

Instructions for Using EXCEL Medicated Labeling Files

STEP 1:

Select the correct file. A folder containing the EXCEL files has been created for the following species: CATTLE, POULTRY, SWINE, SHEEP & GOATS. Within these folders are files for animal drugs and feed additives most commonly used in Wisconsin. Find the drug or drug combination needed, animal class when applicable and the abbreviated drug indication(s) for use. Type B medicated feeds must be used according to their label instructions so make sure the drug indication(s) for use that you select is also on the Type B medicated feed label.

Note some files will be for complete or supplement feed or they will be distinguished as Type B or Type C.

For feeds containing chlortetracycline check the drug source label if withdrawal time exists and select the appropriate file.

STEP 2:

Enter the appropriate data. After selecting the appropriate file, data must be entered into the data entry cells which are highlighted in light yellow. Capital letters appear best on the finished label. To leave an area blank on the label itself (i.e. invoice number, date, formula code etc.), use the space bar on your key board rather than the delete key. Using the delete key will leave a zero on the label.

STEP 3:

Check that the formula drug level is within FDA regulations. After data entry is complete, you can check if the drug level of the medicated feed (highlighted red cell) is within FDA allowable level if required by the regulation. For drugs that have no set level, calculators are available as a check for the correct amount of drug based on the animal weight, dry matter intake and the dry matter of the feed.

STEP 4:

Printing the label. The label is ready to be printed. Two labels will be printed on one 8 1/2 X 11 sheet of paper, one label is for the customer and one for your file which is required to be kept for a period of one year following the production date. It is required to have this medicated label information sent with each delivery. The labels are also formatted for perforated paper if desired.

Besides printing a medicated label, each file also has a worksheet for printing labels with the word "medicated" and an identifier to attach to each bag as required by the feed rule. Use this feature by clicking on the worksheet named "BAG LABELS" (located near the bottom of your screen). The Avery Template 5960 is required to print these labels.

If you want to check if data entry was correct, a hard copy of data entry can be printed by changing the print area (found under File). This data entry will be printed on a second page.