Clear”** to remove the information and select another operator.

II.2 Place of departure

Name ? **LMS Place of departure FR** Valid Edit ★

Country France ISO Code FR Advanced...

... Clear

Once the correct operator is selected, the **“Name”**, **“Country”** and **“ISO Code”** are automatically completed. You can see the details of the selected operator by clicking on the three dots.

II.2 Place of departure

Name ⓘ **LMS Place of departure FR** Valid Edit ★

Country **France** ISO Code **FR** Advanced... Clear

...
Click for more details...

Box - II.3 Date of loading

Indicate the date and, when required, time, when the animals are scheduled to leave the place of departure. Click on the boxes to choose the date and time (in hours and minutes).

II.3 Date of loading

+02:00 CEST

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Tip: By clicking the small clock icon, you will set the time to the current date and time.

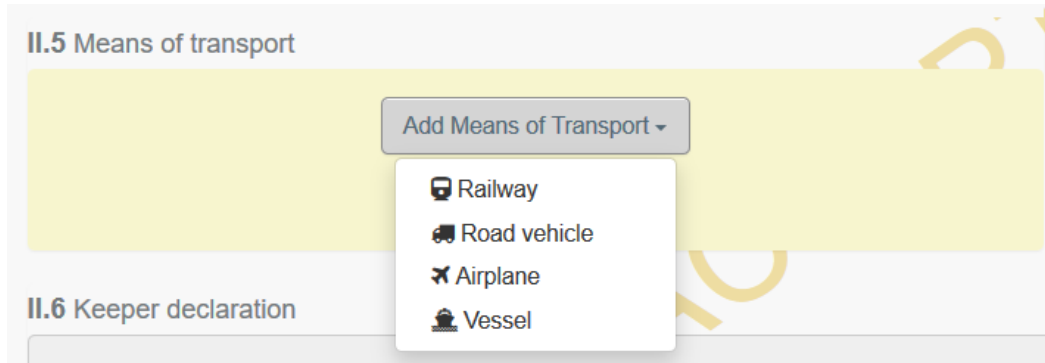
⌚ +02:00 CEST
Set date/time to now

Box - II.4 Number of animals loaded

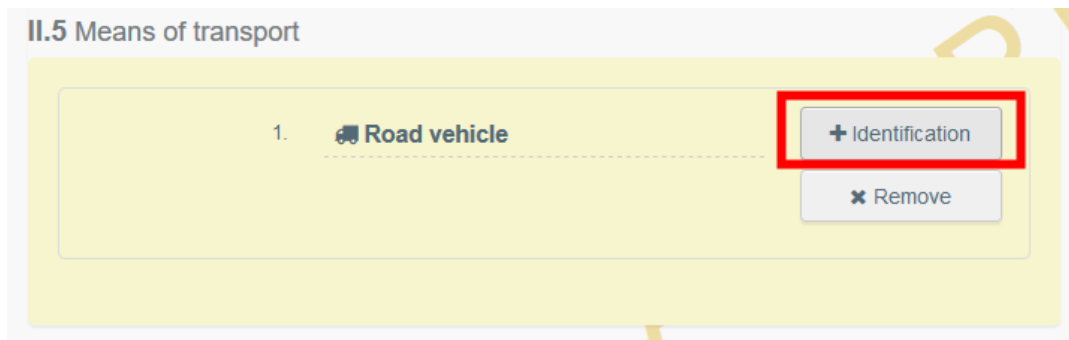
Indicate the total number of animals loaded.

Box - II.5 Means of transport

Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.

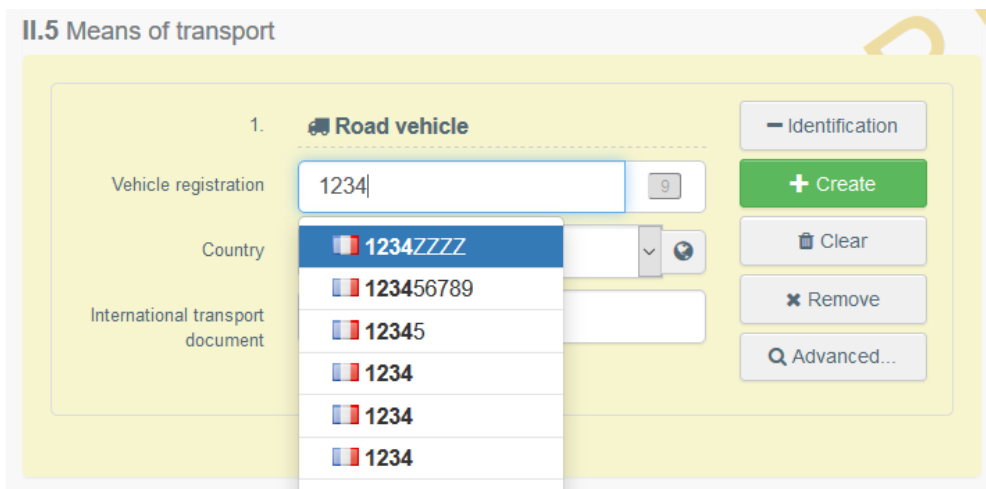


Click on “Identification” to add the identification of the means of transport.



Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.



- If it does not exist, complete the fields and click on the green button “**+ Create**”.

II.5 Means of transport

1. **Road vehicle**

Vehicle registration: 1234test

Country: France (FR)

International transport document: [Empty field]

Buttons: Identification, **+ Create**, Clear, Remove, Advanced...

Sign place of departure

When the Part II is completed, click on **“Sign place of departure”**.

II.6 Keeper declaration

I, the keeper of the animals at the place of departure, hereby declare that I have been present at the loading of animals. According to my knowledge, at the time of loading the above mentioned animals were fit for transport and the facilities and procedures for handling the animals were in accordance with the provisions of Regulation (EC) No 1/2005 on the protection of animals during transport and related operations.

Buttons: Close, More, Preview PDF, Sign planning, **Sign place of departure**

The status of the AJL will be updated to **“Place of departure signed”**.

Part I: Planning | Part II: Place of departure | Part III: Place of Destination | Part IV: Transporter Declaration | Part V: Anomaly report

Current status: **PLACE OF DEPARTURE SIGNED** | Next: Sign Place of Destination

Corresponding CHED-A

Preview PDF

- Click on **“Preview PDF”** to open the document as PDF in the language in which you are using TRACES.
- Click on **“...”**, to choose the languages in which you would like to print the PDF.

Buttons: More, **Preview PDF**, ..., Sign planning, Sign place of departure

Countersign place of departure – as LAU of departure

As LAU of departure, access the AJL and click on **“Countersign place of departure”**.

Days 1 Hours 0

Close More Preview PDF Countersign place of departure

The status of the AJL will then be updated to **“Place of departure countersigned”**.

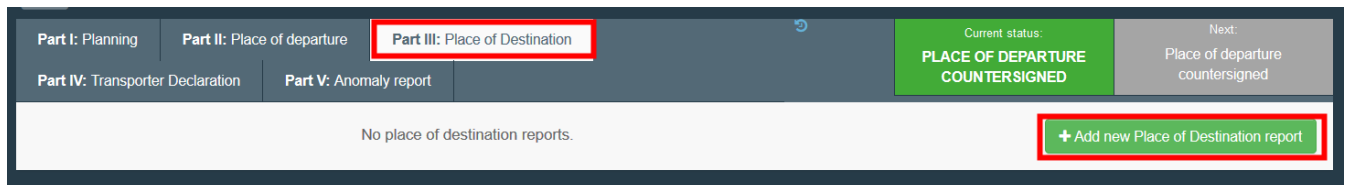
Part I: Planning	Part II: Place of departure	Part III: Place of Destination	Current status: PLACE OF DEPARTURE COUNTERSIGNED	Next: Place of departure countersigned
Part IV: Transporter Declaration	Part V: Anomaly report			

Corresponding CHED-A

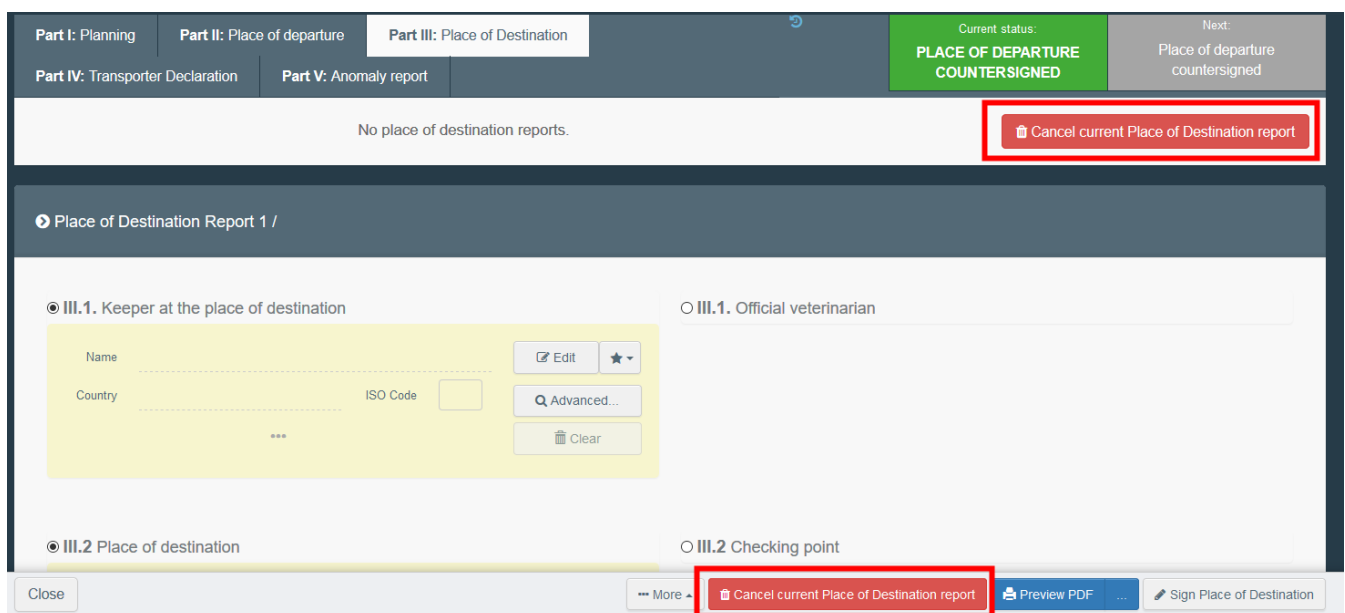
PART III: Place of destination – as LAU of destination

As LAU of the place of destination, access the AJL and go to the tab “**Part III: Place of destination**”.

Click on “**+Add new place of destination report**”.



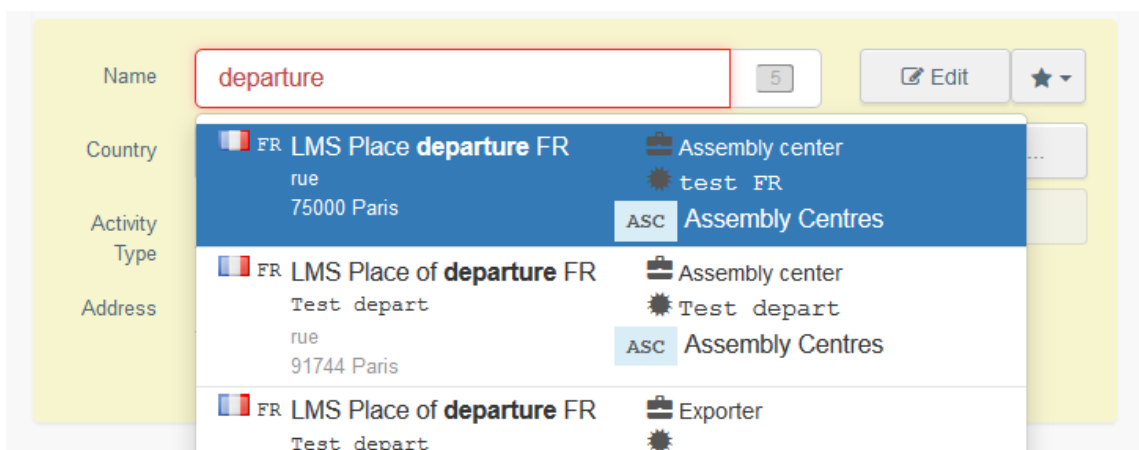
To cancel the Place of destination report, click on “**Cancel current place of destination report**”.



Box - III.1 Keeper at the place of destination or III.1 Official veterinarian

Tick the relevant option and complete the box using one of the methods explained below:

- Start typing the name of the operator and select it the drop down list that pops out.



- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.

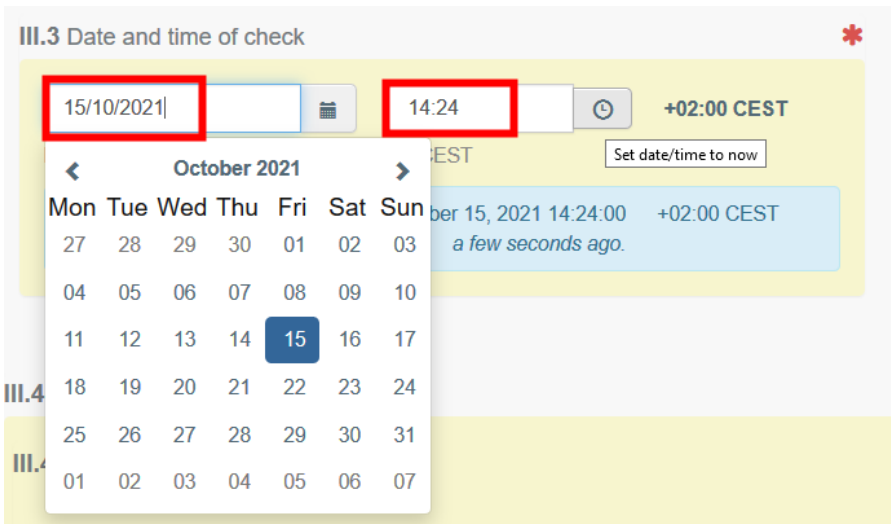
- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

Box - III.2 Place of destination or III.2 Checking point

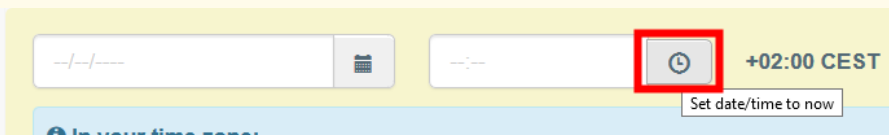
Follow the instructions of Box - III.1.

Box - III.3 Date and time of check

Indicate the date and time when the animals have been checked. Click on the boxes to choose the date and time (in hours and minutes).

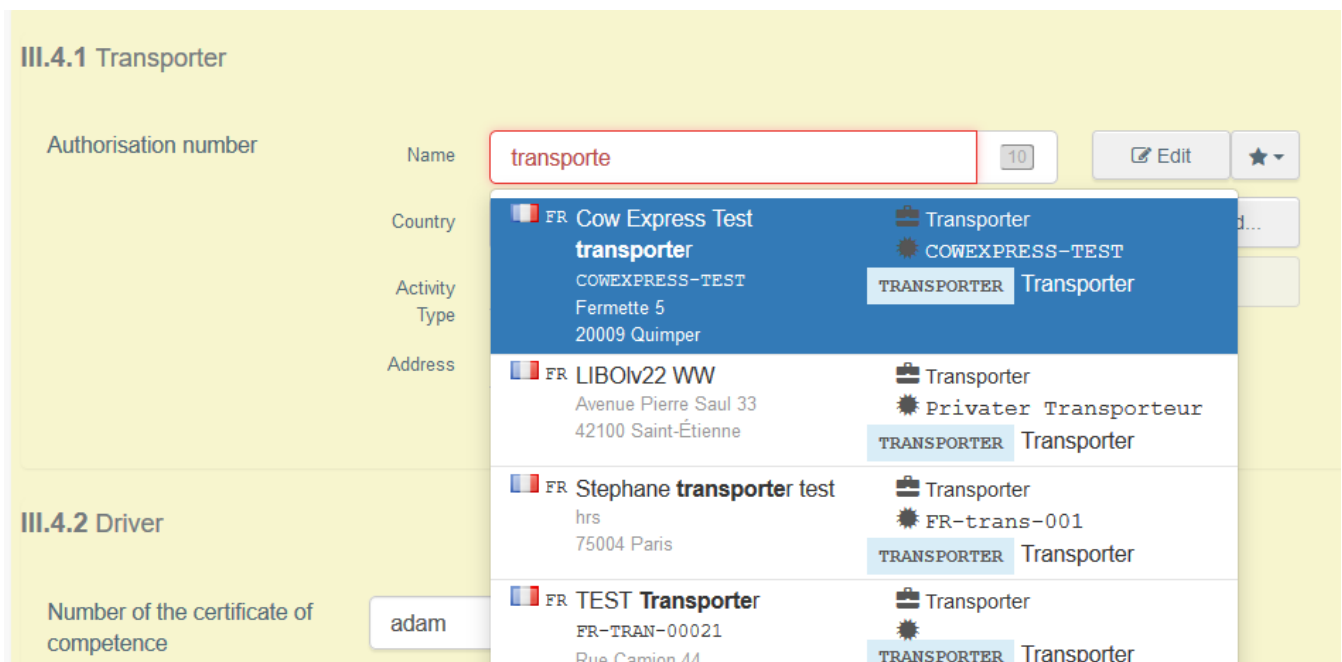


Tip: By clicking the small clock icon, you will set the time to the current date and time.



Box - III.4.1 Transporter

Select the transporter by using one of the options described in box- III.1.



Box – III.4.2 Driver

Type the name of the driver and select it from the drop-down menu.

III.4.2 Driver

Number of the certificate of competence

III.4.3 Means of transport

FR A Driver
123456789 / Wednesday 31 July 2024

Box - III.4.3 Means of transport

Click on “**Add means of transport**” to select the means of transport by which the animals or products are leaving the country of dispatch. You have the choice between “**Railway**”, “**Road vehicle**”, “**Airplane**” or “**Vessel**”.

Add Means of Transport ▾

- Railway
- Road vehicle
- Airplane
- Vessel

II.6 Keeper declaration

Click on “**Identification**” to add the identification of the means of transport.

1. Road vehicle

+ Identification

✕ Remove

Complete the requested fields:

- If the means of transport already exists in the system, it will appear in the drop-down list while typing. Select it.

- If it does not exist, complete the fields and click on the green button “+ **Create**”.

Box - III.4.4 Space allowances

Indicate the space per animal in m².

Box - III.4.5 Journey Log records and journey time limits

Indicate the compliance as appropriate.

Box - III.4.6 Animals

Select a category and then complete the relevant fields. To remove the line, click on the bin icon.

III.4.6 Animals

Select categories ▾

Category	Total	Unfit	Dead	Fit
Small calves (50kg)	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

Box - III.5 Outcome of the checks

For each relevant line, tick the correct option: compliance or reservations.

III.4 Checks performed

III.5 Outcome of the checks

III.4.1 Transporter

III.5.1 Compliance
 III.5.2 Reservations

Authorisation number: _____ Name: _____ Edit ★ ▾
 Country: _____ ISO Code:

III.4.2 Driver

III.5.1 Compliance
 III.5.2 Reservations

Number of the certificate of competence:

III.4.3 Means of transport

III.5.1 Compliance
 III.5.2 Reservations

Sign place of destination report

Once the report is completed, click on “**Sign place of destination**”.

III.6 Declaration

I, the keeper of the animals at the place of destination/official veterinarian, hereby declare that I have checked this consignment of animals. According to my knowledge, at the time of the check the abovementioned findings were recorded. I am aware that the competent authorities must be informed as soon as possible of any reservation there may be and each time dead animals are

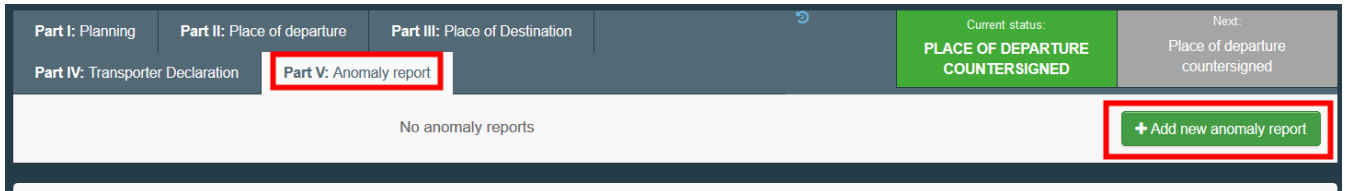
The status of the AJL will then be updated to “**Place of destination signed**”. This is the final status of the AJL.

PART IV: Transporter declaration – as authorized transporter

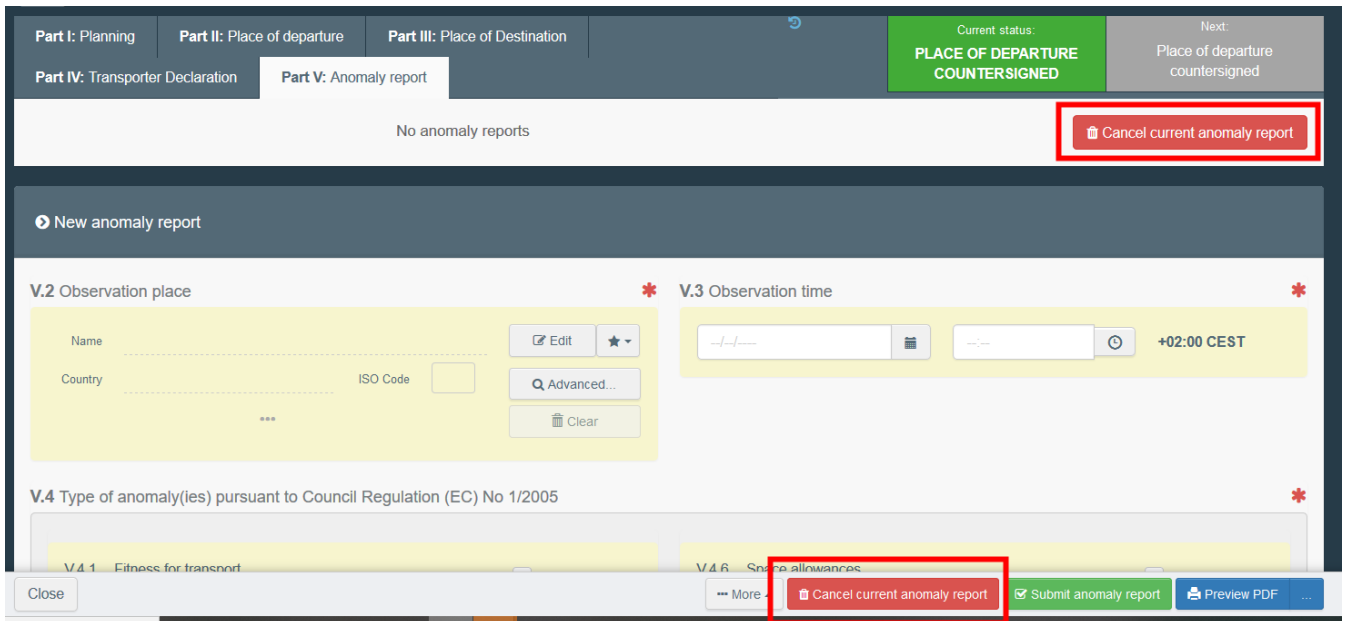
Important Note: The completion of PART IV is not available for the time being. This part will be complemented as soon as possible and a revised version of the manual describing this part will follow.

PART V: Anomaly report – as LAU

As LAU involved in the AJL, access the AJL and go to “Part V: Anomaly report”. Click on “+Add anomaly report”.



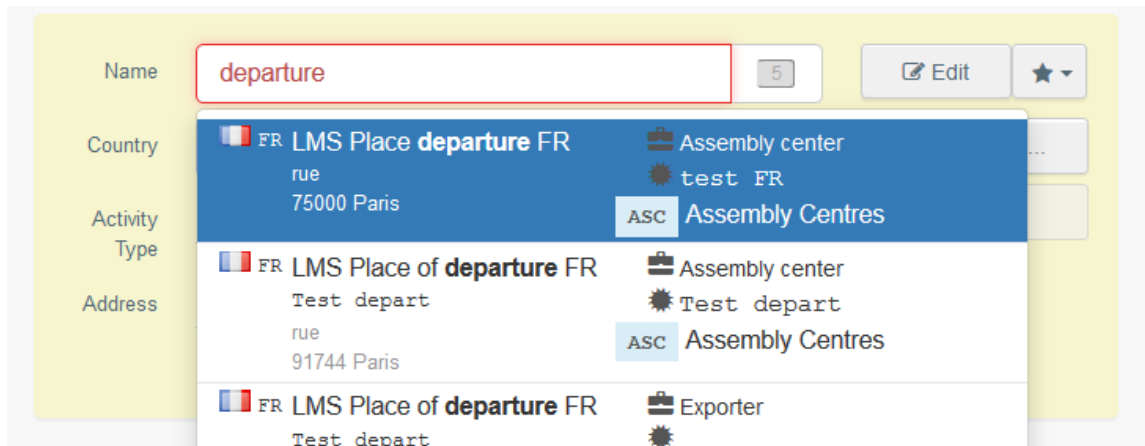
To cancel an anomaly report, click on the red button “Cancel anomaly report”.



Box - V.2 Observation place

Select the observation place by following one of the options:

- Start typing the name of the operator and select it the drop down list that pops out.



- Run an advanced search by clicking on the “**Advanced**” button and add some filters by clicking on the small “+” button on the right.

A search interface with a light yellow background. It features a search bar with a dashed line for input. To the right of the search bar are two buttons: 'Edit' with a pencil icon and a star icon with a dropdown arrow. Below the search bar, there are fields for 'Country' and 'ISO Code'. A red box highlights the 'Advanced...' button, which has a magnifying glass icon. Below it is a 'Clear' button with a trash can icon.

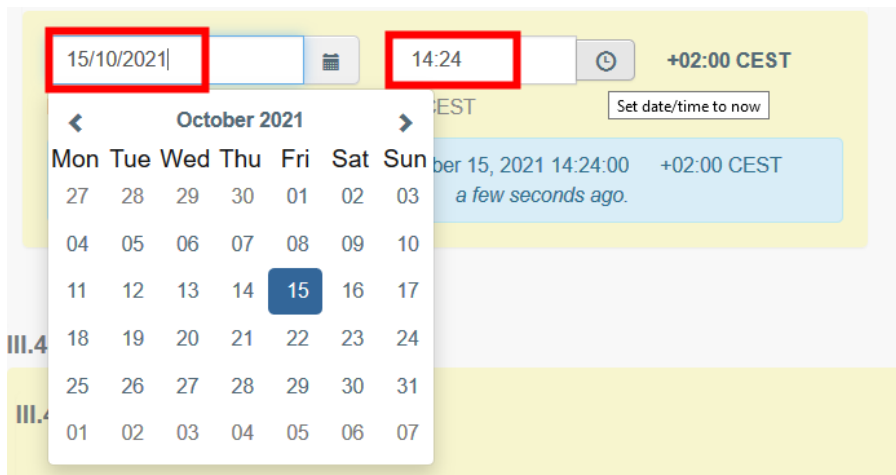
A search interface titled 'Select place of departure'. It has a dark blue header. Below the header, there are several input fields: 'Country' with a dropdown menu showing 'France (FR)', a search bar with the placeholder 'Type business name, approval number...', and a 'Search' button. A red box highlights the 'Advanced search' button, which is a grey button with a magnifying glass icon. Below the search bar, there are fields for 'Section', 'Activity Type', 'Activity Identifier', and 'Address'. A table with columns 'Name', 'Address', 'Section', 'Activity Type', 'Status', and 'Activity Identifier' is shown below. The table is currently empty, with the text 'Start searching with Search button.' below it. At the bottom, there are two buttons: '+ Create a new operator' and 'Close'.

- Select an operator from the “**Favorites**” list, by clicking on the grey star. To register an operator in your “**Favorites**”, run an advanced search, find the correct option and tick the star at the left side. This will register this operator as a favourite.

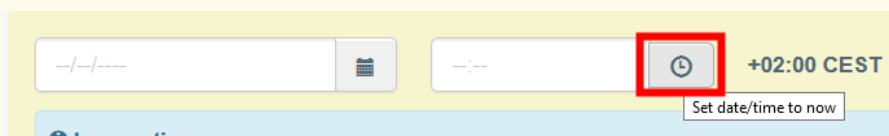
A search interface titled 'V.2 Observation place'. It has a light yellow background. Below the title, there are fields for 'Name' and 'Country'. A red box highlights a star icon with a dropdown arrow. Below the search bar, there are three search results for 'BOYAUDERIE DES SAVOIES SARL'. Each result includes a French flag icon, the company name, a unique identifier 'FR33831420600024', and an address '195 Route des Sacconges 74600 Seynod'. The first result is labeled 'Animal importer' and 'IMP Importer'. The second result is labeled 'Establishment' and 'IMP Importer'. The third result is labeled 'Importer'. A red star icon is visible in the top right corner of the interface.

Box - V.3 Observation time

Indicate the date and time of the report. Click on the boxes to choose the date and time (in hours and minutes).



Tip: By clicking the small clock icon, you will set the time to the current date and time.



Box - V.4 Type of anomaly(ies) pursuant to Council Regulation (EC) No 1/2005

Tick the relevant types of anomaly observed.

Box - V.4.11 Remarks

If necessary, type a comment.

Submit anomaly report

When the report is complete, click on “**Submit anomaly report**”.

