

Department of Livestock

1) Division
Animal Health and Food Safety

2) Employees Traveling

To Be Determined

3) Justification

The Animal Health Bureau is participating in a multi-state and federal emergency preparedness exercise in May 2018 that will simulate a foot and mouth disease outbreak. Animal Health was asked by the national exercise planners to participate because of the large number of cattle we export, and the scenario for the exercise will have the index case in Montana. As part of the exercise there will be a master SimCell group playing from Manhattan, KS. The group in the master SimCell will be responsible for controlling the exercise play, simulating people/jurisdictions/resources that are not participating, and offering injects/updates to players during the exercise. The group planning the exercise on behalf of USDA (SES, Inc.) as asked each participating state to provide a person to the master SimCell. This travel request would cover travel for one person to Mahanttan, KS for this exercise. It is important to have someone from Montana in the master SimCell so that they can offer state specific information and feedback during the exercise.

Travel: \$800 (estimated)
Hotel: \$500 (estimated)
Per Diem: \$215 (estimated)

TOTAL: \$1515

4) Itinerary

May 7-11, 2018 (exercise to run full days May 8-9, 2018)

5) Submitted By

Requested By

Tahnee Szymanski

Title

Assistant State Veterinarian

Date

9/14/2017

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair / EO

John A. [Signature]

Date

9-26-17

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

Department of Livestock	1) Division
--------------------------------	--------------------

2) Employees Traveling
 Marty Zaluski, Tahnee Szymanski, Eric Liska


3) Justification
 Drs. Zaluski, Szymanski, and Liska are USDA trained Foreign Animal Disease Diagnosticians (FADD). The training provides exposure to high consequence foreign animal diseases and training on how to safely and correctly collect samples when a FAD is suspected. In order to maintain this status, annual FAD specific training is required. USDA is offering a FADD Refresher course in Salt Lake City on November 1-2, 2017. The training location rotates through the districts. Montana hosted this training several years prior. AHB would like to take advantage of the proximity of this training and send three participants. Funding for travel would be out of federal cooperative agreements for two individuals and animal health for the third.

Travel: \$200 (estimated)
 Hotel: \$1200 (estimated)
 Per Diem: \$ 558 (estimated)

TOTAL: \$1952

4) Itinerary
 Travel October 31, 2017
 Attend FADD Refresher Course November 1-2, 2017
 Return Travel November 3, 2017

5) Submitted By	Requested By Tahnee Szymanski	Title Assistant State Veterinarian	Date 9/14/2017
------------------------	----------------------------------	---------------------------------------	-------------------

Approval - to be Completed by Agency Authorized Personnel		
Date Approved by Board	Board Chair / EO 	Date 9-26-17

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

Department of Livestock	1) Division Brands Enforcement
-------------------------	-----------------------------------

2) Employee(s) Traveling

3 staff members: 1 investigator, 2 managers

3) Justification

This conference provides law enforcement and investigative training and important networking opportunities with livestock-related law enforcement from all over western US and Canada. The contacts our staff make at this conference provide an excellent network of resources from the entire western region that can provide assistance with investigations and interstate cases. They also provide information and context by placing a wide range of experiences to call on when needed.

4) Itinerary

Western States Livestock Investigators Association
March 13-15, 2018
Reno, NV

5) Cost Estimate

3 nights hotel (\$95 each)
4 days per diem (\$43 each)
3 airfare (\$400 each)
3 registration (\$150 each)
total cost estimated at \$688 per person or \$2,064 for three attendees

6) Submitted By	Requested By Leslie Doely	Title Administrator	Date 9/26/2017
------------------------	------------------------------	------------------------	-------------------

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO <i>John A. Schfeldt</i>	Title <i>Chair</i>	Date <i>9-26-17</i>

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

Department of Livestock	1) Division Brands Enforcement
--------------------------------	--

2) Employee(s) Traveling

4 staff members: 1 Helena office, 1 investigator, 2 managers

3) Justification

The International Livestock Identification Conference is an important networking and learning opportunity for our department. The event hosts brands personnel from all Western states and provinces.

4) Itinerary

International Livestock Identification Association Conference
July 15-18, 2018
Bend, OR

5) Cost Estimate

4 nights hotel (\$95 each)
5 days per diem (\$43 each)
4 airfare (\$400 each)
4 registration (\$100 each)
total cost estimated at \$638 per person or \$2,552 for four attendees

6) Submitted By	Requested By Leslie Doely	Title Administrator	Date 9/26/2017
------------------------	------------------------------	------------------------	-------------------

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	Date
	<i>John H. Schefel</i>	Chair	9-26-17

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

Montana Board of Livestock
Brand Enforcement Division
Box 202001
Helena, MT 59620-2001

Keystone Ranches, Inc.
William E. Almy Jr.
33 Balsam Dr.
Miles City, MT 59301

7/17/2017

Dear Sirs,

In the early 1960's my then partner Loren Ratcliff and I applied for and were awarded the JAL brand-left rib possibly, left hip as well. We, (Almy & Ratcliff) incorporated ourselves into Keystone Ranches Inc. circa 1962. I bought the Ratcliff shares circa 1963.

The JAL was unused for several years and Keystone Ranches Inc. gave the brand to my daughter Dawn (Almy) Lamoreux. She in turn not owning any cattle and now working for her husband's law firm chose not to renew the JAL brand.

Because we have another family member needing a brand, I made inquiries as to the JAL brand availability.

According to a phone conversation with the Department of Livestock brand division which informed the JAL is not eligible for rerecording because it incorporates an open A.

Therefore, this letter to request a copy of the minutes of the Department of Livestock Board of Directors meeting where it was decided that the brands containing an open A (A) were not to be issued in the future.

I am advised that the JAL brand left rib or left hip has not been issued or recorded to anybody else.

Were the JAL reissued to us then, logically, the JAL brand would not be issued to anybody else. In effect, the brand division could issue the JAL or the JAL but not both.

Therefore, we are formally mailing application for the reissuance of the JAL brand to Keystone Ranches Inc.

Should the Board of Livestock reject our request, please confirm the decision with a copy of the Board of Livestock minutes where brands with an open A were not to be issued.

Kind regards,



William Almy

Cc: S. Brown, L. Taylor, N. Baucus, J. Scully, B. DeBruycker, E. Waldner, J. H. Lehfeldt

Received 8/25/2017

Montana Board of Livestock Petition for Sale Day Change

For over 50 years, Billings Livestock Commission sale days have been Monday and Thursday. At the same time, Public Auction Yards sale days have been on Wednesday and Friday. The Monday and Wednesday sale days would not change.

We are requesting to move BLS from Thursday to Friday and PAYS from Friday to Thursday. The Wednesday and Friday sales would be feeder cattle specials and run from October through February, and some select specials throughout the year. The Monday and Thursday sales will be all class cattle sales and run throughout the year.

We feel this is beneficial for several reasons:

- We can utilize our shared work force more efficiently and reduce long, late night hours in the busy season.
- By steering consignments to select sales, we will spread numbers out over the week. This will reduce stress on the livestock and personnel and make for a more efficiently run sale.
- Our consignors will have a better opportunity to select their sale days for the class of cattle they are marketing without limiting the convenience factor.
- We also think this will be beneficial to the Brand Department by reducing the late hours on sale days.

We run two successful markets in Billings and serve farmers, ranchers, and Buyers. They cover a wide area in Montana and Northern Wyoming. We are moving into the third family generation of operation and plan to be here for many years to come. We have always had a good working relationship with the Board of Livestock and their personnel and will continue to do so.

We respectfully request that these changes be approved.

Sincerely,


Joe Goggins


Bob Cook

Doely, Leslie

To: Thomas, Tyler
Subject: RE: Sale date changes

From: "Ramsey, Kevin" <KRamsey@mt.gov>
Date: September 5, 2017 at 7:26:54 PM MDT
To: "Thomas, Tyler" <TThomas2@mt.gov>
Subject: Sale date changes

It's hard to predict what the Monday sales will be like during the fall, but I'm hoping we can get by with one crew working cattle Sunday afternoon with one person in the office doing tallies. If possible, the people who work Sunday will be able to take Monday afternoon off. It'll be impossible to take any time off during the rest of the week with only 3 crews. If the Monday sales start getting bigger, like 1500 or more, then we would probably have to go to 2 crews on Sunday afternoon, with 1 person in the office. This would make it really hard to take off any overtime because of Wednesday, Thursday, and Friday sales. We'll need a minimum of 2 crews working at PAYS on Tuesday, Wednesday, and Thursday until about 1 or 2 in the afternoon. We may need all 3 crews at PAYS at times, especially Wednesday and Thursday morning, if they're going to get the number of cattle that they think they will. Ideally we'd have one crew at BLS on Thursday to start working cattle for the Friday sale, with another crew coming over from PAYS in the afternoon. Then we'd try to have all 3 crews at BLS Friday morning. This scheme isn't always going to work though, because we also have to have 2 guys on call for outside inspections.

For the October horse sale we'd have to split off one crew from working cattle to working catalog horses on Friday morning, and then put 2 crews working loose horses in the afternoon after cattle stop coming in. This would and will change when the guys on call have outside inspections to do, which will happen a lot, unless we can get district guys or local inspectors to take calls for us. Of course, Cindy and Zona will have to be in their respective offices pretty much every day during the week, and I'll be outside working cattle or in the office doing tallies, wherever I'm needed most. Also, a minimum of 2 people will have to stay after dark at every sale to release cattle out.

As far as the Monday sales after both yards go back to one sale per week, we're still going to have to have 1 crew on Sunday afternoon and 1 person in the office, at a minimum. I believe that we'll be busy enough from January through May, that we're probably going to need 2 crews on Sunday a lot of the time. Thompson and Goggins think that we can get by with 1 crew on Sunday afternoon, and then have 3 crews Monday morning, but that's not going to work when we're still getting a lot of cattle, and if the 2 guys on call have outside inspections that puts us down a crew. If we get a lot of cattle, especially with the traders at BLS, then 1 crew on Sunday may not be enough to keep fairly caught up, but having to have 2 crews on Sunday will make it really hard for people to get any Sundays off to spend with their families. That's not taking into account that we always have 2 people on call who are already having to sacrifice going anywhere for 2 weekends in a row, whether they actually have any calls or not, because they still have to

be available. That also doesn't take into account horse sales every fourth weekend of the month, or any other special sales that we have throughout the year. With only 3 crews, a supervisor and 2 assistant supervisors, all the above makes it really difficult to stagger everyone so that people don't have to work almost every weekend.

We can probably get by without working Sundays from about June through August, but we would run the risk of not having cattle ready when the sale starts Monday morning. Two or three more people could help alleviate some of the problem from September through May, but that requires a lot of time to find people and get them trained. This also assumes that no one from the existing crew doesn't get burned out from working weekends and quit or transfer to somewhere else. We work plenty of weekends as it is and these year round Monday sales just add to the burden. Most of our crew is married and their spouses work on the week days, and have Saturday and Sunday to spend with their families.

Doely, Leslie

From: Montana Livestock Auction <mlivestock100@gmail.com >
Sent: Tuesday, September 12, 2017 9:35 AM
To: Doely, Leslie
Subject: Re: Sale Day Modification Request

I have no problem with these changes.

Montana Livestock Auction
Ted Odle

Montana Livestock Auction
T: 406.782.1884
F: 406.782.0204
PO Box 125
Ramsay, MT 59748
www.MontanaLivestockAuction.com

On Tue, Sep 12, 2017 at 6:27 AM, Doely, Leslie <LDoely@mt.gov> wrote:

Good morning,

The Board of Livestock conference call is scheduled for 9AM today:

Call-In Number: [1-866-740-1260](tel:1-866-740-1260)

Passcode: 4445210

Thank you,

Leslie Doely, Administrator

Brands Enforcement Division

MT Department of Livestock

Email: LDoely@mt.gov

Office: [\(406\) 444-2925](tel:406-444-2925)



From: Doely, Leslie

Sent: Tuesday, August 29, 2017 2:39 PM

To: 'Bear Paw Livestock Commission Company (bpl@mtintouch.net)' <bpl@mtintouch.net>; 'Headwaters Livestock Auction (info@headwaterslivestock.com)' <info@headwaterslivestock.com>; 'Inc. Glasgow Stockyards (gsi@nemont.net)' <gsi@nemont.net>; 'Lewistown Livestock Auction (lewlive@midrivers.com)' <lewlive@midrivers.com>; 'LLC Beaverhead Livestock Auction (jtash@bresnan.net)' <jtash@bresnan.net>; 'LLC Missoula Livestock Exchange (mle@montana.com)' <mle@montana.com>; 'LLC Sidney Livestock Market Center (ylc@midrivers.com)' <ylc@midrivers.com>; 'LLP Miles City Livestock Commission (mclc@midrivers.com)' <mclc@midrivers.com>; 'Ltd. Glendive Livestock Exchange (vaughnhoffer@gmail.com)' <vaughnhoffer@gmail.com>; 'Montana Livestock Auction - Ramsay (MLAuction100@gmail.com)' <MLAuction100@gmail.com>

Cc: 'Inc. Billings Livestock Commission (cattle@billingslivestock.com)' <cattle@billingslivestock.com>; 'PAYS (pays@cattleplus.com)' <pays@cattleplus.com>; 'Western Livestock LLC (info@westernlivestockmontana.com)' <info@westernlivestockmontana.com>; ldgraham@bresnan.net; Honeycutt, Mike <MHoneycutt@mt.gov>; Hughes, Laura (LHughes@mt.gov) <LHughes@mt.gov>; Thomas, Tyler (TThomas2@mt.gov) <TThomas2@mt.gov>; Ramsey, Kevin <KRamsey@mt.gov>

Subject: Sale Day Modification Request

To whom it may concern:

The Board of Livestock received a request to modify the sale days at Billings Livestock Commission and Public Auction Yards. The request is to move the BLS sale from Thursday to Friday, and the PAYS sale from Friday to Thursday. Wednesday (PAYS) and Friday (BLS) sales would be feeder cattle specials that run October through February. The Monday (BLS) and Thursday (PAYS) sales would be all-class cattle sales running year-round. The changes are shown in the tables below.

Per Administrative Rules of Montana:

32.15.104 CHANGES IN OPERATION OF MARKET

(1) The owner of a licensed livestock market must immediately notify the department of livestock of any changes in ownership, management, control, operation, the regular sale day or location of the market. All changes are subject to the prior approval of the department of livestock.

(2) Changes which result in ownership or control of the market passing to persons not already approved by the department of livestock to operate the market may be given approval only after public hearing before the department of livestock.

(3) All other changes may be approved without a public hearing, provided that whenever the board of livestock deems it in the interest of the livestock industry, the board may order a public hearing to be held.

This request will be discussed tomorrow (August 30th) at the Board meeting in Helena, MT. If you would like to submit comments, I would be happy to pass those along to the Board, or you may present your comments in person during the public comment section of the meeting. Board meeting information can be found [here](#).

<u>Current Schedule</u>	Monday	Tuesday	Wednesday	Thursday	Friday
BLS	October - February Sale			All-Class, Year-Round Sale	
PAYS			All-Class, Year-Round Sale		October - February Sale

<u>Proposed Schedule</u>	Monday	Tuesday	Wednesday	Thursday	Friday
BLS	All-Class, Year-Round Sale				October - February Feeder Special Sale
PAYS			October - February Feeder Special Sale	All-Class, Year-Round Sale	

Thank you,

Leslie Doely, Administrator

Brands Enforcement Division

MT Department of Livestock

Email: LDoely@mt.gov

Office: (406) 444-2925



Montana Department of Livestock
Meat and Poultry Inspection Bureau

Appeals Guideline

DRAFT August 30, 2017, version

The Montana Department of Livestock (Department) administers a state meat and poultry inspection program that must be “at least equal to” the provisions of the Federal Meat Inspection Act. See 21 U.S.C. 661. The Food Safety and Inspection Service (FSIS) of the United States Department of Agriculture administers the Federal rules applicable to the inspection and enforcement actions. Certain Federal regulations were adopted as state rules by the Department. See ARM 32.6.712. The Department administers these rules through its Meat and Poultry Inspection Bureau (MPI).

The rules provide a right of appeal from a decision of an MPI employee to that employee’s immediate supervisor. 9 CFR 306.5. This Guideline discusses the process for how the Department handles the appeals.

The appeal process is a mechanism for ensuring that disagreements between regulated parties and MPI staff are reviewed. The Department encourages regulated parties to appeal inspection decisions they believe are not consistent with applicable standards. Regulated parties may file an appeal without fear of retaliation. An appeal encourages communication between a regulated party and MPI staff that may lead to a better understanding of the food safety system and the standards that apply to both parties. For example, an appeal may uncover a long held misunderstanding of a standard by the plan that MPI staff can further explain.

Chain of Command

The appeal process follows the MPI chain of command. The chain of command ensures that program employees most familiar with the appeal facts evaluate the appeal first to minimize response time. The chain of command also allows a plant to appeal to the next highest level if unsatisfied with an appeal outcome. The MPI chain of command is:

1. MPI inspector
2. MPI regional supervisor
3. MPI bureau chief
4. Animal Health division administrator
5. Department executive officer
6. Board of Livestock

Appeal Process

What may be appealed?

Any inspection decision that adversely affects a regulated party may be appealed to the next highest level up the chain of command. Decisions that may be appealed include, for example, a non-compliance record (NR) and a review of an appeal at a lower level in the chain of command. Decisions that may not be appealed include a recall, which is an action by the regulated party, or a decision for which no adverse action was taken by the Department.

Who may appeal?

When the regulated party adversely affected by an inspection decision is an individual, that individual may pursue the appeal individually or through legal counsel.

When the regulated party adversely affected by an inspection decision is not an individual, the regulated party may pursue the appeal through the plant manager up until the fifth level of the chain of command or through legal counsel. An appealing regulated party that is not an individual must be represented through legal counsel for appeals reaching the fifth or sixth level of the chain of command.

How must appeals be made?

All appeals must be in writing at each level of the appeal. Appeal must be delivered to the Department at the following address:

Executive Officer
Montana Department of Livestock
301 N Roberts
Helena, MT 59620

What is not an appeal?

Requests for reconsideration by the regulated party to the Department employee making the initial inspection decision are not appeals. However, these requests may be made orally to that Department employee for consideration.

Requests for consideration of actions that:

1. have not occurred (e.g., an anticipated action);
2. have been resolved (e.g., the remedy sought has been received);
3. are not adverse (e.g., a recommendation by the Department); or
4. are not by the Department (e.g., a party's decision to issue a recall);

are not appeals. Requests for damages or for a remedy other than revision of an initial inspection decision are not appeals. Personal attacks against Department personnel are not appeals.

Every non-appealable request contained within an appeal must be dismissed without consideration of the merits of the non-appealable request.

When must appeals be made?

Appeals must be made within 30 days of the prior decision being appealed. If an appeal is denied, the regulated party may subsequently appeal to the next level up the chain of command. The time limitation applies both to the appeal of the initial inspection decision and to any subsequent appeal up the chain of command.

What must be included in an appeal?

The regulated party must provide in the initial appeal:

1. A statement of the facts supporting revision of the initial inspection decision;
2. All documentation supporting the statement of facts;
3. A statement of the legal basis supporting revision of the initial inspection decision;
4. An explanation of how the statement of facts and the legal basis demonstrate that revision of the initial inspection decision is merited; and
5. A request for the specific remedy sought on appeal.

The regulated party must provide in any subsequent appeal up the chain of command:

1. All documentation provided in the prior appeal up the chain of command.
2. An explanation of why the regulated party believes that revision of the prior appeal decision is merited.

What must be demonstrated in an appeal?

The regulated party must demonstrate that revision of the appealed decision is merited by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the appealed decision must be revised.

When will an appeal be decided?

There are no specific time frames for an appeal to be decided because each appeal has a unique set of facts that needs to be considered. Time is needed for Department employees or the Board to become familiar with the facts as the appeal moves up the chain of command. Generally speaking, the higher up the chain of command an appeal moves, the longer it will take for that level of appeal to be decided.

How will an appeal be decided?

The Department employee or the Board decides the merits of the appeal based on the facts and law presented including, if necessary, review of Department documentation and consultation

with subject matter experts and legal counsel. There is no right to a hearing on an appeal, except as otherwise may be provided by law.

Department Handling of Appeals

Process

Upon receipt of an appeal by a Department employee or Board member, the appeal and any related materials must be forwarded to the Executive Officer. The Executive Officer will distribute the appeal materials to the appropriate review level in the chain of command. The Department employee or the Board, as appropriate, must issue a written decision on the appeal that explains the basis for the decision. The Department employee or the Board must provide that decision to the Executive Officer, who will distribute the appeal decision to the regulated party.

Appeal File

The Department will organize all appeal materials in an identifiable appeal file that contains, at a minimum:

1. The appeal filed with the Department;
2. The documentation in support of the appeal filed with the Department;
3. Additional documentation of facts considered by the Department for the appeal; and
4. The Department's decision on the appeal.

The Department's organization of appeal documentation should be separate and complete for each level of appeal.

Legal Counsel

The Department employee or the Board, as appropriate in the chain of command, may seek the opinion of legal counsel about questions of law that arise at each level of review of the appeal. They may also seek a recommendation from legal counsel about the application of law to the facts at each level of review of the appeal. Legal opinions and recommendations, including communications with legal counsel, are privileged documents that are not part of the appeal file.

Judicial Review

The decision on appeal of the Board of Livestock is final. Any party aggrieved by the Board's decision may, within 10 days after the date of the decision, seek judicial review in the district court of the district in which the licensed premises are located. §§ 81-9-231 and -235(3), MCA.

Resources

Some of the language in this Guideline is adapted or copied from the FSIS Compliance Guideline for Small and Very Small Plants Appealing Inspection Decisions.



Board of Livestock Meeting

Agenda Request Form

From: George Edwards		Division/Program: LLB			Meeting Date: September 26, 2017		
<u>Agenda Item:</u>							
Background Info: General Update							
Recommendation:							
Time needed: 10 Minutes	Attachments:	No		Board vote required?		No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

September 20 2017

Montana LLB
 PO Box 202005
 Helena MT 59620
www.llb.mt.gov

George Edwards
 Executive Director
 (406) 444-5609
gedwards@mt.gov

Counties	Cattle	Sheep	Goats	Guard	Horse	Swine	Totals	Payments
Beaverhead	15	2					17	\$16,678.54
Carbon	10						10	\$10,949.57
Cascade							0	
Choteau							0	
Deer Lodge							0	
Gallatin	1						1	\$1,088.59
Glacier	8						8	\$7,777.07
Granite							0	
Judith Basin	4						4	\$4,120.72
Lake						4	4	\$643.16
L&C	6	1					7	\$6,311.37
Lincoln		8					8	\$2,086.05
Madison	10						10	\$10,995.34
Missoula							0	
Park	2						2	\$1,720.43
Pondera	3	2					5	\$3,747.30
Powell	10						10	\$10,248.54
Ravalli	2						2	\$2,130.10
Sanders		2					2	\$518.44
Silver Bow							0	
Stillwater							0	
Sweet Grass							0	
Teton	12		5				17	\$16,428.81
Totals	83	15	5	0	0	4	107	\$95,444.03

Wolves

Confirmed	40	3				
Probable	3	2				
Value	\$42,254.18	\$2,511.40				
Owners	15	3				

Grizzly Bears

Confirmed	23	9	5			
Probable	17	1				4
Value	\$52,886.71	\$2,561.55	\$762.50			\$643.16
Owners	19	2	1			2



ENVIRONMENTAL QUALITY COUNCIL

PO BOX 201704
HELENA, MONTANA 59620-1704
(406) 444-3742

GOVERNOR STEVE BULLOCK DESIGNATED REPRESENTATIVE PATRICK HOLMES	HOUSE MEMBERS WILLIS CURDY JANET ELLIS STEVE GUNDERSON BRADLEY MAXON HAMLETT THERESA MANZELLA KERRY WHITE	SENATE MEMBERS MIKE LANG MIKE PHILLIPS JP POMNICHOWSKI CARY SMITH CHAS VINCENT GENE VUCKOVICH	PUBLIC MEMBERS SCOTT ASPENLIEDER JOHN C. BRENDEN KYLIE PAUL MATT VINCENT	COUNCIL STAFF JASON MOHR, Research Analyst HOPE STOCKWELL, Research Analyst NADINE SPENCER, Secretary JOE KOLMAN, Legislative Environmental Analyst
---	---	---	--	---

FINAL AGENDA
ENVIRONMENTAL QUALITY COUNCIL
State Capitol, Room 172
September 27-28, 2017

NOTE: AGENDA ITEM TIMES ARE APPROXIMATE--SOME ITEMS MAY TAKE MORE OR LESS TIME THAN IS ALLOTTED.

Wednesday September 27, 2017

- 10:00 a.m. **Call to Order - Roll Call**
Sen. Chas Vincent, chair
- 10:05 p.m. **Administrative matters--Mr. Kolman (Tab 1)**
- Budget review
 - Adoption of EQC minutes from June 29, June 30, and July 12, 2017
- 10:10 a.m. **Water Policy Interim Committee update--Mr. Mohr**
- 10:15 a.m. **Energy & Telecommunications Interim Committee update--Mr. Graff**
- 10:20 a.m. **State Parks program evaluation (Tab 2 A, B)**
- Overview--Ms. Stockwell
 - Performance Audit update--LAD
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 11:30 a.m. **Chronic wasting disease (Tab 3 A, B)**
- Director Martha Williams, DFWP
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 12:00 p.m. Lunch

- 1:00 p.m. **Agency budget updates**
- Director John Tubs, DNRC
 - Director Tom Livers, DEQ
 - Public comment
 - EQC questions & discussion
 - Committee action, if any
- 1:30 p.m. **Aquatic Invasive Species Annual Reports (Tab 4 A, B, C, D)**
- Overview--Ms. Stockwell
 - Director Martha Williams, AIS Bureau Chief Tom Woolf, DFWP
 - DNRC and Upper Columbia Conservation Commission--
Stephanie Hester
 - Invasive Species Council--Chair Bryce Christiaens, Missoula
County weed district manager
 - Department of Transportation--Mike Miller, noxious weed
coordinator
 - Department of Agriculture--Dave Burch, Weed Program
manager
 - Public Comment
 - EQC questions & discussion
 - Next steps for study
- 2:30 p.m. **Hard rock mining program evaluation (Tab 5)**
- Overview--Mr. Kolman
 - Chris Dorrington, administrator Air, Energy & Mining Division,
DEQ
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 3:00 p.m. BREAK
- 3:15 p.m. **MSU lab study**
- Staff update
 - EQC member updates--Reps. Hamlett, Rep. White
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 3:30 p.m. **Sage Grouse**
- Conservation Program update, landowner liability--Ms.
Stockwell
 - DFWP population report--Director Martha Williams
 - Public comment
 - EQC questions & discussion
 - Committee action, if any

- 4:00 p.m. **Statutory administrative rule review** (Tab 6)
- Mr. Walker
 - Public comment
 - EQC questions & discussion
 - Committee action, if any
- 4:15 p.m. **Review rule for dog training in upland game bird nesting areas**
(Tab 7)
- Mr. Walker
 - Director Martha Williams, DFWP
 - Public comment
 - EQC questions & discussion
 - Committee action, if any
- 5:15 p.m. **DEQ sanitation review procedures**
- Tim Davis, administrator, Water Quality Division, DEQ
 - Public comment
 - EQC questions & discussion
 - Committee action, if any
- 5:30 p.m. **Public comment** on any matter not contained in this agenda and that is within the jurisdiction of the EQC.

Recess

Thursday September 28, 2017

- 8:00 a.m. **Grizzly bear delisting** (Tab 8 A, B, C, D, E, F)
- Director Martha Williams, DFWP
 - U.S. Fish and Wildlife Service
 - Jodi L. Bush, office supervisor, Montana State Ecological Services Office, USFWS
 - Hilary Cooley, bear recovery coordinator, USFWS
 - Public comment
 - EQC review and discussion
 - Committee action, if any
- 8:30 a.m. **USFWS activity in Montana**
- Jodi L. Bush, office supervisor Montana State Ecological Services Office, USFWS
 - Public comment
 - EQC review and discussion
 - Committee action, if any
- 9:00 a.m. **Fire and water supply update**
- Sue Clark, acting Forestry Division administrator, DNRC
 - Mike DeGrosky, chief, Fire & Aviation Management Bureau
 - Ann Schwend, DNRC water resource planner
 - Public comment
 - EQC questions & discussion

- 9:30 a.m.
 - Committee action, if any
 - BREAK
- 9:45 a.m.
 - Fire-related study topics (Tab 9 A, B, C, D, E, F)**
 - *Update on Good Neighbor Policy*
 - Sue Clark, acting Forestry Division administrator, DNRC
 - Bill Avey, supervisor, Helena and Lewis and Clark National Forests
 - Public comment
 - EQC questions & discussion
 - Next steps for study
 - *Review of 2007-08 Fire Suppression Committee--Ms. Kurtz*
 - Public comment
 - EQC questions & discussion
 - Next steps for study
 - *Overview of fire suppression fees--Ms. Kurtz*
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 11:00 a.m.
 - Natural resource data collection and reporting (Tab 10 A, B)**
 - Overview--Mr. Kolman
 - *Study of Natural Heritage Program*
 - Jennie Stapp, state librarian
 - Bryce Maxell, program coordinator
 - User panel
 - Kristi Ponozzo, public policy director DEQ
 - Bill Avey, supervisor, Helena and Lewis and Clark National Forests
 - Dave Burch, Weed Program manager, Department of Agriculture
 - John Beaver, senior biologist, project manager, WESTECH Environmental Services.
 - Public comment
 - EQC questions & discussion
 - Next steps for study
- 12:00 p.m.
 - Lunch**
- 1:00 p.m.
 - Natural resource data collection and reporting (continued)**
 - *Study creating report on state of natural resources*
 - Overview--Mr. Kolman
 - Public comment
 - EQC questions & discussion
 - Next steps for study

- 2:00 p.m. **Bison and Brucellosis topics (Tab 11 A, B)**
- *Interagency Bison Management Plan update*
 - Sam Sheppard, supervisor, DFWP Region 3
 - Marty Zaluski, state veterinarian
 - Public comment
 - EQC questions and discussion
 - Committee action, if any
 - *Proposed brucellosis research letter*
 - Sen. Phillips
 - Public comment
 - EQC questions and discussion
 - Committee action, if any
- 3:00 p.m. **Adoption of Final Work Plan (Tab 12)**
- EQC review and discussion
 - Public comment
 - Adoption of work plan
- 3:15 p.m. **Review proposed topics for next EQC meeting**
- 3:30 p.m. **Public comment** on any matter not contained in this agenda and that is within the jurisdiction of the EQC
- Other Business**
 Instructions to Staff
- 3:45 p.m. **Adjourn**

Please note:

- All meeting materials are available on the EQC website at <http://leg.mt.gov/eqc>
- **Public comment** provided in person at a committee meeting is a public record that is videotaped, archived, and available on the Internet. Public comment submitted in writing at a committee meeting is a public record that will be posted to the legislative website as part of the minutes log for the committee meeting.
- The Montana Legislative Services Division will make reasonable accommodations for persons with disabilities who wish to participate in this public meeting. For questions about accessibility or to request accommodations, please contact Lenore Adams at 406-444-4456 or leadams@mt.gov as soon as possible before the meeting date.



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau			Meeting Date: September 26, 2017		
<u>Agenda Item:</u> General Updates							
Background Info: General updates, summary of weekly reports.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No <input checked="" type="checkbox"/>	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Milk Control Bureau Submission for Board of Livestock September 26, 2017 Meeting Consent Agenda

Update on Milk Control Study

- The Board of Milk Control approved the language for the study's Request for Proposal (RFP) on August 31st.
- The State Procurement Bureau (SPB) released the RFP on September 1st.
- The SPB held a Pre-Proposal Conference on September 13th. The conference was via conference call and provides an opportunity for vendors to ask questions about the proposal process and questions about the scope of services in a free-flowing manner. Responses by representatives of the SPB and the Milk Control Bureau are provided to the best of their ability but are non-binding. Individuals representing five vendors participated in the call, which lasted approximately 30 minutes.
- September 15th was the deadline for receipt of written questions from vendors. No questions were submitted. Written responses would have been provided by September 22nd and the responses would have been binding. The lack of written questions seems indicative that the Pre-Proposal Conference was successful, that vendors trust the state, and that the RFP is clear in its requirements and requests.
- RFP responses are due by 2:00 p.m. on October 6th. The Milk Control Bureau estimates that 4 – 6 proposals may be received.
- The Board of Milk Control selected an Evaluation Committee to score the proposals. The committee will receive proposals soon after the October 6 deadline and will meet on November 8th to finalize its scoring and make a recommendation. It is anticipated that all necessary documents will be signed by mid to late November, after which the study will commence.
- The target time for a draft report of the study is mid to late March 2018.

Board of Milk Control Position on Changes to Montana's Class III Price Formulas

- The Board of Milk Control voted at its August 31 meeting to table efforts to adopt an adjustment to the Class III price formula until the Board of Milk Control receives the draft report of the milk control study (which will include recommendations for Montana's Class III price formulas). This is anticipated to occur in mid to late March 2018.

Out-of-State Travel Report: Chad Lee attendance of International Association of Milk Control Agencies Conference in Roanoke, VA

- Chad attended an executive committee meeting of the IAMCA on the afternoon of September 17th.
- The conference began on the evening of September 17th and continued into the evening on September 19th.
- Approximately 60 individuals attended the conference, representing state, provincial, and federal (United States and Canada) authorities, plus academics, industry participants, and industry service providers.
- Topics covered included US and Canadian industry statistics, international trade, global economic trends, and industry perspectives, and major policies / activities of national regulators. All of this affects the setting in which the Montana Board of Milk Control considers its system of market regulation and price formulas.
- Attending the conference provided access to visit with and learn from other state regulators, USDA regulators, and Canadians. As a result, I will be able to follow up to learn some key things

about the USDA Federal Order system and follow up to learn about some aspects of the Canadian quota system.

- Several of the state-level milk market regulators are going through difficulties pertaining to staffing, including generational transition and succession issues. At least one has gone through extreme stress pertaining to interstate commerce issues that resulted in an adjustment to its Class I formula that significantly reduced producer prices. Montana would appear to be in a better position than these states, in part because of recent efforts of the bureau and the Board of Milk Control (operational improvements, various rulemaking, milk control study). The Milk Control Bureau needs to stay on guard and prepare for future transition when several of its staff retire. This will require efforts to streamline and document processes and possibly anticipate necessary changes to position roles and qualifications.



Board of Livestock Meeting

Agenda Request Form

From: Evan Waters		Division/Program: CSD/Finance			Meeting Date: 9/27/2017		
<u>Agenda Item:</u> Per Capita Fee rate scenarios							
Background Info: Evan will present two different per capita fees rate scenarios to make the maximum increase in per capita fees.							
Recommendation: none							
Time needed: 10 minutes	Attachments:	Yes X	No	Board vote required?	Yes	No X	
<u>Agenda Item:</u> 10% reduction in General Fund appropriation authority							
Background Info: Evan will present the department's plans for 17-7-140, MCA as requested by OBPP. These plans are to comply with the Governor's 10% spending appropriation reduction.							
Recommendation: n/a							
Time needed: 10 minutes	Attachments:	Yes X	No	Board vote required	Yes	No	
<u>Agenda Item:</u> Federal Grants/Special Projects Accountant							
Background Info: The federal grants accountant resigned August 18, 2017. CSD is requesting to rewrite the position to include additional accounting duties and financial analysis. Additional accounting duties would include the approval of A/R and A/P daily. Currently, the accounting supervisor (Evan) is assigned the daily role and the Federal Grant accountant is backup to the accounting supervisor. As a financial analysis, this position would conduct the detail work of cost analysis on an ongoing basis. The primary cost analysis work performed would be the Diagnostic Laboratory, but will also assist with cost analysis of other divisions/bureaus of the Department.							
Recommendation:							
Time needed: 15 minutes	Attachments:	Yes	No X	Board vote required:	Yes X	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte		Division/Program: Milk & Egg Bureau			Meeting Date: September 26, 2017		
<u>Agenda Item:</u> Update on USDA and FDA Activities							
Background Info: General updates, summary of weekly reports.							
Recommendation:							
Time needed: 5 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No <input checked="" type="checkbox"/>	
<u>Agenda Item:</u> Update on Great Falls Egg Plant							
Background Info:							
Recommendation:							
Time needed: 5 minutes	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel		Division/Program: Meat and Poultry Inspection			Meeting Date: September 26, 2017		
<u>Agenda Item:</u> Meat Inspection Training							
Background Info: FSIS will be traveling to Montana October 30 through November 2 to conduct inspection training for inspectors. A letter has been sent to industry to notify them that there will not be inspection services available during this time. However, some industry members could receive a modicum of inspection due to an availability of supervisors, compliance investigators, label specialist, and the EIAO. Those individuals have already attended training.							
Recommendation:							
Time needed: 10 min	Attachments:	Yes	No X	Board vote required?	Yes	No X	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski		Division/Program: Animal Health Bureau		Meeting Date: 9/26/17	
Agenda Item: Request to Hire Staff Veterinarian for Animal Health Bureau					
<p>Background Info:</p> <p>The Animal Health Bureau is requesting permission to hire a new veterinarian position to enhance emergency preparedness efforts and continue to meet public health and veterinary needs. The workload of the position would be as follows:</p> <ul style="list-style-type: none"> • 40% Emergency preparedness • 35% Animal health to include avian influenza surveillance and zoonotic disease surveillance/response • 25% Meat inspection and Milk and Egg – provide subject matter expertise and technical guidance <p>The Animal Health Bureau (previously Division) was staffed by four veterinarians until 2012 with sufficient workload for all four. With the recent reorganization and new duties assigned to Drs. Zaluski and Szymanski, as well as the unified mission of the Animal Health and Food Safety Bureau, this position will help meet the workload of the Bureau as well as the mission of the Division. The FTE is available from the unfilled bison manager position, whose duties were reassigned to existing staff. The position will be funded with Umbrella Cooperative Agreement money.</p> <p>Recommendation: Approval for AHB to create and hire a new Staff Veterinarian position.</p>					
Time needed: 15 minutes	Attachments:	<u>Yes</u>		Board vote required	<u>Yes</u>
Agenda Item: Update on Planned Outreach Re: Statewide Calfhood Vaccination					
<p>Background Info:</p> <p>The Board directed the Animal Health Bureau to hold meetings, throughout Montana, to get input from the livestock industry on a state-wide brucellosis vaccination requirement. To complete this outreach, potential towns and dates to hold meetings include:</p> <p>Ramsey: October 23 Billings: October 24 Miles City: October 25 Glendive: October 26 Glasgow: October 27 Great Falls: November 6 Missoula: November 7</p> <p>Additionally, MDOL plans to present to industry groups at their respective annual meetings (Montana Stockgrowers Association, Montana Cattlemens Association, Montana Farm Bureau, and Montana Veterinary Medical Association) to gather ainput.</p>					
Time needed: 5 minutes	Attachments:		<u>No</u>	Board vote required	<u>No</u>
Agenda Item: Travel Request to Foreign Animal Disease Diagnostician Refresher Course					
<p>Background Info:</p> <p>Drs. Zaluski, Szymanski, and Liska are USDA trained Foreign Animal Disease Diagnosticians (FADD). The training provides exposure to high consequence foreign animal diseases and training on how to safely and correctly collect samples when a FAD is suspected. In order to maintain this status, annual FAD specific training is required. USDA is offering a FADD Refresher course in Salt Lake City on November 1-2, 2017. The training location rotates through the districts. Montana hosted this training several years prior. AHB would like to take advantage of the proximity of</p>					

this training and send three participants. Funding for travel would be out of federal cooperative agreements for two individuals and animal health for the third.

Estimated cost of attendance:

Travel: \$180 total for motor pool vehicle

Hotel: \$400 per person

Per Diem: \$184 per person

TOTAL: \$1952

Recommendation: Approve travel for Zaluski, Szymanski, and Liska to attend FADD course

Time needed: 5 minutes	Attachments:		<u>No</u>	Board vote required	<u>Yes</u>	
------------------------	--------------	--	-----------	---------------------	------------	--

Agenda Item: Travel Request for May 2018 Multi-state FMD Training Exercise

Background Info:

The Animal Health Bureau is participating in a multi-state and federal agency exercise in May 2018 that is designed to simulate a foot and mouth disease outbreak. This travel request is to cover one person from Montana to be in Manhattan, KS with the master SimCell to help control exercise play.

The exercise is being planned by a private contractor as part of the USDA Veterinary Services (VS) National Training and Exercise Program. It will take place May 8-10, 2018 and the general scenario will be a foot and mouth disease (FMD) outbreak. Montana has been asked to participate due to the high volume of animal exports that we produce. The plan is for Montana to be the index case in this scenario. Multiple states are participating as well as USDA. Montana is planning to play functionally, which means we will do everything short of sending actual people out into the field (i.e. we will make phone calls, fill out forms, etc.). MT Disaster and Emergency Services (DES) has agreed to support us in the exercise, so they will be heavily involved in the planning and during the exercise itself.

In order for the exercise to be as realistic and useful as possible, it has been requested that the simulators for each state all be in a single location. This will allow better coordination and better input from available subject matter experts.

Funding for travel will either be USDA cooperative agreement funding (2018 CA) or potentially paid for by the planning group. The simulator for Montana will be an individual from DES.

Estimated cost of attendance:

Travel: \$800

Hotel: \$500

Per Diem: \$215

TOTAL: \$1515

Recommendation: Approve travel for one individual for the FMD Training Exercise

Time needed: 5 minutes	Attachments:		<u>No</u>	Board vote required:	<u>Yes</u>	
------------------------	--------------	--	-----------	----------------------	------------	--

Agenda Item: General Updates

- Brucellosis update
- TB update
- Other
-

Time needed: 10 minutes	Attachments:		<u>No</u>	Board vote required:		<u>No</u>
-------------------------	--------------	--	-----------	----------------------	--	-----------

Doc ID:			Pages:	5
Revision Date:	7/7/2017		Revised By:	T. Szymanski
Approve Date:			Approved By:	
Supersedes Date:			Archived Version By:	
Adopt Date:			Adopted By:	MDOL
Review Date:			Reviewed By:	S Martin

STATE OF MONTANA POSITION DESCRIPTION

Department: 5603, Livestock
and Bureau: Animal Health and Food Safety Division, Animal Health Bureau

Name:
Section and Unit:
Position Working Title: Staff Veterinarian
Position Number:
Weekly Hours: 1.0 FTE

This position description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Bureau Description:

The Animal Health Bureau is responsible for the prevention, control and eradication of animal diseases. This involves safeguarding the health and food production capacity of the State's livestock and poultry and preventing the transmission of animal diseases to man. The prevention and control of domestic animal diseases are achieved through four major areas of activity:

- Import/Export, Disease Control, Alternative Livestock, and Field Operations. Cooperation with USDA/APHIS on eradication programs is conducted through the local Assistant Director in Helena. The Import/Export Section supervises the livestock and animal import permit system as provided for in Montana Statutes.
- The Disease Control Program functions to protect the Montana livestock industry from disease loss by providing for the diagnosis, prevention, control, and eradication of animal diseases.
- The Alternative Livestock Program regulates alternative livestock ranches with elk, deer, and other alternative livestock species for disease control and inspection for ownership, in cooperation with the Department of Fish, Wildlife & Parks.
- Field operations include investigation of disease occurrence, import compliance and enforcement of Montana Codes and Administrative Rules. Recognition of veterinary practitioners to perform work provides each program with a necessary reserve and supplemental pool of professional service, especially in field operation goals.

Position Overview:

The Staff Veterinarian is responsible for animal disease control, and protection of the livestock industry through implementation and enforcement of state and federal laws and regulations. Programs include; zoonotic disease;

equine, cervid, and small ruminant; cattle health (brucellosis); emergency preparedness; meat inspection; and milk and egg compliance.

Oversight of animal health involves the enforcement of laws and rules for the protection of livestock, alternative livestock, companion animals, poultry, meat inspection, milk and egg, and public health. The position will prevent, control, and eradicate contagious and infectious diseases in animals. This involves analysis and consideration of livestock industry impacts and concerns, participation in national eradication programs, forestalling the importation of such diseases from outside the state, and identifying and coordinating activities for new and emerging diseases.

Emergency preparedness responsibilities include the development and management of preparedness, response, and improvement activities. This position develops plans, determines training needs, and develops exercises to test animal health response plans according to the standards established by the federal Homeland Security Exercise and Evaluation Program (HSEEP); and will coordinate with other state agencies to ensure planning, training, and exercise needs are incorporated into an overarching multi-year training and exercise plan.

Education & Experience Qualifications:

Required: Graduate of an approved college of veterinary medicine, licensed to practice veterinary medicine in Montana, deputized by the Montana Department of Livestock and accredited by the United States Department of Agriculture.

Preferred: Experience in regulatory medicine and the general practice of veterinary medicine.

Principal Duties and Responsibilities (Essential Functions):

1. Disaster/emergency planning (40%)

- a. Prepare, maintain, and exercise State-level plans, standard operating procedures, response templates, and guidance documents for responding to endemic, foreign, and emerging disease events impacting animal agriculture.
- b. Implement risk-based management plans to mitigate risks associated with emerging, re-emerging, endemic, and foreign diseases that impact animal agriculture.
- c. Utilize science- and risk-based approaches and systems to facilitate continuity of business for non-infected animals and non-contaminated animal products in regulatory control areas.
- d. Support Notifiable Avian Influenza (NAI) preparedness and response activities.
- e. Coordinates with representatives of each division/bureau to develop and integrate plans and responsibilities for disaster preparedness events and to ensure Department functionality for disaster/emergency situations; coordinates resources and information based on extensive knowledge of Federal, State and local disaster/emergency preparedness processes and resources in accordance with State Disaster/emergency Operation Procedures.
- f. Represent the Department of Livestock for the State of Montana on all matters of security, and other governmental bodies as the Department's expert on emergency/disaster preparedness.
- g. Plans, designs, organizes, and evaluates a system for assessing, monitoring, and guiding improvements in animal health emergency preparedness.
- h. Contributes to the development of the program funding application and reporting requirements.
- i. Develops and maintains components of the Department Emergency Operations Plan (EOP) and supporting annexes and procedures.
- j. Develop and maintain an agency-wide continuity of government and operations plan by coordinating all resources, procedures, contacts and personnel for each location to maximize the ability of the

Department to continue its function after a disaster or emergency and to secure the safety of inmates, staff and public.

2. General Disease Control (35%)

Assist with division programs directed toward the prevention, control, and eradication of contagious and infectious diseases, and the regulation of alternative livestock programs within the state. This work requires thorough knowledge of the concepts and practices of veterinary medicine, livestock and the livestock industry, and federal and state animal health disease control and eradication programs and policies. The work also requires knowledge of the legislative and administrative rule process; government animal and human health programs (USDA, APHIS, VS, etc.); environmental and public health, trends, rules, and regulations; departmental objectives and goals; law enforcement; laboratory diagnostic services; epidemiology; and public relations. The position requires the ability to speak and write clearly. The position will establish effective working relationships with a wide range of individuals.

- a. Enhance state surveillance activities for zoonotic or emerging disease/issues at the human/animal/environmental interface.
- b. Enhance information sharing with One Health (OH) partners
- c. Enforces statutory objectives and provisions of rules for the protection of livestock, alternative livestock animals, companion animals, poultry, and public health.
- d. Conduct surveillance for avian influenza.
- e. Increase Awareness of and educate target audiences about avian influenza and provide education and outreach to target audiences on flock biosecurity, maintenance of flock health, and disease recognition, diagnostic sampling and disease reporting.
- f. Engage stakeholders to build trust and productive working relationships.
- g. Coordinate brucellosis-related management activities
- h. Coordinate brucellosis-related research activities
- i. Support implementation of the Interagency Bison Management Plan (IBMP) to mitigate the risk of brucellosis infected bison entering the state of Montana from Yellowstone National Park (YNP) through meeting attendance, compiling documentation of field activities, and coordinating with partnering agencies.
- j. Prevents, controls, and eradicates contagious and infectious diseases in animals by participating in national eradication programs, forestalling the importation of such diseases from outside the state, and assisting in identifying and coordinating activities for new and emerging diseases.
- k. Manages field operations including animal health and poultry disease prevention and control, animal health compliance and enforcement, and diagnostic and regulatory laboratory testing.
- l. Performs field duties as required, including educational and outreach activities statewide.

3. Meat Inspection, Milk and Egg (25%):

Assist with division programs responsible for protecting public health and the livestock industry through the supervision, inspection, and control of the standards and sanitary conditions of meat processing, milk and egg producing facilities in Montana. This shall include:

- a. Enforce the Federal meat and poultry inspection procedures prior to slaughter and throughout the entire establishment, including humane handling, ante-mortem inspection, post-mortem inspection, processing operations, veterinary dispositions, and transportation and distribution of meat, poultry, and egg products to markets and retail stores.
- b. Assist in technical issues relating to HACCP plans ensuring a safe and wholesome meat product, antibiotic residues in milk and other Milk & Egg Bureau and Meat Inspection Bureau issues with public health implications.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Required Skills & Behaviors:

1. Those skills and behaviors expected of a veterinarian licensed, deputized and federally accredited in Montana.
2. A special aptitude for preventative, medical-legal practice is essential.
3. Skills in special disease investigations are needed.
4. High aptitude for creating technical documents
5. Strong verbal communication skills including ability to create rapport and ability to communicate with a varied audience.

Working Conditions & Physical Requirements:

1. The incumbent works with potentially dangerous, wild and domestic animals under various conditions and circumstances and may be exposed to zoonotic disease agents.
2. Weekend or extended work may be required in the event of a disease outbreak, but is not routine.

Special Requirements:

- Background check
- Valid driver's license
- Pre-exposure and biennial rabies titer and vaccination
- Licensure: e.g. Annual Clinical Laboratory Scientist (CLS); other

Signatures

Signatures below indicate that I have read this position description and understand and accept the requirements presented herein.

Employee	Title	Date
-----------------	--------------	-------------

Immediate Supervisor	Title	Date
-----------------------------	--------------	-------------

MDOL Administrative Approval Mike Honeycutt	Title Executive Officer	Date
---	-----------------------------------	-------------

State of Montana Human Resources Review

Position Code Title: **Position Code Number:** **Pay Band:**

My signature below indicates that Human Resources has reviewed this position description for completeness and has made the following determinations:

- FLSA exempt
- FLSA non-exempt
- Organizational chart attached
- Classification complete

Signature	Title	Date
------------------	--------------	-------------

Original to Helena HR; Copy on file in Supervisor's Office



Board of Livestock Meeting

Agenda Request Form

From: Dr. Steve Smith	Division/Program: MVDL	Meeting Date: 9/26/2017
-----------------------	------------------------	-------------------------

Agenda Item: Accreditation Overview

Background Info:

Preliminary overview/recap of the recent AAVLD audit of the laboratory.

Recommendation:

Time needed: 15 min	Attachments:	Yes	No	Board vote required?	Yes	No
---------------------	--------------	-----	-----------	----------------------	-----	-----------

Agenda Item: General Updates

Background Info:

General laboratory updates, including recruitment/hiring, upcoming travel, facility and equipment issues (power outages associated with equipment failures), and VADDS (USAHerds interface, support transition plan, and plans for upcoming site visit and enhancements.)

Recommendation:

Time needed: 15 min	Attachments:	Yes	No	Board vote required	Yes	No
---------------------	--------------	-----	-----------	---------------------	-----	-----------

Agenda Item: Serology Position - Request to Hire

Background Info:

The laboratory has a 0.5 FTE open position in the serology section, which we would like to advertise and hire. This section performs all of the Brucella testing, and handles a very large number of specimens. It is currently staffed by one DOL employee and one federal employee. We are approaching the busiest time of the year for this section, and the recent positive animals may lead to additional testing this year. The FTE is available in the laboratory budget, and the position description is up to date and attached.

Classification review will need to occur, but this has become routine for the laboratory due to extensive misclassification of employees, and it is not anticipated that reclassification results will differ from those of any of the previously reclassified positions. Due to previous restructuring, a specific budgeted amount for this particular position is not available, but the pay would not be expected to be significantly different from that of the budgeted 1.0 FTE position that this position was created from.

Recommendation: Recommend approval to advertise for and hire this position.

Time needed: 15 min	Attachments:	Yes	No	Board vote required:	Yes	No
---------------------	--------------	------------	----	----------------------	------------	----

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
--------------	--------------	-----	----	----------------------	-----	----

Agenda Item:

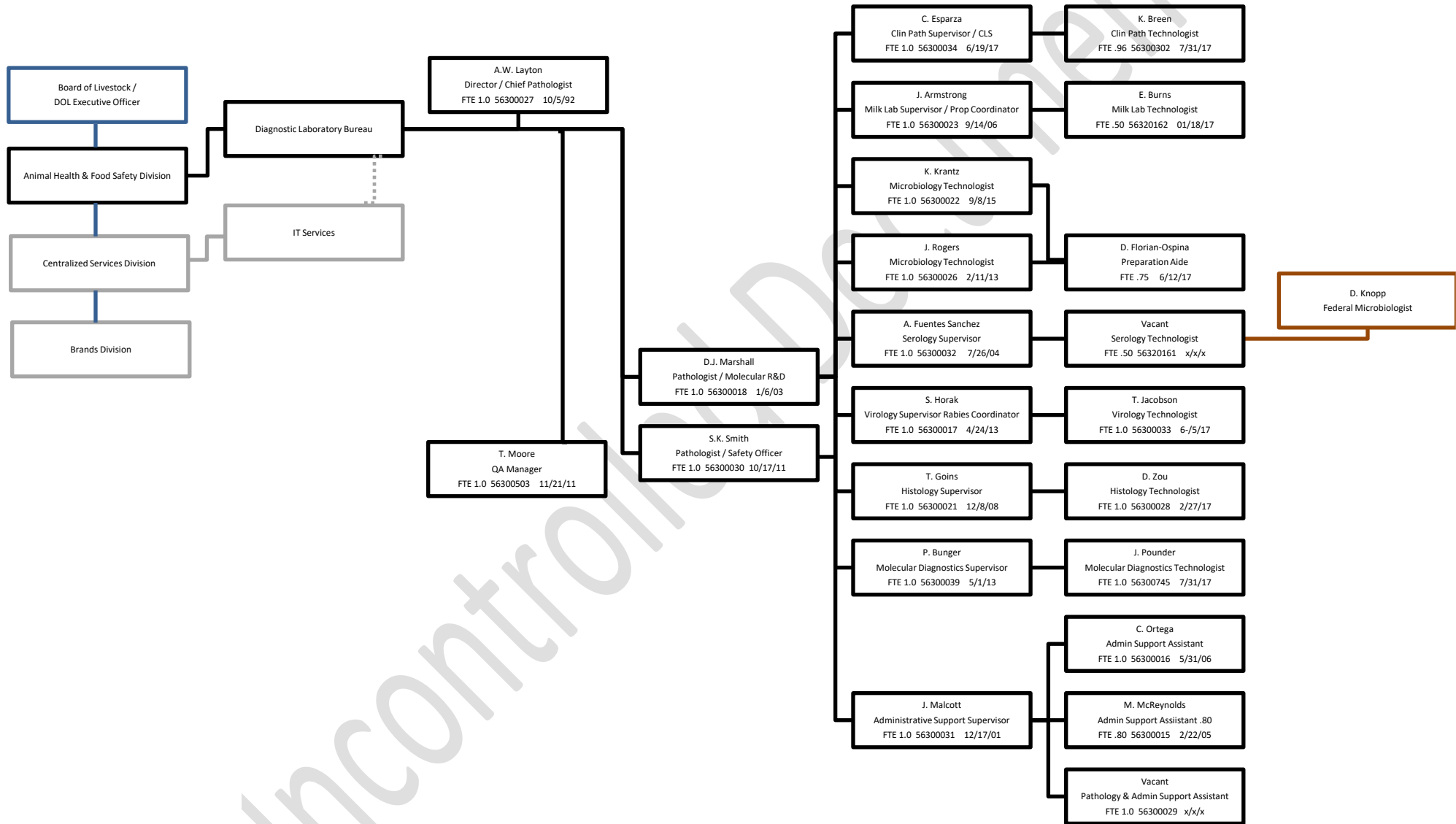
Background Info:


Doc ID:	4.1.1.1
Revision Date:	08/02/17
Approve Date:	08/02/17
Supersedes Date:	07/05/17
Adopt Date:	10/15/13
Review Date:	07/14/17



Pages:	1
Revised By:	T Moore
Approved By:	AW Layton
Archived Version By:	T Moore
Adopted By:	MVDL
Reviewed By:	M Zaluski

Montana Veterinary Diagnostic Laboratory Organizational Chart



Doc ID:	5.2.1.502		Pages:	5
Revision Date:	05/15/17		Revised By:	T Moore
Approve Date:	05/15/17		Approved By:	AW Layton
Supersedes Date:	04/29/13SH		Archived Version By:	T Moore
Adopt Date:	04/29/13		Adopted By:	MVDL
Review Date:	04/27/17		Reviewed By:	A Fuentes Sanchez

STATE OF MONTANA POSITION DESCRIPTION

Department: 5603, Livestock
Division and Bureau: Montana Veterinary Diagnostic Laboratory
 1911 West Lincoln Street
 Bozeman, MT 59718
Name: Vacant
Section and Unit: Diagnostic Laboratory
Position Working Title: Serology Technologist
Position Number: 56320161
Weekly Hours: 0.5 FTE

The MVDL strives to provide a workplace which fosters employee safety, wellbeing and commitment.

This position description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Division Description:

The Montana Veterinary Diagnostic Laboratory (MVDL) is a division of the Montana Department of Livestock and serves as the only accredited, full-service veterinary laboratory in Montana. Our role is to provide high quality, cost effective and timely diagnostic veterinary testing, information and support to assist in the diagnosis, surveillance, control and prevention of zoonotic, infectious and debilitating animal diseases, many of which have potential impact on the state's human health, animal health and livestock industries.

Position Overview:

This is a technical position using serological and immunological techniques to identify and determine exposure, response and infection for the diagnosis and surveillance of various veterinary pathogens and infectious diseases.

The Serology Technologist expertly and consistently performs enzyme linked, agglutination, precipitation, complement fixation, fluorescent polarization and agar gel immunodiffusion assays in an accurate, comprehensive and timely manner.

Possessing or obtaining an advanced understanding of immunohematology and paying strict attention to quality control is paramount to this position.

Education & Experience Qualifications:

Required: BS degree in microbiology or a related field and 1 year laboratory experience.

Preferred: MS degree in microbiology or a related field and 2 years clinical or veterinary laboratory experience.



Principal Duties and Responsibilities (Essential Functions):

1. Follows Systems and Section Process Methods

Follows all systems and section standard operating procedures (SOPs).

2. Processes Veterinary Specimens

Receives, organizes and evaluates a wide variety of submitted fluid veterinary samples with awareness of generalized veterinary disease processes and normal or abnormal conditions; further prepares and determines specimen suitability; coordinates and communicates with supervisor, coworkers, referral providers and/ or clients as needed to process specimen submissions.

3. Maintains Aids, Reagents and Supply Inventory

Orders section materials as directed by the Supervisor; ensures that section materials are received, labeled and stored correctly; applies chemical, biochemical and mathematical concepts of weights, measures and dilutions to mindfully, safety and accurately prepare media, reagents and solutions; performs QC testing on test critical commercial and in-house preparations as mandated by regulatory agencies; assures QC conformance prior to lot use as specified; routinely monitors and assures the viability of materials, media and reagents; maintains test-critical material, media and reagent preparation, suitability and use period records; assures that outdated or non-viable reagents and media are properly disposed.

4. Operates, Calibrates and Maintains Required Equipment

Operates equipment to include analytical balances, biological safety cabinets, centrifuges, fluorescence polarization tube readers, copiers, fax machines, freezers, fume hoods, incubators, labelers, microplate absorbance readers, pH meters, pipettes, pipette aids, portable electric generators, printers, refrigerators, scanners, spectrophotometers, thermometers, timers, vacuum pumps, water baths and water purification systems as needed to complete section work duties; performs equipment or environmental monitoring, routine maintenance and or calibration as specified per the equipment or environmental procedure; completes associated equipment monitoring, maintenance and or calibration records; communicates with equipment support representatives to trouble shoot as necessary to ensure quality results.

5. Performs Brucellosis Testing

Follows National Veterinary Services Laboratories (NVSL) protocols to perform various buffered acidified plate antigen, buffered plate agglutination, standard plate agglutination, standard tube agglutination, precipitation and agglutination, complement fixation and fluorescent polarization assays for screening and confirmation of brucellosis; performs titers and dilutions to quantify reactions; interprets results; communicates with regulatory and public health authorities on reportable and communicable disease findings.

6. Performs Agar Gel Immunodiffusion Testing

Performs multiple agar gel immunodiffusion (AGID) assays to screen for antibodies to various microorganisms with veterinary, livestock industry and public health importance to include Avian Influenza virus, Bluetongue virus, Equine Infectious Anemia virus, Epizootic Hemorrhagic Disease virus, Caprine Arthritis-Encephalitis virus, and Ovine Progressive Pneumonia virus.

7. Performs Enzyme Linked Immunosorbent Assay Testing

Performs multiple types of sensitive and highly specific enzyme linked immunosorbent assay (ELISA) tests to confirm antibodies to various microorganisms with veterinary, livestock industry and public health importance to include Anaplasmosis parasite, Bluetongue virus, B. ovis virus, Equine Infectious Anemia virus, Caprine Arthritis-Encephalitis virus, Ovine Progressive Pneumonia virus, and Mycobacterium paratuberculosis; includes direct ELISA, indirect ELISA and competitive ELISA.

8. Determines Sensitivity and Specificity

Combines the use of AGID and ELISA tests to permit the highest level of sensitivity and specificity for interpretation.

9. Performs Microagglutination Testing

Prepares microagglutination (MAT) media; performs MAT assays; performs end point titrations.



10. Releases Only Valid Results and Produces Client Reports

Enters test orders into VADDS, a laboratory information management system (LIMS); assures that integrated instrument data transfers correctly; monitors and interprets applicable test and quality control data; assures that instrumentation and methods are producing acceptable and defensible results or addresses any inconsistencies; enters verified results into VADDS; is responsible for the accuracy and validity of all section data and results released; sends completed reports to submitters.

11. Cleans and Maintains Technical Processing and Testing Areas

Routinely organizes and cleans section processing, production and storage areas; decontaminates specimen handling areas; maintains aseptic or sterile conditions as warranted.

12. Supports the Mission of the MVDL

Works as a team member to follow section workflow; meets test turnaround schedules and process deadlines; fits the culture of the laboratory with professional direction; maintains reliable, punctual and consistent attendance to meet the needs of the laboratory.

Secondary Duties and Responsibilities:

13. None assigned.

Supervisory Responsibilities:

The Serology Technologist's immediate supervisor is the Serology Supervisor; supervision is general. The number of employees directly supervised is: none; however the Serology Technologist is responsible for oversight of the serology section in the Supervisor's absence.

The serology section is a cooperative state and federal laboratory; cooperation and coordination with the federal microbiologist is required.

Required Skills & Behaviors:

1. Must possess a strong knowledge base in serology, virology, hematology, biochemistry, endocrinology, immunology, bacteriology and immunohematology; have or obtain knowledge and ability in the examination of antibody antigen interactions; and be or become proficient in the recognition and identification of serologic elements related to agglutination, precipitation and cross reactivity.
2. Must work with the MVDL Safety Officer to maintain a safe workplace; keep abreast of industry sanitation and accident prevention advancements; and actively promote and personally observe all MVDL safety and security requirements, which reference the Centers of Disease Control *Biosafety in Microbiological and Biomedical Laboratories (BMBL)*, Standard Precautions to avoid exposure and the possibility of laboratory acquired infections and Occupational Safety and Health Administration (OSHA) guidelines for handling chemicals that are toxic, volatile, noxious, caustic and/or carcinogenic.
3. Must follow all laboratory, department and state standards of conduct to protect client confidentiality regarding all phases of laboratory work and findings; maintain professional ethics; and be or become proficient with all applicable regulatory mandates.
4. Must follow the MVDL Quality Management System.
5. Must be able to think analytically; follow oral and written instructions; receive constructive feedback; work independently and problem solve as needed.
6. Must have excellent manual dexterity and hand eye coordination.
7. Must have language and data entry skills to effectively communicate, read, write and type.
8. Must be self-motivated to participate in applicable training, competency assessment, continuous improvement, proficiency programs, peer collaboration and continuing education to keep up-to-date with new or improved methods, materials or processes as they become available and or are required.



Additional Preferred Skills & Behaviors:

1. Previous biosafety and chemical hazard training.
2. Previous knowledge of diagnostic laboratory disciplines and veterinary terminology, organisms, infectious disease and trends.
3. Previous use of a database application, e.g. LIMS.
4. Previous statistical analysis experience, e.g. use of Levey-Jennings charts, standard deviation, coefficient of variation and random and variable error.

Working Conditions & Physical Requirements:

- Work is performed in a laboratory environment where exposure to zoonotic disease agents may occur.
- Must be aware of the risk of injury from physical, chemical and/or biological hazards.
- Repetitive motion, long periods of standing or sitting and some lifting may be required.
- Unpleasant odors and sights are routinely encountered.
- Weekend or extended work may be required in the event of a disease outbreak or other urgent situation, but is not routine.

Special Requirements:

- Background check
- Valid driver's license
- Pre-exposure and biennial rabies titer and vaccination
- Licensure: e.g. Annual Clinical Laboratory Scientist (CLS); other



Signatures

Signatures below indicate that I have read this position description and understand and accept the requirements presented herein.

Employee	Title	Date
Vacant	Serology Technologist	

Immediate Supervisor	Title	Date
Antonio Fuentes Sanchez	Serology Supervisor	

MVDL Administrative Approval	Title	Date
A.W. Layton	Laboratory Director	

MVDL Quality Assurance Processed	Title	Date
Tess Moore	Quality Assurance Manager	

State of Montana Human Resources Review

Position Code Title: Position Code Number: Pay Band:

My signature below indicates that Human Resources has reviewed this position description for completeness and has made the following determinations:

- FLSA exempt
- FLSA non-exempt
- Telework available
- Telework not available
- Organizational chart attached
- Classification complete

Signature	Title	Date
------------------	--------------	-------------

Original to State HR; Records copy on file in MVDL QMS Records





Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely		Division/Program: Brands Enforcement			Meeting Date: 9/26/2017		
<u>Agenda Item:</u> Grazing Permit Rule Proposals							
Background Info: discussed at 8/30/2017 meeting; revisions completed for possible approval by the Board							
Recommendation:							
Time needed: 30 minutes	Attachments:	Yes	No	Board vote required?	Yes	No	
<u>Agenda Item:</u> Personnel							
Background Info: Vacancy and new hire updates, a retirement announcement, and a request to hire							
Recommendation:							
Time needed: 15-20 minutes	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u> Out of State Travel Requests							
Background Info: Western States Livestock Investigators Association, Reno, NV in March, 2018 (3 attendees) International Livestock Identification Association, Bend OR, July, 2018 (4 attendees)							
Recommendation:							
Time needed: 15 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u> Public Hearing Report							
Background Info: Report results of public hearing on request to modify sale days by BLS and PAYS							
Recommendation:							
Time needed: 45 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u> General Updates							
Background Info: -Public Relations -Fort Supply Updates -Upcoming Brands Policy/Procedures and Rules -Fiscal Analysis -Market and country cattle numbers							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	

32.18.202 ADJOINING COUNTY LINE GRAZING PERMITS

(1) The adjoining county grazing permit allows livestock to move for grazing purposes from ranch of origin in Montana to a premises in an adjacent Montana county

(2) The ranch of origin and destination premises must be owned or controlled by the livestock owner or the owner's agent. The owner or owner's agent must be authorized to grant Department employees access to the destination premises.

(3) Only one permit may be issued for an animal or group of animals in any 12-month period.

(4) Permits are valid for 8 months after the issue date.

a. If an animal or animals do not return to the ranch of origin before the permit expires, or are moving to a different location, an inspection is required prior to movement.

i. Animals moving to a Montana livestock market may be transported on a market transportation permit.

(5)-(1) Livestock must be moved under a county line grazing permit must be hot iron branded with a Montana brand recorded to the owner of the livestock.

(6) The permit must be issued by a Department employee, not a deputy stock inspector.

(7) Department employees are authorized to enter the destination premises and inspect any livestock that are present while the permit is in effect.

(8) (2) A grazing association may impose conditions on such permits including a requirement that livestock be individually inspected prior to entering or leaving the common grazing area.

(9) Grazing permits will be suspended if the livestock owner:

a. Provides false information on the permit.

b. Transports animals not authorized to move on a grazing permit.

c. Allows animals to leave or be removed from the destination premises and not return to the ranch of origin.

d. Violates state or federal livestock containment, livestock inspection, or animal health regulations.

(10) If the permit is suspended, animals must be inspected prior to leaving the destination premises.

(11) Requests for permits may be denied if previous permits have been suspended.

(12) Animals are subject to all animal health regulations in Administrative Rules of Montana Chapter 32.3 Disease Control. Animals moving into or out of the Designated Surveillance Area are subject to brucellosis testing, vaccination, and individual identification requirements in 32.3.434 - 436.

32.18.208 DEEDED LAND GRAZING PERMITS

- 1) The deeded land grazing permit allows movement of cattle for grazing purposes from a Montana ranch of origin to a Montana destination premises if the entire destination premises is the private deeded property of the livestock owner.
- 2) An application must be submitted to and approved by the Department prior to movement.
- 3) Virgin females and nursing calves are not required to be branded.
- 4) All other provisions of 32.18.202 (2) through (12) apply.

32.18.109 FREEZE BRANDING

(1) Freeze branding of cattle may be allowed under the following conditions:

- (a) all freeze brands must be registered with the department;
- (b) in order to register a freeze brand, the owner must have a hot iron brand registered with the department;
- (c) the freeze brand must be identical in design and location to the owner's hot iron brand;
- (d) the freeze brand will be issued on the same certificate and except on a new recording will not be charged an additional recording fee;
- (e) freeze brands can only be sold or transferred along with the hot iron certificate;
- ~~(f) a grazing permit will not be issued to freeze brand cattle~~

32.2.404 DEPARTMENT OF LIVESTOCK BRANDS ENFORCEMENT DIVISION
FEES

(1) Brands and transfers:

(a) Recording of a new brand or mark:

- (i) Livestock or ornamental \$200.00
 - (ii) Seasonal brand for going to grass 200.00
 - (iii) Seasonal brand for going to feed lot, market, or location 50.00
- (b) Transfer of a brand or mark, livestock or ornamental 200.00
- (c) Rerecording a brand or mark, livestock or ornamental 100.00

(2) Inspections:

(a) Game farm animal inspection \$3.00 a head

(i) the inspector may also charge necessary actual expenses if required to wait for the animals to be presented for inspection.

(b) Hide inspection 1.00 a head

(c) Horse, mule, or ass inspection:

(i) before moving across a county line or before change of ownership 10.00 a head

(A) If more than ten animals of the same type are offered for inspection on the same day by the same owner, starting with the eleventh animal 3.00 a head

(ii) before sold or offered for sale at a licensed livestock market 10.00 a head

(d) Livestock inspection:

(i) before moving across a county line or before change of ownership 1.00 a head

(ii) cow/calf pairs (spring going to pasture only) 1.00 a pair

(iii) before being sold or offered for sale at a licensed livestock market or slaughtered at a licensed slaughterhouse 1.00 a head

(3) Licenses:

(a) Hide dealer or buyer's license \$5.00

(b) Livestock agent, broker, or dealer license 250.00

(c) Livestock market operator license or certificate 300.00

(d) Satellite video auction market operator license 100.00

(4) Permits:

(a) Adjacent state transportation permit \$10.00

(b) Adjoining county ~~transportation or grazing permit 40.00 per 100 head~~

<u>Number of Animals</u>	<u>Fee</u>
<u>1-100</u>	<u>\$ 30.00</u>
<u>101-200</u>	<u>\$ 40.00</u>
<u>201-300</u>	<u>\$ 50.00</u>
<u>301-400</u>	<u>\$ 60.00</u>
<u>401-500</u>	<u>\$ 70.00</u>
<u>501-600</u>	<u>\$ 80.00</u>
<u>601-700</u>	<u>\$ 90.00</u>
<u>701-800</u>	<u>\$ 100.00</u>
<u>801-900</u>	<u>\$ 110.00</u>
<u>901-1000</u>	<u>\$ 120.00</u>

(c) Aerial hunting permit - annual 50.00

(d) Annual sheep permit for show purposes only within the state of Montana 1.00

(e) Domestic bison transportation permit 1.00

(f) Lifetime or permanent horse inspection permit 30.00 per head

(i) Lifetime horse inspection book (issued to local inspectors) 250.00

(g) Lifetime or permanent bull inspection permit 30.00 a head

(h) Market consignment permit or transportation permit before moving across a county line 1.00

(i) Sheep transportation permit 1.00

(j) Releasing livestock, except horses, mules, or asses for removal from a licensed livestock market 1.00 a head

(k) Releasing horses, mules, or asses for removal from a licensed livestock market 10.00 a head

(l) Deeded land grazing permit:

(i) First-Time Application:

<u>Number of Animals</u>	<u>Fee</u>
<u>1-50</u>	<u>\$ 100.00</u>
<u>51-100</u>	<u>\$ 125.00</u>
<u>101-200</u>	<u>\$ 150.00</u>
<u>201-300</u>	<u>\$ 175.00</u>
<u>301-400</u>	<u>\$ 200.00</u>
<u>401-500</u>	<u>\$ 225.00</u>
<u>501-600</u>	<u>\$ 250.00</u>
<u>601-700</u>	<u>\$ 275.00</u>

<u>701-800</u>	<u>\$ 300.00</u>
<u>801-900</u>	<u>\$ 325.00</u>
<u>901-1000</u>	<u>\$ 350.00</u>

(ii) Renewal:

<u>Number of Animals</u>	<u>Fee</u>
<u>1-100</u>	<u>\$ 40.00</u>
<u>101-200</u>	<u>\$ 50.00</u>
<u>201-300</u>	<u>\$ 60.00</u>
<u>301-400</u>	<u>\$ 70.00</u>
<u>401-500</u>	<u>\$ 80.00</u>
<u>501-600</u>	<u>\$ 90.00</u>
<u>601-700</u>	<u>\$ 100.00</u>
<u>701-800</u>	<u>\$ 110.00</u>
<u>801-900</u>	<u>\$ 120.00</u>
<u>901-1000</u>	<u>\$ 130.00</u>

(5) Miscellaneous fees:

- (a) Brand book - CD \$15.00
- (b) Brand book - data download fee commensurate with cost
- (c) Brand book - paper copy (per county) 30.00
- (d) Certified copy of brand or mark record and duplicate certificate 10.00
- (e) Copy of original livestock bill of sale 10.00
- (f) Estray sale cost and disposition of animals if no bid is offered:
 - (i) cost for estray sale 100.00
 - (ii) cost if owner claims before sale 50.00
 - (iii) the department may re-offer for sale or give the animal to an individual or rescue facility in the area, or if there are no other options, condemn and destroy or otherwise dispose of it.
- (g) Filing of a livestock lien or security interest 25.00
- (h) Research/copy-scan fees may be charged for livestock inspection lookups in the country and/or markets based on MDOL Public Records Request.

First-Time Application Deeded Land Permit	
Office Time (hours)	2
Office Staff Salary+Benefits	\$ 24.68
Investigator Time	
(1 hour per 100 head)	5.5
Investigator Salary+Benefits	\$ 28.50
Avg Investigator Mileage	100
Avg Cost/mile	\$ 0.54
Headcount	
(enter any number of head)	550
Total Cost	\$ 260.11

Proposed Fee Scale for New Apps	
1-50	\$ 100.00
51-100	\$ 125.00
101-200	\$ 150.00
201-300	\$ 175.00
301-400	\$ 200.00
401-500	\$ 225.00
501-600	\$ 250.00
601-700	\$ 275.00
701-800	\$ 300.00
801-900	\$ 325.00
901-1000	\$ 350.00

Deeded Land Permit Renewal	
Office Time (hours)	0.75
Office Staff Salary+Benefits	\$ 24.68
Investigator Time	
(1 hour per 300 head)	1.8333333
Investigator Salary+Benefits	\$ 28.50
Avg Investigator Mileage	33
Avg Cost/mile	\$ 0.54
Headcount	
(enter any number of head)	550
Total Cost	\$ 88.58

Proposed Fee Scale for Renewals	
1-100	\$ 40.00
101-200	\$ 50.00
201-300	\$ 60.00
301-400	\$ 70.00
401-500	\$ 80.00
501-600	\$ 90.00
601-700	\$ 100.00
701-800	\$ 110.00
801-900	\$ 120.00
901-1000	\$ 130.00

County-line Grazing Permits	
Office Time (hours)	0.25
Office Staff Salary+Benefits	\$ 24.68
Investigator Time	
(1 hour per 300 head)	1.833333333
Investigator Salary+Benefits	\$ 28.50
Avg Investigator Mileage	33
Avg Cost/mile	\$ 0.54
Headcount	
(enter any number of head)	550
Total Cost	\$ 76.24

Proposed Fee Scale for Adjacent-County Permits	
1-100	\$ 30.00
101-200	\$ 40.00
201-300	\$ 50.00
301-400	\$ 60.00
401-500	\$ 70.00
501-600	\$ 80.00
601-700	\$ 90.00
701-800	\$ 100.00
801-900	\$ 110.00
901-1000	\$ 120.00

Renewals cut processing time and investigator time to 1/3, because research has already been completed, and investigators wouldn't need to go out and inspect animals every year.