Animal Reporting & Movement Service (ARAMS)  
(Sheep / Goat / Deer)  

Information for Keepers  
April 2014
Frequently Asked Questions - Keepers

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On the 1st April 2014 a new electronic movement reporting system was launched by the Department for Environment, Food and Rural Affairs (Defra).

The new Animal Reporting & Movement Service (ARAMS) is provided by Capita Customer Solutions from their Milton Keynes office. The ARAMS system takes over the processing of sheep/goat/deer movements from each Local Authority in England.

The delivery of electronic movement reporting for farmed livestock was one of the key recommendations of the Farming regulation Task Force chaired by ex NFU Director General Richard MacDonald (cattle and pig movements can already be electronically reported).

Some of the key questions regarding the new system are outlined below:

**Q1. What does the ARAMS service entail?**

ARAMS essentially involves 2 parts. The first is the Capita Customer Solutions Bureau operation in Milton Keynes where the staff process all paper movements onto the ARAMS database.

The second part is an electronic interface with some premises’ back office IT systems (or a web portal) to automatically transfer movement information into the system.

Once all the movement information has been validated by the ARAMS database, the information is then transferred up into the government database; AMLS (Animal Movement Licensing System).

**Q2. What are the benefits of the new service?**

- It is a modern, easy to use service
- Farmers can (choose to) use it to quickly create their movement documents instead of having to write them out by hand as now
- Farmers can (choose to) use it to electronically confirm their on-movements (instead of having to post off a paper copy to get the move reported)
- In some instances a paper copy of the movement document may not be needed at all
- A paper bureau service will be provided to farmers unable to access the internet or who choose not to e-report
- 70% of movements will be reported electronically within a few months of the service commencing (markets, abattoirs, collection centres and assembly centres will e-report)
- It will reduce costs for both industry as well as Government
- Faster and more accurate movement data improving Governments’ ability to track and trace animal moves in a disease outbreak
- Over time the database may be able to be used to provide commercial services of benefit to keepers (if that happens the development of such services would be industry led).

**Q3. Who has to report electronically to ARAMS?**

By law all English markets, abattoirs, collection centres and assembly centres will have to report electronically to the new system from April 2014 (although they are being given a phased go-live
option allowing them to develop and test their software and commence e-reporting by the end of June).

These premises account for approximately 70% of all sheep movements in England. Currently movements into these premises are being processed manually by Local Authorities. Under the new system these premises will report electronically to ARAMS, resulting in faster more accurate movement data.

**Q4. Do farmers have to report movements electronically?**
Farmers have the choice of reporting sheep (goat/deer) movements electronically if they wish. However farmers can continue to report movements on paper if they prefer this option.

In line with the Government’s Digital by default strategy the ARAMS system is being developed to be user friendly so that, given the choice, over time more and more farmers will decide to use it.

**Q5. If I want to report movements on paper, are there any changes?**
Yes, there are new movement documents supplied by Capita Customer Solutions.
- An ARAMS-1 document will replace the current AML1 form for sheep and goat movements.
- An ARAMS-2 document will replace the current AML24 form for deer movements.
- There will also be an ARAMS-S form for supplementary tag information.

These new movement forms are very similar to the current AML1 and AML24 documents.

The second change is that these new movement forms should be posted to the Capita Customer Solutions office in Milton Keynes for processing, instead of your Local Authority.

The Capita Customer Solutions address, which is given on the bottom of the new movement form is: **Animal Reporting and Movement Service, Capita Customer Solutions, PO Box 6299, Milton Keynes, MK10 1ZQ** (all paper movement documents for moves that take place from 1st April should be posted to this address).

**Q6. Is it still the receiving keeper that should report the movements?**
Yes, it is still the obligation of the receiving keeper to report the movement onto their premises. This must be done within 3 days (whether the receiving keeper is reporting electronically or on paper).

**Q7. Where can I get these new movement forms?**
From your local livestock market. They will also be available at some of the major show-grounds. Local Authority offices will carry a stock of these forms during an interim period.

In addition they will be available online (www.arams.co.uk) where you can use the editable PDF forms, enter the movement information, and print out the necessary copies pre-populated if you wish.

**Q8. How do I report movements electronically?**
The first step will be to register an account on ARAMS via the website www.arams.co.uk.

It is possible to link multiple CPHs (holding numbers) to the one user account.

A step-by-step User Guide is available on the website that gives instructions on how to use the ARAMS web portals.
Through these portals you can create your off-farm movements, report movements on to your farm (including confirm receipt electronically for moves set up on Arams), and you can use the free (and optional) electronic holding register.

**Q9. Where will I get further information on how to report electronically?**
The ARAMS website includes a User Guide for the Keeper’s Portal. This gives details on how to register an account and use the reporting and recording functions.

This website contains a copy of the guidance on the recording / reporting rules that Defra sent to all registered sheep and goat keepers in March 2014.

**Q10. Is there any cost to farmers of the new reporting system?**
No – use of ARAMS is completely free, including the use of its electronic holding register function. For farmers who wish to continue to report on paper, there is no extra cost. However instead of posting the movement form to your Local Authority, the forms must instead be posted to Capita Customer Solutions’s office in Milton Keynes.

**Q11. Is there a helpline available for the new system?**
Capita Customer Solutions are providing a Farmers Helpline as part of their service. The helpline number, available from 1st April, is 0844 573 0137. It will be available to industry from 8am to 8pm Monday to Saturday. The helpline will be able to provide assistance with general queries on the new process as well as assistance to farmers who wish to avail of the electronic reporting options.

**Q12. Who do I contact if I have queries about tagging / recording / reporting rules and EID questions?**
A farmer’s first port of call should be the Defra helpline on 08459 33 55 77 although the ARAMS helpline may be able to answer basic questions on these issues.

Queries on these matters can also be emailed to defra.helpline@defra.gsi.gov.uk.

Furthermore the RPA Livestock Identification helpline will also be available on 0845 050 9876.


**Q13. If I create a movement electronically on ARAMS, do I still need to use a paper movement form?**
Once you set the movement up electronically, the ARAMS system will allow you to print a movement form which is pre-populated with the details you enter. In the majority of cases, you will need to print 3 copies i.e. one for the haulier and 2 for the destination keeper.

In some circumstances it may not be necessary to print any copies from ARAMS – but this would be dependent on the haulier having a PDA/Laptop/Tablet (with mobile printing facilities) and the receiving keeper also being registered on ARAMS – therefore in the majority of scenarios, it will be necessary to print at least 3 copies (the dispatching keeper can print a 4th copy for their own records, if they wish).
An example where no paper movement document would be necessary is where both the departure and receiving keepers were using ARAMS to record/report moves electronically and the transporter was moving with an electronic copy of the movement document. This may become a common scenario – over time.

Another example of ARAMS reducing the burden for keepers is a receiving keeper being able to report a move with the click of a button (see below)

**Q14. What do I do if the departure keeper creates the move electronically – do I have to confirm receipt on to my premises electronically?**

No. Regardless of whether the departure keeper created the movement electronically or not, the receiving keeper will always have the option of whether to confirm receipt electronically or on paper (this might be because the receiving keeper is not using ARAMS). Where the departure keeper printed a pre-populated movement form to give to the receiving keeper, the receiving keeper can simply post that form to the Capita Customer Solutions bureau if they wish.

If the receiving keeper is set up electronically, they can simply log into their ARAMS account where the incoming movement details would be awaiting them to confirm receipt (assuming the departure keeper created the movement electronically). In this scenario, they do not have to post the movement form to Capita Customer Solutions.

**Q15. If the departure keeper did not create the movement electronically – can I still confirm receipt electronically if I wish?**

Yes. In this scenario, the receiving keeper (if registered on ARAMS) can log into their account and enter the movement details i.e. they can create the ‘on’ movement electronically.

**Q16. Will ARAMS cover Wales and Scotland also?**

No, ARAMS relates to sheep/goat/deer movements in England only.

The ScotEID system represents movements in Scotland and a new Welsh EID database is due to be operational by 2015.

The ARAMS database will interface with its Scottish and Welsh counterparts to share movement information relating to cross-border movements.

Note: the interface between England and Scotland will not be operational until approximately July 2014 and the interface between England and Wales will not be operational until the Welsh database is operational in 2015.

In the interim, English farmers will be able to notify ‘off’ movements electronically (if they wish) to ARAMS for movements from their premises to a premise in Scotland / Wales. They will print a pre-populated movement form which will accompany the animals to Scotland/Wales. For ‘on’ movements to an English farm (from a Scottish / Welsh premise), the English farmer can either post the Scottish/Welsh movement form to Capita Customer Solutions’s office – or they can set up the ‘on’ movement electronically on ARAMS if they wish.
English farmers who wish to use a paper movement form for ‘off’ movements from their premise to a Welsh/Scottish premise will use the new ARAMS movement document for this purpose. The receiving keeper in Scotland/Wales will forward this form to their relevant authority.

Q17. If I have a Farm Management Package, can I report electronically through this? Capita Customer Solutions have provided each farm management package (FMP) provider with interface specification documents which will allow the FMP to interface directly with ARAMS. It will be up to each FMP provider to decide whether or not they wish to allow their FMP to interface with ARAMS.

For those FMP providers that will interface with ARAMS, a farmer will first create an ARAMS user account and when registering, he/she will advise ARAMS that they wish to interface with their own FMP. Once this process has been completed a farmer will be able to send ‘off’ movements from their FMP to ARAMS and similarly ARAMS will pass through ‘on’ movements to the FMP allowing the farmer to confirm receipt within his/her FMP.

Note: Some FMPs may decide not to interface with ARAMS. In that scenario the farmer, if he/she is the receiving keeper, will simply post the movement form to the Capita Customer Solutions office to confirm receipt. For ‘off’ movements, they will continue to print the movement form through their FMP – it will then be up to that receiving keeper to either post the form to Capita Customer Solutions or create the full ‘on’ movement electronically, if they wish.

Q18. If I use ARAMS how will my electronic holding register work?
Farmers who set up an ARAMS portal account will have the choice to use a free electronic holding register.

When setting up the holding register, a farmer will have 2 options for their ‘off’ movements:
   a) Accept the version of tag numbers provided by (scanned at) the market, abattoir, assembly centre or collection centre OR
   b) Use the farmer’s version of tag numbers to automatically populate their holding register

Similarly for ‘on’ movements, the farmer will have 2 options:
   c) Accept the version supplied by the market, abattoir, assembly centre or collection centre
   d) Amend the details if the farmer feels these are incorrect

Farmers can amend any data that they allow to be downloaded to their e-Holding Register

Q19. What should I do next?
Farmers can register for an ARAMS account from 1st April 2014. Registering for an account will give them access to the User Guide and a list of Frequently Asked Questions. However, even if they register for an ARAMS account, they can still decide to report on paper if they wish.

As all markets, abattoirs, collection centres and assembly centres will be reporting electronically to ARAMS in due course, it is essential that the details these premises hold for farmers’ matches the details held by Government. In particular, farmers are being encouraged to contact their local AHVLA office to verify that the AHVLA records are accurate in respect of:
- Farmer’s name and address
- Postcode
- CPH number(s)
- These holdings (CPHs) are registered as holdings for sheep (or goat/deer if applicable)

Once a farmer has verified that the AHVLA details are accurate, it would then be advisable to check with their local market / abattoir / collection centre / assembly centre to ensure that the correct version of information is also held by these premises.

If the details held by the above premises are not accurate, the movements can still be processed by these premises. However it may mean that the Capita Customer Solutions office has to contact farmers to verify some of this information.

Therefore farmers ensuring their customer information held at markets/abattoirs etc is accurate from the start will assist with the smooth implementation of the new ARAMs process.