



Board of Livestock Meeting

Agenda Request Form

From: Dr. Marty Zaluski	Division/Program: Animal Health & Food Safety Division	Meeting Date: May 14, 2019
<u>Consent Agenda Item:</u> Bureau Reports		
Background Info: <ul style="list-style-type: none">• USAHerds User Group Meeting• USDA Brucellosis Diagnosis & Surveillance Training• USAHA GRC Meeting		
Recommendation:		
Time needed:	Attachments:	Yes X No Board vote required? Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation: Approval		
Time needed:	Attachments:	Yes No X Board vote required Yes X No
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Recommendation:		
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Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No

2019 USAHERDS Conference Summary
Columbia South Carolina
March 26-28

Attendees:

Tom Shultz

Brooke Ruffier

During the three-day conference, we watched presentations given by members of other states animal health agencies pertaining to their use of USAHERDS. Each state utilizes the product in different ways. Being able to see and discuss the differences helps us to find new ways to use the product more effectively.

Brooke Ruffier gave a presentation on the way Montana uses USAHERDS to track producers for the brucellosis program. The group then discussed ways to better utilize HERDS to benefit the brucellosis compliance evaluation and enhance tracking of animal movements and testing.

The representatives from CAI gave presentations on the upcoming enhancements that will be in the 7.4 release in May. Two of which were proposed by Montana. HERDS will now generate a report that has the number of animals exported from our state. Previously we were counting this number on a spread sheet and by hand for NASS. The second enhancement is a report that shows a breakdown of the permits that have been entered into the database. This enhancement will enable the department to obtain a better understanding of the number of electronic uploads verses hand entered certificate information.

Representatives from Acclaim were present at the meeting to talk about being voted an approved vendor for USAHERDS. The current vendor, CAI, decided they would no longer be able to service the product. A committee was selected and went to a separate room to hear Acclaims presentation and discussed whether to vote on Acclaim as the new vendor. The committee of seven voted to have a user group vote, one vote per state. All states voted in favor of Acclaim being nominated as the user groups pick for a certificated vendor. The selection process was then pushed forward to the next stage.

USDA Brucellosis Diagnosis and Surveillance Training
Bozeman, MT
April 2-4

History of U.S. Brucellosis Eradication - Mike Gilsdorf

- Launched in 1934 as part of an emergency cattle reduction project due to drought. US gov't would purchase reactors. Adult reactor rate was 11.5%, by 1937 the rate was 5% based upon the test and remove program. Producers received \$25 in indemnity. Equivalent to approx. \$450 in 2016.
- Cooperative State/Fed program started in 1954
- In FY 1957, 1103 infected herds found in Montana, 1388 in Idaho, 1357 in Texas, and 8691 in Missouri
 - 124,000 known herds in the U.S (likely ½ of actual)
- Strain 19 vacc initiated in 1941
- 1947 Uniform set of rules and standards.
- When slaughter surveillance was added, the wide area of testing was decreased
- 700 herds in 1992, 0 herds in 2000

Current Status of U.S. Brucellosis Eradication Program - Mark Camacho, Ryan Clarke

- Update on current MCI program and proposed reduction of slaughter plant sampling to 1 in Idaho, 1 in California, 1 in Utah, and 2 in Colorado (bison slaughter).
- Would save \$1 mil and still meet OIE standard

Basic Brucella Pathophysiology/Immunology - Steve Olson

- Field strain is a rough strain-expresses the O side-chain on its LPS
 - Gram – bacteria that express an O side-chain (may cross react with tests) include Yersinia, Salmonella, *E. coli*, and others
- Rough strains do not express O side-chain (RB51 vaccine)
- Brucella is an intracellular pathogen, suppresses cellular expression of immune factors, and localizes in lymph nodes and other tissues (mammary, repro tract)
- Brief period of bacteremia

Brucellosis Vaccine Update - Jack Rhyan, Steve Olson

- See greater efficacy with booster but reduced systemic immune response. Reason unknown.
- Select Agent status of *Brucella spp.* continues to hinder development of new vaccines.

Basic Brucellosis Serology - Don Evans

(Basic Test Types, Cross Reactions)

- 11 different tests used in the U.S.
- 9 OIE tests (1 additional ELISA-Indirect)
 - Serum agglutination tests not recommended by OIE (Riv, stand.tube, RAP)
- Competitive ELISA used for abortus and melitensis
- None can differentiate suis from abortus

- ELISA and FPA use extracted O-LPS
- X reactions: Yersinia, Vibrio cholerae, Salmonella, E. coli O:157H:7, Pseudomonas, migrating worm larvae breakdown after given anthelmintic, lump jaw.

National Brucellosis Standardized Testing Protocol - Mark Camacho

- Highest sensitivity and specificity with the fewest false positives: RAP or BAPA (screening), FPA (confirmatory) with CF, run in a series.
- This protocol was compared to using the tests in parallel (run at the same time) vs. running the tests in series (one after the other) to demonstrate how this impacts sensitivity and specificity.

Brucellosis in Wild Ruminants - Jack Ryan

- Cattle vaccine does not work in elk.
- Have seen some success with a lyophilized field strain brucella vaccine in mice.
- Bacteria has been mixed with a montmorillonite clay for vaccination of elk through multiple mucosal exposures with promising results.
- Colorado will continue the study

USAHA GRC Meeting Notes – Washington D.C. March 19th – 20th 2019

The purpose of the Committee on Government Relations is to collaborate with federal officials seeking updates on current animal health issues and responses to resolutions approved at the annual meeting of the Association. By doing this, the Committee enhances the Association's ability to directly influence the regulatory process on animal health issues. The meeting is held in conjunction with the meeting of the USAHA Executive Committee. Marty Zaluski is the first vice president of USAHA, and will begin his term as president in October, 2019.

USAHA GRC Meeting Attendees

Linda Logan, Ben Richey, Alan Young, Steve Romer, Keith Bailey, Boyd Parr, Marty Zaluski, Deep Chuwari, David Ziemann, Michael Costin, Steve Hooser, John Adaska, Lanny Pace, Jerry Saliki, Melissa Yates, Charlie Broaddus, Kristy Pabalonia, Jamie Hennington, Pat Halbert, Barb Determan, Kristin Haas, Elizabeth Parker, Dusty Oedekoven, Micho Kanzine, Francois Elvinger, Joe Fisch

American Veterinary Medical Association:

Kent McClure, Alex Sands, Lauren Stump, Ashley Morgan, Mark Lutschaunig

Kent McClure:

1. Membership numbers at all time high (93,000), most vets in US are members
2. Looking at returning to offering health insurance for members, starting in July 2019
3. About to launch online digital continuing education platform – called Axon
4. AVMA Convention will be in DC this summer
5. Advocacy – focus is on expanding (expanded activity in PAC this past year)

Alex Sands: Federal portfolio, Budget, Higher education, VMLRP

1. Budget
 - a. USDA budget down 15% in just released president's proposed budget (1300 pages)
2. VMLRP got slightly reduced, some programs axed/cut
 - a. AVMA is seeking increase in VMLRP funding from \$8 to \$9 million
 - b. USDA announced veterinary 190 shortage areas in 44 states
 - c. In previous years, have made approx. 50 awards per year (75 awards made in 2018)
 - d. Working to introduce bill to eliminate tax burden on awards (end withholding tax to increase money available for the program)
 - e. Application period now open for VMLRP
3. NBAF
 - a. Bright spot in president's budget, has been getting funding in appropriations and for workforce, approx. \$50 million in 2019 (\$5 million for animal research)
 - b. Cuts to ARS budget to get money for NBAF
 - c. Solidifies plan to transition to USDA management of NBAF

Lauren Stump: Recent accomplishments:

1. Farm Bill
 - a. Completion of legislative aspect of Farm Bill, now working on implementation
 - b. USDA hosting listening sessions on sections of farm bill
 - c. Should submit comments by end of week March 25th, 2019
 - d. Cooperative agreements/block grants
 - i. There is a permanent baseline funding for animal diseases
 - ii. \$150 million over 5 years for foreign animal disease preparedness
 - iii. \$ 100 million split between: NAHLN, Vaccine Bank and Co-operative agreements
 1. Doubled appropriations for NAHLN from \$15 to \$30 million
 - e. Legalization of Hemp – less than 0.3% THC content no longer schedule I
 - i. Focusing on product quality assurance
 - ii. FDA can regulate as see fit

Ashley Morgan: State advocacy level

1. Serves as a resource and partner for state veterinary medical associations for state legislation
 - a. Track 1400 bills and 600 regulations across the country
 - b. One of the most significant bills – antimicrobial (AMR) legislation in MD and IL: requires veterinarians to report VFDs to state
 - c. Advocate on federal level, but support state organizations at request at state level

Mark Lutschaunig:

1. Providing report for 3rd portfolio – animal welfare, environmental aspects of veterinary medicine
 - a. Busy year likely for welfare legislation
 - b. Mass depopulation guidelines are currently in editorial revisions => will be published soon

Food & Drug Administration – Center for Veterinary Medicine:

Steve Solomon, Bill Flynn

Steve Solomon, FDA CVM Director

1. Changes at FDA –FDA regulates 20% of US economy.
 - a. 2020 budget
 - i. Back log in feed additive reviews
 1. Animal feed industry would like to get budget for more review of feed ingredients => want to invest in states for preventive controls for animal feeds
 2. Food Modernization Act: About 80% of animal feed inspections occur at state level – would like to get cooperative agreements to better support animal feed oversight infrastructure

- a. Looking to increase comprehensiveness of animal feed inspections
 - b. Too much mortality associated with feed issues
 - c. Proposing \$20 million to states to help improve inspections
 - d. Want to expand response activities
- 2. AMR (Antimicrobial resistance) Activities
 - a. Published 5 year plan fall 2018
 - b. Reductions (43% between 2015 – 2018) in antibiotic sales data
 - c. Things to focus on over next 5 years:
 - i. Products – How to improve antibiotic products
 - ii. Expanding scope to all vet sectors (companion and food animals) => Antibiotic stewardship
 - iii. Data collection – Antibiotic use and resistance data
 - d. Effective January 1st 2019: Shifted all in feed and water medically important antibiotics to the VFD
 - i. Will be moving OTC products to require prescription by end of 2019/2020
 - ii. Need to update medically important list (originally published in 2003- guidance document)
- 3. Participating in work group led by APHIS to determine risk of introduction of diseases through feed ingredients (i.e. ASF)

Bill Flynn, Deputy Director

- 1. Antimicrobial resistance – total quantity of antimicrobial sales is significantly down over past few years – 30-40% decrease over 4 years. They look at more than just sales, but that is a good indicator of progress. They do not continue to expect similar reduction in sales.
- 2. 5 year plan – 3 main goals – product updates; stewardship- expand scope beyond just food animals to companion animals as well; enhancements to data collection.
- 3. Shifted oversight of feed and water products to veterinary oversight as of Jan 1. There are a limited number of over the counter products still available. Less than 5% of all antibiotics are non-food and water. By end of this FY, hope to have plan available for when remaining antibiotics will transition to veterinary oversight instead of OTC.
- 4. Plan to update list (guidance document) of medically important vs. non-medically important antibiotics in next year or two.

Department of Homeland Security – S&T, CBP:

Tom McGinn, Romel Lapitan (CBP), John Sagle (CBP)

Romel Lapitan (Director of biological protection at CBP)

- 1. Agroterrorism and Bioterrorism:
 - a. Provide guidance for handling issues
 - b. Outreach programs
 - c. “Intentional” harm

2. Mission is to prevent terrorism, specifically agro bioterrorism, provides subject matter expertise, oversees 2400 agriculture CBP agents

John Sagle (Director of agriculture safeguarding => CBP)

1. Focus more on unintentional introductions – safeguarding and prevention/ mitigation of the “unintentional”
 - a. Trade: Movement of people and products
2. Daily statistics
 - a. Processed over 1.1 million passengers/ day
 - b. 7.7 million products inspected/ day
 - c. 1100 people apprehended/ day
 - d. Seized 4600 lbs. drugs/ day
 - e. Seized \$300,000 undeclared currency/ day
3. All 2430 CBP agriculture specialists undergo extensive training
4. Over 1400 canine teams => 114 agri-specific teams (beagle brigade) – effective at interdicting fruits and vegetables, at 84 large international airports and at borders
5. 364 horse patrols
6. Internationally, in 52 countries
7. Assist 49 other government regulatory agencies with compliance of their requirements
8. All quarantine regulations must be addressed at “ Arrival” at US port
 - a. Products cannot enter commerce until all entry/ quarantine requirements are met
 - b. Animal and plant quarantines are handled first at arrival
 - i. Documentation, testing, quarantine
 - ii. APHIS- VS handles live animal imports
 - iii. Do NOT test for animal diseases at border
 1. Just assume everything is infected and is destroyed
9. Pork Seizure:
 - a. Still ongoing
 - b. 50 container shipment (Newark).
 - i. Inspected 24 containers so far. Of those 24, have found 4 with deeply (intentionally) concealed pork products from countries with ASF. Products such as pork flavored noodles, shelf stable sausages, etc. Likely result of country with banned exports due to ASF, trying to sell product where they can
 - ii. Seized everything with shipment (about 14, 000 kgs of swine products)
10. Also, 1400 lb. seizure of pork products at LAX
11. Presume will be seizing a large amount of illegal pork products in near future
 - a. Countries and manufacturers desperate with trade restrictions will be attempting to dump product illegally
12. Concerns with international passengers entering US who may have or have been on farms positive for ASF

Tom McGinn - HSPD 9 says they are supposed to protect against agricultural catastrophic losses

1. NBAF:
 - a. DHS owns construction and development of facility

- b. Will turn it over to USDA in 2021, APHIS and ARS involved in planning process now.
 - c. USDA and ARS: FY 2018 -> \$14 million, FY 2019 -> \$42 million
 - d. Several working groups set-up within USDA/ARS
- 2. DHS will continue to operate at Plum Island until target of 2023; will move through process to decommission and sell Plum Island at that time.

National Institute for Food & Agriculture:

Adele Turzillo, Michelle Colby, Matt Holland, Director Scott Angle

- 1. Proposal by Secretary of Agriculture to move NIFA headquarters out of DC and into the “heartland.”
 - a. Location proposals have been received, and it is likely that they will be based somewhere else in the future.
 - b. Goal to leave 20 people in DC
- 2. Objectives:
 - a. Profitability for rural communities => improvement of livability
- 3. VMLRP update: Application period open now, ends April 12th, 2019.
 - a. Last year had 154 applicants, made 75 award offers – expect it to be about the same this year.

Animal Agriculture Coalition:

Chelsea Good, Scott Bennet, Lauren Stump (co-chair)

- 1. Farm bill focus last year
- 2. Genome to phenome project
 - a. Understanding gene function and how it translates to effective production
- 3. Shift towards focus on USDA implementation of Farm Bill over the next 5 years
- 4. Concern about 15% decrease to president’s USDA budget, but will wait to see what Congress does

Food Safety Inspection Service:

Hany Sidrak, Kis Robertson

- 1. Updating swine procedures to address ASF concerns
- 2. State Programs (CIS program) – there has been conversation about state programs. As a reminder, there is a cooperative interstate shipment program
 - a. 45-46 establishments interested in converting to CIS (VS MOU)
- 3. Animal ID: required by regulation that slaughter establishments collect ID, and have Directive to work with APHIS on program.

- a. Establishments also approach collection of ID as part of their HACCP plan – tags are considered physical contaminants.
- 4. PHIS interface used in filed
- 5. If slaughterhouse is comfortable with state inspection, don't need to convert to federal inspection program (CIS)
- 6. Religious exempted methods of slaughter do not require labeling of product with that method (i.e. kosher)
- 7. Traceability – APHIS is working on MOU with FSIS to improve traceability

Centers for Disease Control – One Health:

Casey Barton-Bahravesh, Megin Nichols, Diane Onone, Shelby Rhee,Carolynn Greene, James Kyle, Ben Beard, Maria Negron, Nadia Oussayef

Casey Barton-Bahravesh – One Health Office

- 1. CDC's "Zohu" call – 12,000 people now subscribing to this call, 2pm on Wednesdays, always welcome speakers/ideas.
 - a. Have CE for variety of health professionals
- 2. CDC "Healthy People, Healthy Pets" website and handout developed.
- 3. Established top 8 zoonotic diseases to focus on - Zoonotic influenzas, salmonella, rabies, Lyme, Plague, West Nile Virus, emerging coronaviruses, brucellosis
- 4. OIE has scientific and technical review: focus on One Health (coming out in April 2019)

Ben Beard – Vector-borne disease issues and updates – presentation, see handout slides

- 1. Over 700,000 cases of vector borne disease reported to the CDC since 2017
 - a. Most tick-borne (Lyme disease)
 - b. Large number presumed unreported
 - c. WNV (see outbreak/ increase in cases every 5-7 years)
 - d. Zika (2016)
 - e. Causes => Suburban sprawl and climate change
- 2. Arboviral diseases continues to be a focus
- 3. Asian long horned tick:
 - a. 2017: 1st recognized in NJ
 - b. Now been documented in 49 counties in multiple states, on 14 animal species and humans
 - c. No ticks have yet been found to be positive for a pathogen, but it can carry pathogens in many other countries
 - d. Important vector overseas for livestock, wildlife and human diseases
 - i. Severe Fever with Thrombocytopenia virus, similar to Heartland virus
 - ii. Theileria
 - iii. Babesia
 - iv. Bourbon virus and Ehrlichia
- 4. Currently developing pathogen-free colonies => will be able to test disease transmissibility and will perform studies on pesticide effectiveness

Maria Negron – Brucellosis

1. RB51 – PA outbreak:
 - a. Most recently in November/December 2018, infected child in NY, drank raw milk from dairy farm in PA.
 - b. Traced strains from NY and NJ infections back to the same cow (co-infected with both strains – different quarters infected)
 - i. Cow had two different strains of RB51 bacteria – one quarter matched NY case, another quarter matched PA case
 1. Both are vaccination strains, thought to have mutated on own in the cow
 2. CDC purchased the cow and are studying it at the CDC
 3. Collaborating with NVSL on diagnostic testing and genetics
 - c. All 3 RB51 outbreaks/cases have been traced to Jersey cows.
2. Want to have outreach to vets regarding vaccination of dairy heifers, will that cow be used for raw milk production
3. MMWR published last month about these RB51 cases. Contains recommendations: people should not drink raw milk, possibly do not vaccinate cows producing raw milk, post warning on label
4. Issue with classification of Brucellosis as select agent in conducting research
 - a. Classified as select agent:
 - i. 6 month incubation period
 - ii. Clinical signs relatively mild
 - iii. Low infective dose

Kendra Stafford – Canine Rabies

1. Definition of “Rabies Free” clarified => canine rabies virus free
2. Performed risk analysis for importation of live dogs
3. Changed risk status (Canada and Mexico)
4. Rescue dog from Egypt => positive for canine rabies
 - a. Entered US through Canada
 - b. Fraudulent shipping documents
 - c. Only 7/25 dogs in shipment had effective titers (samples tested at K State)
5. There is a requirement for USDA APHIS Animal Care to report to Congress on importation of live dogs into country. CDC will support USDA Animal Care on report
6. Updating materials/ website to make more user friendly (coordinated with APHIS and CBP)

National Veterinary Services Laboratory/NAHLN:

Beth Lautner, Kristy Loicano, Sabrina Swenson, Lisa Murphy, Kim Dodd, Beth Harris, Byron Ripke (CVB)

1. *Byron Ripke:*
 - a. New Platform Vaccines
 - i. Different from other inactivated products, based on recombinant vaccine platform technology
 - ii. Only replicate gene sequence of interest
 - iii. These must meet all requirements for a fully approved vaccine

- iv. Once it is established and approved, new inserts can be easily used, all based on full approval of vaccine => cuts down on production expenses
 - v. Inserting genes into well-established platform
 - vi. Technology could potentially be used for foreign animal disease vaccine production
- 2. Recently turned in list of 50 positions that need to be filled at NVSL (key vacancies – bovine, aquaculture and serology)
- 3. 83% of NVSL worked during federal shutdown – will be quicker in notifying stakeholders about service capabilities if another shutdown
- 4. NBAF – hoping to hire/have 200 operational staff
 - a. Will set up dual testing program, so there will not be a suspension of testing abilities for FADs
- 5. Hope to offer university FAD diagnostician courses in 2020 (Plum)
- 6. Now have 40 NAHLN labs certified to run ASF PCR test, 42 certified to run CSF PCR
 - a. NAHLN is participating in ASF exercises this year (April 2019 tabletop)
 - b. Added LNs to validated samples (in addition to whole blood, tonsils and spleen)
 - c. For FAD investigations => test for both CSF and ASF
- 7. Currently have 44 of 59 labs able to message results on at least one disease – encouraging labs to be able to message on all NAHLN certified diseases
 - i. African Swine Fever (ASF)
 - ii. Bovine Spongiform Encephalopathy (BSE)
 - iii. Chronic Wasting Disease (CWD)
 - iv. Classical Swine Fever (CSF)
 - v. Newcastle Disease (ND)
 - vi. Foot and Mouth Disease (FMD)
 - vii. Infectious Salmon Anemia (ISA)
 - viii. Influenza A Virus in Avians (IAV-A)
 - ix. Influenza A Virus in Swine (IAV-S)
 - x. Pseudorabies Virus (PRV)
 - xi. Scrapie
 - xii. Spring Viremia of Carp (SVC)
 - xiii. Vesicular Stomatitis Virus (VSV)
 - xiv. Viral Hemorrhagic Septicemia (VHS)
 - b. Quarterly messaging competency proficiency tests
- 8. VND outbreak CA
 - a. Deploying people from other NAHLN labs to CA for support in labs
 - b. Opportunity for lab staff to be deployed to CA to help with VND response.
- 9. Oral fluid (rope test) for ASF, CSF and FMD:
 - a. Negative cohort study completed in 2018, currently working on positive cohort study
 - b. NAHLN/NVSL would be able to validate quickly in the face of an outbreak
 - i. There are processes to quickly validate sample types
 - ii. How to validate new sample type with pre-existing assay
- 10. Matrix- funding determination for NAHLN labs
 - a. Where State labs are located (geographically) in relation to commodities in state

- b. Distribution of NAHLN labs is good, but certain high density livestock areas have gaps
- c. Focusing on validating pooled samples to help with surge capacity
- d. Labs ranked based on whether in top 5 for a specific commodity
 - i. Affects funding levels

11. Brucellosis:

- a. Inhaled vaccine for Elk (CSU)
 - i. 1st round completed
 - ii. Undergoing 2nd round of testing
- b. No longer conducting research on Brucella directly
- c. Still providing isolates to other labs or researchers

USDA APHIS –VS:

Jack Shere, Rosemary Sifford, Sara Tomlinson, Alecia Naugle, Alan Huddleston, Burke Healey

1. ASF/CSF Surveillance Updates (Resolutions 4- 5- 6)
 - Working on validation on testing on oral fluids as Dr. Lautner described earlier
 - Working on expanding ASF surge testing capacity – can do 38,000 samples per 8 hour shift
 - 40 labs certified for ASF tests, 42 for CSF.
 - Talking frequently with Mexico and Canada regarding VND and ASF
 - Met multiple times with swine industry – do NOT want to perform ASF/ CSF active surveillance on feral hogs => only sick hog testing
 - Oral fluids test will be clearance test in event of an outbreak prior to movement
 - There has been some feral hog surveillance for CSF
2. Plans for exercises going forward – funding, contracts, part of Farm Bill
 - Goal of vaccine bank is to help us get over 1st 14 weeks of an outbreak
 - Looking at different types and production of vaccines
 - Important for preparedness
 - Exercises – ARMAR cost over \$1 million and took 3 years to plan. Conducting mini-exercises for ASF now
 - Expensive and take time to plan, demand a lot of resources
 - Outbreak comes down to individual company/ complex and state response plans
3. Virulent Newcastle Disease (vND) Update
 - Outbreak very similar to what happened in 02-03 and 1970's.
 - vND response - ensuring resources and funding, better communication with industry and state regulatory partners
 - Focus in on preventing birds from moving – “easily” controlled if don't move birds
 - Educational and cultural challenge (more so than a traditional eradication effort)
 - USDA has spent \$19 million so far, the effort is ongoing – have used all allocated LPAI money for 2019, as well as rollover HPAI money
 - Got re-apportioned money left over from 2014-2015 AI budget approx. \$45 million
 - Ramping up response, budgeting for response to continue at least through August (would need to go back to congress for additional funding)

- Will hire 50 terms that will stay in CA, with 100 additional staff (3-4 week ramp up period)
 - USDA has not pushed vaccination – worried about hiding/masking vND symptoms
 - Biggest effort in backyard birds => small, highly infected areas
 - Performing surveillance around layer facilities
 - Confirmation from NVSL only for new areas/ neighborhoods and any commercial complexes
 - Even more people have chickens than 15 years ago
 - People have forgotten about biosecurity
 - Some people working in layer facilities own backyard chickens
 - Indemnity based on market value – cap around \$40
 - Asking CA to enforce local regulations, some limit number and species of animals that can have on property
 - Focus on education and outreach
- 4. ADT/Traceability Progress –
 - Proposed timeline on phase-out of NUES
 - NA Working group headed by Dr. Frazier, discussing how to cost share tags
 - Under-Secretary wants to pursue cost share program for tags
 - Proposed Timeline:
 - Dec. 31st 2019 – USDA will no longer provide free metal NUES ear tags
 - Jan. 1st – Dec. 31st 2020 – official NUES metal tags can be purchased
 - Jan 1st. 2021 – NUES metal tags (with US shield) can no longer be purchased or applied
 - 2021-2023 – transition period to all RFID by Jan. 1st 2023
 - Cost share vision – third \$ each from USDA, state, producers
 - USDA can negotiate a reduced price, but producer will need to use voucher with code to get reimbursed for discount (complicated process)
 - Will NOT require a rule change to require use of RFID tags
 - Will only apply to cattle
 - Dairy industry very interested in LF
 - Difficult for states to plan implementation without decision on technology
 - Dual readers would be the best option
 - Website development to provide solution for how for producers to get a PIN
- 5. Resolution 11 – VSPS improvements
 - Currently have a contract to fix long standing bugs, and appreciates the nicely organized desired improvements
 - eCVI improvements
 - USDA agrees with resolution
- 6. Resolution 31 – Brucella research – details on course of action
 - General request from USAHA for ARS, APHIS, and NIFA to work together on Brucella research, including potential vaccines for wildlife species
 - Prioritization for USDA to fund Brucellosis research
 - USDA is not a research institution, but can partner with other organizations
 - Hopefully can use farm bill money to fund projects
 - No vaccine/ delivery method effective for vaccinating Elk in GYA
 - Can meet with/ partner with ARS
 - Clarified that resolution was not aimed at USDA
 - Delisting of Brucella as select agent
 - DHS does not want it delisted

- Didn't have strong CDC support
 - USDA is supportive of this resolution
- 7. APHIS VS revision of Brucellosis and TB UMRs and CFRs rulemaking process
 - 2 working groups (one for TB and one for Brucellosis) – meeting weekly since USAHA
 - VS proposed a joint rule in 2015 =>Withdrawing domestic components of proposed rules, keeping international components
 - Moving forward with separate TB (expect sometime after Brucellosis rule) and Brucellosis rules (expect spring of 2020)
 - 2010 Federal Order: suspended current regulation that would require downgrading a state if they meet specified criteria, in lieu of testing and epidemiology work
 - Don't want states penalized for conducting epidemiology and finding additional positive herds
 - Viability of TB indemnification fund
 - Not enough money to depopulate current positive herds
 - Rules will NOT address indemnity for TB and Brucellosis
 - Continue to detect cases in larger and larger dairy herds/ calf-raising facilities
 - Limited funds, when \$19 million exhausted, will only get \$1 million per year after
 - Plan is to leave federal order in place until right before new TB and Brucellosis rules are ready to be implemented
 - Each herd test costs \$100K's
 - Hurts producers to have traces to their herd
- 8. Maintaining viability and risk analysis of controlled marketing process in Turkeys. (Viability in chickens).
 - Strong support for this from USDA as a potential solution – will always be a viable process for Turkeys
 - Controlled marketing was a very good option for turkey farms in 2015 HPAI
 - LPAI MN -> handled for Turkeys, kept in business
 - Layers want option for controlled marketing
 - Appendix D – Indemnity
 - Includes discussion/ input regarding markets that are available for the product
 - Had meeting with renderers – currently don't want negative public image of "sick birds", USDA will help industry with perception



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel	Division/Program: Meat and Poultry Inspection	Meeting Date: May 14, 2019
<u>Agenda Item:</u> Board Report in Lieu of a Presentation (Consent Agenda)		
Background Info:		
<ul style="list-style-type: none">• Completion of Inspection Methods Course• Request Permission to Hire NW District Supervisor• New Inspectors Hired		
Recommendation:		
Time needed:	Attachments:	Yes X No Board vote required? Yes No
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Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No

Meat and Poultry Inspection Bureau
Board Report in Lieu of a Presentation

May 14, 2019

Completion of Inspection Methods Course

Dr. Emily Kaleczyc was hired as the Food Safety Officer for the Meat & Poultry Inspection Bureau in July 2018. Part of the Food Safety Officer position is to serve as the agency trainer for new inspectors hired by the bureau. A requirement of this position is that the incumbent attend Inspection Methods (IM) training through FSIS.

Dr. Kaleczyc attended Inspection Methods (IM) in Atlanta, GA from 4/1/19-4/26/19. FSIS offers the IM course to prepare newly hired public health veterinarians and consumer safety inspectors for their roles in official meat and poultry establishments. The major topics covered by the course include:

- Laws, regulations, and rules of practice governing meat and poultry inspection
- Use of a systems approach when assessing food safety
- Food microbiology
- Sanitation performance standards
- Sanitation standard operating procedures
- Produce processing categories
- Hazard analysis and critical control point (HACCP) seven principles
- Assessing HACCP plans for regulatory compliance and food safety
- Food safety during slaughter
- Agency sampling programs for foodborne pathogens
- Humane handling of livestock
- Ready to eat product food safety parameters and production processes
- Allergens and other food ingredients of public health concern
- Non-food safety consumer protection issues including misbranding and economic adulteration
- Use of the Public Health Information System (PHIS) to record inspection results
- Specific direction on how to conduct inspection tasks and verify compliance with regulatory requirements
- Enforcement actions taken by inspection program personnel including the use of regulatory control actions and issuance of noncompliance reports

The IM course prepares inspectors to conduct day-to-day inspection tasks in official establishments that process all types of meat and poultry products. The course emphasizes the use of a systems based and methodical approach to inspection tasks to ensure verification of compliance with all relevant regulations. Information presented covers each of the important food safety regulations and how inspectors are to verify compliance with those regulations. The course also focuses on the use of PHIS to document inspection tasks including the issuance of noncompliance reports and memorandum of interview which

are used as evidence to provide due process to establishments in any sort of agency enforcement action. The course is classroom based but combines lectures with hands-on use of PHIS and various workshops.

Dr. Kaleczyc will use the information from IM to improve the in-state training program for new inspectors and to update training for current inspectors. Dr. Kaleczyc is the first member of the Meat & Poultry Inspection Bureau to attend this federal training.

Request Permission to Hire NW District Supervisor

The Meat and Poultry Inspection Bureau would like to request permission to hire the Northwest district supervisor position which has been vacant since approximately February 1, 2018. Staff in the NW district have been working without a local supervisor since the vacancy. Although the bureau has been utilizing compliance investigation staff to fill the supervisor role, it has been on a part-time basis and has been somewhat inefficient due to significant travel distances (both interim supervisors live in the Bozeman area). The need for a permanent supervisor has become very apparent over the last year. If approved, the position will work out of the Kalispell area.

New Inspectors Hired

The MPI bureau recently completed the recruitment process for three meat inspectors. Steve Fucci will be covering the Kalispell area, John Elmore will be covering the Missoula area, and Kayla Papesh will be covering establishments in Superior and Plains. All three inspectors bring strong backgrounds and skillsets to the table and began work on April 29. They will attend HACCP training within the next couple of weeks. Just back from training herself, Dr. Kaleczyc is developing a course of our own covering inspection methods and how to use the Public Health Information System. That training will be delivered to the new inspectors shortly after the HACCP course. Despite being on the job for a short period of time, I have been hearing positive comments about all three new inspectors and they are a welcomed addition to our team.



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau			Meeting Date: 5/14/2019			
<u>Consent Agenda Items:</u>								
<ul style="list-style-type: none"> • Montana Dairy Closures • FY2020 Milk Control License Renewals/Applications • Annual Quota Readjustment Analysis • Documentation of bureau Processes • Montana Milk Price Trend 								
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
<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 May 14, 2019 Meeting Consent Agenda

Montana Dairy Closures

To-date, two dairies have closed in Montana in 2019. In 2018, six pool dairies closed (10% of the total). In comparison, Wisconsin saw almost 8% (691) of its dairies close in 2018; and in the first quarter of 2019, another 2.6% (212) of its dairies closed.

Currently there are 51 pool dairies, including the Montana Correctional Enterprise dairy. 2019 1st quarter pool milk production is down 8.7% compared to the same period in 2018.

FY2020 Milk Control License Renewals / Applications

Milk Control licenses must be renewed by July 1, 2019. The bureau developed a new milk control license application/renewal form to use for the FY2020 licensing season that will make license renewal more expedient for both licensees and the bureau. Hardcopies of the form were mailed to licensees that did not previously provide email information. Fillable PDF forms were emailed to all other licensees to be completed electronically.

Payment for pool producers' licenses is made by pool handlers. All other licenses must pay the Milk Control Bureau. In the Fall of 2018, the Milk Control Bureau implemented an online payment system. Two licensees have used the system to date. In its license renewal communications, the bureau is promoting use of the online payment system for license fees and assessments.

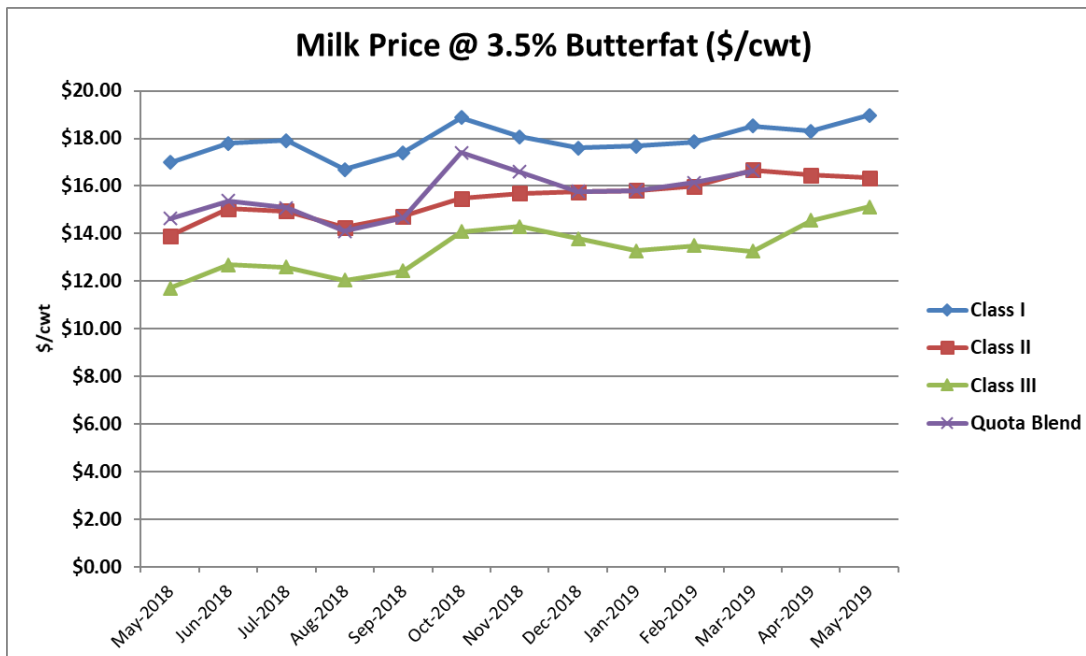
Annual Quota Readjustment Analysis

Per ARM 32.24.505(2), the bureau is required to complete an analysis each year by April 1 to determine if the quantity of outstanding quota needs to be increased. No quota readjustment is required because Montana market needs did not exceed current established quota as defined by the administrative rule.

Documentation of Bureau Processes

Bureau staff have been working on documenting bureau processes, records, and resources to support operational continuity and consistent performance. The documentation will help ensure that the bureau succeeds in transition when turnover inevitably occurs and will support cross-training of co-workers and future employees. While solid progress has been made in this effort in FY2019, the effort will need to continue in FY2020.

Montana Milk Price Trend





Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski	Division/Program: Animal Health Bureau	Meeting Date: 5/14/2019
<u>Consent Agenda Item: OOS Travel Request - EMRS2 Training</u>		
<p>Background Info: EMRS2 is a USDA software program that is used primarily for emergency management. EMRS2 has advance mapping capabilities. MDOL used EMRS2 during the 2018 ARMAR Exercise. It is a premises based system that allows states to manage infected and exposed premises, track examination and testing information, and to permit movements of animals off of premises located within control zones. Additional EMRS2 training for staff was identified as a need following the ARMAR Exercise. This course focuses on the knowledge and skills necessary to manage information at an incident, navigate in EMRS, perform data entry in EMRS for both Disease Management and Resource Management, and implement standardization of data entry. Sara Starkey, a disease program specialist, will be attending. MDOL is responsible for the cost of travel, lodging and per diem. This trip would be paid for using the Federal Umbrella Cooperative Agreement.</p> <p>Estimated cost of travel: Flight \$600 Lodging \$500 Shuttle \$100 Per Diem \$200</p>		
Time needed:	Attachments: <u>Yes</u>	Board vote required? <u>Yes</u>

STATE OF MONTANA

REQUEST AND JUSTIFICATION
FOR OUT-OF-STATE TRAVEL

Department of Livestock	1) Division Animal Health Bureau
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2) Employee(s) Traveling

Sara Starkey

3) Justification

EMRS2 is a USDA software program that is used primarily for emergency management. EMRS2 has advance mapping capabilities. MDOL used EMRS2 during the 2018 ARMAR Exercise. It is a premises based system that allows states to manage infected and exposed premises, track examination and testing information, and to permit movements of animals off of premises located within control zones. Additional EMRS2 training for staff was identified as a need following the ARMAR Exercise. This course focuses on the knowledge and skills necessary to manage information at an incident, navigate in EMRS, perform data entry in EMRS for both Disease Management and Resource Management, and implement standardization of data entry. Sara Starkey, a disease program specialist, will be attending. MDOL is responsible for the cost of travel, lodging and per diem.

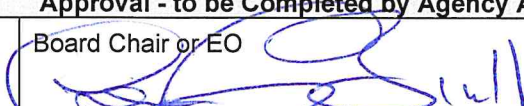
4) Itinerary

Travel to Fort Collins, CO June 3, 2019
Meeting June 4-6, 2019 8 am to 5 pm daily
Return travel June 7, 2019

5) Cost Estimate

Flight \$600
Lodging \$500
Shuttle \$100
Per Diem \$200

This trip would be paid for using Federal Cooperative Agreement dollars.

6) Submitted By	Requested By Tahnee Szymanski	Title Assistant State Veterinarian	Date 5/3/2019
Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board 5/14/19	Board Chair or EO 	Title V.P.	Date 5/14/19
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.			



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau		Meeting Date: 5/14/2019		
<u>Agenda Item:</u> Travel Request - IAMCA 2019 Conference (Consent Agenda)						
<u>Background Info:</u>						
<u>Out-of-State Travel Request</u>						
<p>The bureau is requesting that the Board of Livestock approve travel for Chad Lee to attend the International Association of Milk Control Agencies (IAMCA) 2019 conference – contingent upon approval of the chair of the Board of Milk Control or the Board of Milk Control. The conference is being held August 12 – 14, 2019 in Golden, Colorado. The Milk Control Bureau has attended IAMCA conferences many years and participates in the meetings of the organization’s executive committee. The bureau attends the conference to learn about developments in milk market regulation and the dairy industry. Attending provides opportunity for the bureau to build relationships with and have candid conversations with other milk market regulators. This interaction and relationship building proves beneficial when the bureau communicates with regulators regarding the sales of Montana milk into other regulated markets, when the bureau makes inquiries to other regulators about techniques and methods used to carry out certain functions, and when the bureau is pursuing information or expertise. The bureau is requesting travel approval at this time to enable it to purchase airplane tickets, make hotel reservations, and register for the conference. Tickets will not be purchased and registration will not be submitted until after approval has been received from the Board of Livestock and the chair of the Board of Milk Control.</p>						
<u>Recommendation:</u>						
Time needed:		Attachments:		<u>Yes</u>	No	Board vote required?
						<u>Yes</u> No
<u>Agenda Item:</u>						
<u>Background Info:</u>						
<u>Recommendation:</u>						
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:						

STATE OF MONTANA

REQUEST AND JUSTIFICATION
FOR OUT-OF-STATE TRAVEL

1) Agency Number/Name Department of Livestock		2) Division Milk Control Bureau	
3) Org Number 1370	4) Name of Person(s) Traveling/Employee ID# Chad Lee 34803		

5) Justification

To attend the International Association of Milk Control Agencies (IAMCA) Annual Meeting to learn about developments in milk market regulation and developments in the dairy industry. Attending provides opportunity for the bureau to build relationships with and have candid conversations with other milk market regulators. This interaction and relationship building proves beneficial when the bureau communicates with regulators regarding the sales of Montana milk into other regulated markets, when the bureau makes inquiries to other regulators about techniques and methods used to carry out certain functions, and when the bureau is pursuing information or expertise. Additionally, participation in the IAMCA executive committee meetings provides a voice for Montana regarding the future direction of the organization and future conference.

6) Itinerary

Destination: Golden, Colorado
Travel Dates: 8/12/2019 - 8/15/2019

7) Estimated Costs

Transportation \$ 607 Meals \$ 101 Lodging \$ 525 Other \$ 20

Total estimated cost \$ 1253

Provide details to support estimated costs:

(Example: registration, taxi, etc. Provide Hotel Name and Phone Number if your Agency requires this information)

\$507 United tickets (researched 5/3); \$100 estimate for taxi/Uber to/from Golden, CO; Out-of-state Meals: 8/12 (\$14 lunch, \$23 dinner), 8/13 (\$23 dinner), 8/14 (\$14 lunch),; 8/15 (\$13 breakfast, \$14 lunch); Lodging (3 nights @ \$175/night); \$20 Helena airport parking fee

8) Submitted By	Title	Date
<i>Chad Lee</i>	Bureau Chief, Milk Control Bureau	.5/3/2019

Approval of Authorized Agency Personnel per Department Policy

Supervisor	Date	Administrator	Date
<i>[Signature]</i> , DEO DOL For Scott Mitchell, Board Chair	5/10/19		
Dept. Head/Designee <i>[Signature]</i>	Date 5/2/19		

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.



IAMCA 83rd Annual Meeting

Agenda

Golden, Colorado, USA
August 11-14, 2019

Monday, August 12

- 9:00 a.m. – 2:00 p.m. Board Members, Speakers tour of Mount Evans (lunch Idaho Springs)
- 3:00 p.m. - 4:00 p.m. Executive Board meeting Board room
- 6:00 p.m. – 9:00 p.m. President's Reception – Buffalo Rose upstairs stateroom
Wine/Beer and Hors d'oeuvres**

Tuesday, August 13

- 7:30 a.m. – 8:30 a.m. Breakfast (Hotel Golden, Golden Vista and Board room)**
- 8:30 a.m. – 8:45 a.m. Welcome (Hotel Golden Ballroom)**
Peter Hunkar – President, IAMCA

Commissioner of Agriculture – Colorado Department of Agriculture
- 8:45 a.m. – 11:00 a.m. Motivational Speaker – William Gallegos (Survival and Overcoming Adversity)**
Mr. Gallegos was a U.S Marine and Long Time member of the (JTTF) Joint Terrorism Task Force and involved in the American Embassy take-over in Iran.
- 9:00 a.m – 2:00 p.m. Family members and guests guided tour of Mount Evans.
Lunch in Idaho Springs.
- 11:00 a.m. – 11:15 a.m. Coffee break and nutrition break (Area outside of Ballroom)**
- 11:15 a.m. – 12:00 p.m. USDA Studies Make Allowance and others**
Dr. Mark Stephenson
Director of Dairy Policy Analysis at the University of Wisconsin-Madison
Director of Wisconsin's Center for Dairy Profitability
- 12:00 p.m. – 1:30 p.m. Lunch at hotel**
- 1:30 p.m. – 2:30 p.m. United States and Canada Dairy Update**
Dana Coale Acting Deputy Administrator Dairy Programs U.S Department of Agriculture

Cliff Carmen – Chief Order Formulation U.S Department of Agriculture.

Rahul Kitchlu, M.A Analyst, Policy & International Trade Dairy Farmers of Canada.
- 2:30 p.m. – 2:45 p.m. Coffee break and nutrition break (Area outside of Ballroom)**



IAMCA 83nd Annual Meeting

Agenda

Golden, Colorado, USA
August 11-14, 2019

2:45 p.m. - 4:00 p.m.

Dr. Gardea The Dairy Industry in Mexico
Regulation, Products, Operations and Trade
Director General, COFOCALEL Mexico

**Dinner on your own numerous local restaurants within walking
Distance (see guide)**

Wednesday, August 14 (continued)

7:30 a.m. – 8:30 a.m.

Breakfast (Hotel Golden, Golden Vista and Board room)

8:30 a.m. – 9:30 a.m.

**R & D and Agricultural Technologies
Management of technological innovation and R&D**
Gregory D. Graff PH.D
Associate Professor
Colorado State University

9:30 a.m. – 9:45 a.m.

Coffee break and nutrition break (Area outside of Ballroom)

9:45 a.m. – 10:45 p.m.

**Colorado Based company success stories Noosa Yogurt and or
Other companies**

Koel Thomae – Founder Noosa Yogurt

10:45 a.m. – 11:45 a.m.

**Piper Systems
Perten Instruments**
Specific Dairy equipment and Technology
Speakers designated later

11:45 a.m. – 12:00 a.m.

Discussion session

12:00 p.m. – 1:30 p.m.

Lunch on your own numerous lunch locations near hotel (see guide)

12:00 p.m. – 1:30 p.m.

Executive Committee Meeting (Hotel Board Room box lunch)



IAMCA 83nd Annual Meeting

Agenda

Golden, Colorado, USA
August 11-14, 2019

1:30 p.m. – 2:30 p.m.

IAMCA Meeting

Improving membership
Amending IAMCA Constitution
Dan McCarthy, Peter Hunkar

2:30 p.m. – 2:45 p.m.

Coffee break and nutrition break (*Area outside of Ballroom*)

2:45 p.m. – 3:30 p.m.

Milk Beer

Dr. Sam Alcaine, Professor Cornell University, fermented dairy beverages and current research

3:30 p.m. – 4:15 p.m.

VOD Cow

Omid McDonald, Founder of Dairy Distillery, holder of several patents and involved in developing high value applications for excess lactose

4:15 p.m. – 4:30 p.m.

IAMCA 2020 – Prince Edward Island- Introduction

Doug Thompson PEI

5:30 p.m. – 6:30 p.m.

Networking Reception (Patio Hotel Golden)

6:30 p.m. – 8:30 p.m.

Banquet (Hotel Golden)



IAMCA 83nd Annual Meeting

Agenda

Golden, Colorado, USA
August 11-14, 2019

August 15 Thursday (Optional Tour Technologically Advanced Milk Plant) (Limited Availability)

- 8:00 a.m.** Vans depart for processing plant tour.
Kroger Mountain View Processing Plant
- 9:15 a.m. – 10:15 a.m.** Kroger Plant Tour
- 10:45 a.m.** Vans Board for Return to Hotel Golden.
- 11:45 a.m.** Vans arrive back at Hotel Golden.



Registration Form

International Association of Milk Control Agencies
 83rd Annual Meeting
 August 11-14, 2019 · Golden, Colorado, USA

Registrant Information

Registrant Last Name	First Name	Telephone	Email Address	
Lee	Chad	406.444.4300	chlee@mt.gov	
Companion Last Name	First Name			
Youth Last Name(s)	First Name(s)	Age(s)		
Mailing Address	City	State/Province	Postal Code	Country
1404 8th Ave.	Helena	MT	59620-2003	USA
Company/Organization		Arrival Date	Departure Date	
Montana Department of Livestock		8/12	8/15	

By checking this box, I DO NOT consent to my name and contact information being published in an attendee roster.

Fees

	Fees (U.S. Dollars)	# of Individuals	Amount
Participant	\$ 475	1	\$ 475
Lifetime Member - special rate	\$ 225		\$ -
Companion	\$ 225		\$ -
Youth under 18 years	\$ 100		\$ -
Single Day - August 13	\$ 150		\$ -
Single Day - August 14	\$ 150		\$ -
President's Reception only - Aug 12	\$ 75		\$ -
Dinner at Hotel Golden Aug 14	\$ 75		\$ -
Mount Evans Tour only	\$ 75		\$ -
Kroger Milk Plant (Thursday AM)	\$ 75		\$ -
			Single tickets to social events.
			Limited Regulatory
	Make checks payable (in U.S. Funds) to IAMCA		\$ 475

Social Events (Please enter the number of individuals by attendee type attending each event)

Date	Time	Event	# Participant	# Companion	# Youth
Monday, August 12	9:00 a.m - 2:00 p.m	Mt. Evans Tour for BOD/Speakers			
	6:00 p.m - 8:00 p.m	President's reception	1		
Tuesday, August 13	7:00 a.m. - 8:30 a.m.	Breakfast	1		
	9:00 a.m - 2:00 p.m	Mount Evans Tour for Family/Friends			
	12:00 p.m. - 1:00 p.m.	Lunch	1		
Wednesday, August 14	7:00 a.m. - 8:30 a.m.	Breakfast	1		
	5:30 p.m. - 6:30 p.m.	Networking reception	1		
	6:30 p.m. - 8:30 p.m.	Banquet	1		
Thursday, August 15	8:00 a.m - 12:00 p.m	Kroger Plant Tour (regulatory)			
Tour is optional (restricted to regulatory members)					
Please list any dietary requirements:					

To Register

Submit registrations to Dan McCarthy by May 31, 2019	Send payment by check or credit card
Email: dan.mccarthy@agriculture.ny.gov	Mail checks (payable to IAMCA in US funds) to:
Fax: 518-485-8730	Dan McCarthy
	New York State Department of Agriculture and Markets
	10B Airline Drive, Albany NY 12235 USA
	To pay by credit card, call Dan McCarthy: 1-518-457-4921



Board of Livestock Meeting

Agenda Request Form

From: Smith/Juda		Division/Program: MVDL		Meeting Date: 5/14/2019		
<u>Agenda Item:</u> Travel Request - NVSL Training (Consent Agenda)						
<u>Background Info:</u>						
<p>This is an opportunity for one technician from our virology lab to travel to the national laboratory (NVSL) in Ames, Iowa for a training course focused on testing for Leptospira. This is an excellent opportunity for professional development in an important area and will also provide the opportunity for improved networking with technicians and professionals at other regional and national institutions. Details are included in the attached out-of-state travel request form. These travel expenses would be paid for from the lab enterprise account.</p>						
<u>Recommendation:</u>						
Board approval of the travel request.						
Time needed: N/A (consent agenda item)	Attachments:	<u>Yes</u>	No	Board vote required?	<u>Yes</u>	No
<u>Agenda Item:</u>						
<u>Background Info:</u>						
<u>Recommendation:</u>						
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:						

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

2) Employee(s) Traveling
Sarah Horak

3) Justification
This is a wet-lab course offered by the National Veterinary Services Laboratory (NVSL), which will focus on MAT testing for Leptospira. The course will cover test interpretation, variability, lab-to-lab variability, equipment differences, and multiple sample and test techniques. This will be an excellent opportunity for professional development in an important area for one technician in our virology laboratory, and will also provide the opportunity for improved networking with technicians and professionals at regional and national institutions.

4) Itinerary
5/19/19 - Travel to Ames, Iowa
5/20-21/19 - Leptospira course and wet-lab
5/22/19 - Return travel to Bozeman

5) Cost Estimate

Course registration.....	\$724
Lodging (3 nights).....	\$330
Ground transportation.....	\$150
Per diem (4 days).....	\$192
Airfare.....	\$700
 Total.....	 \$2096

6) Submitted By	Requested By Smith/Juda	Title Laboratory Director	Date 5/3/2019
------------------------	----------------------------	------------------------------	------------------

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board <i>5/14/19</i>	Board Chair or EO <i>[Signature]</i>	Title <i>V.R.</i>	Date <i>5/14/19</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.



Board of Livestock Meeting

Agenda Request Form

From: George Edwards	Division/Program: Livestock Loss Board	Meeting Date: 5/14/2019				
<u>Agenda Item: Update on Livestock Loss Claims</u>						
Background Info: General update on livestock loss claims.						
Recommendation:						
Time needed: 15 minutes	Attachments:	No	Board vote required?	Yes	No	
<u>Agenda Item:</u>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	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

BoL May 2019

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	Llama	Totals	Payments
Beaverhead	7	1					8	\$6,426.17
Carbon	1						1	\$1,122.10
Deer Lodge			1				1	\$152.50
Flathead						1	1	\$600.00
Glacier	4						4	\$4,223.37
Granite			1				1	\$182.50
L&C		8	5				13	\$4,108.28
Madison		4					4	\$1,302.40
Missoula	1		3			1	5	\$2,291.99
Powell	1						1	\$1,154.37
Stillwater		2					2	\$428.66
Teton	4						4	\$4,328.76
Totals	18	15	10	0	0	2	45	\$26,321.10

2018	3							\$3,166.84
FY19	Paid out	\$209,663.35	Remaining funds	\$90,336.65				

Wolves

Confirmed	8	5				
Probable	4					
Value	\$11,551.43	\$1,628.00				
Owners	4	2				

Grizzly Bears

Confirmed	1					
Probable	4					
Value	\$5,377.74					
Owners	3					

Mtn Lion

Confirmed	1	8	10			2
Probable		2				
Value	1031.33	\$3,676.94	\$1,855.66			\$1,200.00
Owners	1	2	5			2

2018 Year End Report

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	Llama	Totals	Payments
Beaverhead	17	10		2			29	\$24,980.70
Carbon	21						21	\$20,984.54
Cascade	1	7	3				11	\$3,379.27
Daniels					1		1	\$1,500.00
Flathead	2	1	2				5	\$2,578.52
Gallatin			2				2	\$444.68
Glacier	13						13	\$13,315.44
Granite		1			1		2	\$15,136.45
Lake	7					5	12	\$15,085.15
L&C	11	21	7				39	\$17,890.01
Lincoln	1	1					2	\$1,487.80
Madison	39	1					40	\$53,428.22
Missoula		5	2				7	\$1,742.17
Mussellshell			1				1	\$108.70
Park	5						5	\$4,884.37
Pondera	3						3	\$3,289.30
Powell	12	32					44	\$18,262.32
Ravalli	1	8	2				11	\$3,291.69
Sanders	1		1				2	\$1,061.30
Stillwater	2	1					3	\$2,068.88
Sweet Gras	5						5	\$5,046.70
Teton	9	26					35	\$19,562.45
Wheatland	1						1	\$883.19
Totals	151	114	20	2	2	5	294	\$230,411.85

Wolves

Confirmed	49	14	2	2		
Probable	13	6				
Value	\$72,790.12	\$7,685.38	\$423.42	\$2,060.00		
Owners	34	4	1	1		

Grizzly Bears

Confirmed	67	23				5
Probable	22	6				
Value	\$93,568.67	\$11,991.76				\$8,000
Owners	35	5				1

Mtn Lion

Confirmed		52	17		2	
Probable		13	1			
Value		\$14,315.25	\$3,047.29		\$16,500	
Owners		15	8		2	



Board of Livestock Meeting

Agenda Request Form

From: Evan Waters		Division/Program: Centralized Services			Meeting Date: 05/14/2019		
<u>Agenda Item:</u> May 2019 through June 2019 Expenditure Projections							
Background Info: Report expenditure projections by division and/or bureau and attached boards.							
Recommendation: n/a							
Time needed: 15 min	Attachments:	Yes X	No	Board vote required?	Yes	No X	
<u>Agenda Item:</u> April 30, 2019 Budget Status report							
Background Info: Report expenditure to budget comparison report by division and/or bureau and attached boards. This report also compares current year expenditures to prior year expenditures.							
Recommendation: n/a							
Time needed: 5 min	Attachments:	Yes X	No	Board vote required	Yes	No X	
<u>Agenda Item:</u> April 30, 2019 State Special Revenue report							
Background Info: Report on state special revenues as of April, 2019							
Recommendation: n/a							
Time needed: 10 Min	Attachments:	Yes X	No	Board vote required:	Yes	No X	
<u>Agenda Item:</u> Per Capita Fee (PCF) reporting and collections update							
Background Info: CSD will report on the number of PCF reports filed and amounts collected and amount due for CY 2019 as of May 8, 2019.							
Recommendation: n/a							
Time needed: 5 min	Attachments:	Yes X	No	Board vote required:	Yes	No X	
<u>Agenda Item:</u> Non-exempt Comp Time Payout							
Background Info: CSD will report out the dollar figure of excess comp time from the Department and seek authority to payout the balance prior to the end of this fiscal year.							
Recommendation: n/a							
Time needed: 5 min	Attachments:	Yes X	No	Board vote required:	Yes X	No	
<u>Agenda Item:</u> IT's Livestock Unified Application (HB10) Update							
Background Info: Status update on Phase 1 of IT plan for HB10 integrated system procurement. Requesting authorization at this time to move forward with DOA Procurement's RFP development. Approval to go out for bid will be requested upon review of the completed RFP paperwork by the BOL at a future date.							
Recommendation: n/a							
Time needed: 20 min	Attachments:	Yes X	No	Board vote required:	Yes X	No	

Department of Livestock

Centralized

Services Division

Finance & Accounting

APRIL 2019



May 14, 2019

Prepared By:
Brian Simonson, Evan Waters & Staff

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE PROJECTION REPORT
APRIL 30, 2019**

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE 137.62

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 4,559,564	\$ 1,324,677	\$ 5,884,241	\$ 6,065,503	\$ 181,262
61200 OVERTIME	119,197	14,844	134,041	125,847	(8,194)
61300 OTHER/PER DIEM	2,925	1,450	4,375	6,913	2,538
61400 BENEFITS	2,062,152	598,971	2,661,123	2,772,590	111,467
TOTAL PERSONAL SERVICES	<u>6,743,838</u>	<u>1,939,942</u>	<u>8,683,780</u>	<u>8,970,853</u>	<u>287,073</u>
62000 OPERATIONS					
62100 CONTRACT	1,144,769	315,629	1,460,398	1,531,527	71,129
62200 SUPPLY	574,764	237,756	812,520	844,189	31,669
62300 COMMUNICATION	134,017	43,977	177,994	190,584	12,590
62400 TRAVEL	111,684	55,432	167,116	158,976	(8,140)
62500 RENT	455,413	127,831	583,244	542,846	(40,398)
62600 UTILITIES	41,650	19,770	61,420	55,008	(6,412)
62700 REPAIR & MAINT	93,643	99,846	193,489	186,274	(7,215)
62800 OTHER EXPENSES	702,050	142,355	844,405	794,449	(49,956)
TOTAL OPERATIONS	<u>3,257,990</u>	<u>1,042,596</u>	<u>4,300,586</u>	<u>4,303,853</u>	<u>3,267</u>
63000 EQUIPMENT					
63100 EQUIPMENT	44,574	-	44,574	38,885	(5,689)
TOTAL EQUIPMENT	<u>44,574</u>	<u>-</u>	<u>44,574</u>	<u>38,885</u>	<u>(5,689)</u>
68000 TRANSFERS					
68000 TRANSFERS	197,962	141,622	339,584	327,481	(12,103)
TOTAL TRANSFERS	<u>197,962</u>	<u>141,622</u>	<u>339,584</u>	<u>327,481</u>	<u>(12,103)</u>
TOTAL EXPENDITURES	<u>\$ 10,244,364</u>	<u>\$ 3,124,160</u>	<u>\$ 13,368,524</u>	<u>\$ 13,641,072</u>	<u>\$ 272,548</u>

BUDGETED FUNDS

01100 GENERAL FUND	\$ 2,016,846	\$ 644,355	\$ 2,661,201	\$ 2,605,409	\$ (55,792)
02262 SHIELDED EGG GRADING FEES	117,558	39,348	156,906	398,354	241,448
02425 BRAND INSPECTION FEES	2,939,047	119,735	3,058,782	3,058,782	-
02426 PER CAPITA FEE	2,534,270	1,296,018	3,830,288	3,868,730	38,442
02427 ANIMAL HEALTH	-	5,717	5,717	5,717	-
02701 MILK INSPECTION FEES	295,368	134,269	429,637	448,741	19,104
02817 MILK CONTROL	209,283	64,172	273,455	289,319	15,864
03209 MEAT & POULTRY INSPECTION	753,484	175,530	929,014	929,014	-
03032-1 NATIONAL LAB NETWORK	17,938	12,668	30,606	30,606	-
03032-2 SHELL EGG FEDERAL INSPECTION FEES	9,629	7,061	16,690	23,345	6,655
03427 FEDERAL UMBRELLA PROGRAM	682,184	111,371	793,555	800,382	6,827
06026 DIAGNOSTIC LABORATORY FEES	668,757	513,916	1,182,673	1,182,673	-
TOTAL BUDGETED FUNDS	<u>\$ 10,244,364</u>	<u>\$ 3,124,160</u>	<u>\$ 13,368,524</u>	<u>\$ 13,641,072</u>	<u>\$ 272,548</u>

The FY 2019 budget includes estimated carryforward authority from FY 2017 and FY 2018 as well as HB 09 general fund. HB 09 general fund was to reinstate the governor's 10% general fund cut from the 2017 legislative special session.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE	13.00				
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES					
61000 PERSONAL SERVICES					
61100 SALARIES	\$ 592,111	\$ 162,576	\$ 754,687	\$ 726,724	\$ (27,963)
61300 OTHER/PER DIEM	1,725	1,200	2,925	2,750	(175)
61400 BENEFITS	221,163	63,904	285,067	282,007	(3,060)
TOTAL PERSONAL SERVICES	<u>814,999</u>	<u>227,680</u>	<u>1,042,679</u>	<u>1,011,481</u>	<u>(31,198)</u>
62000 OPERATIONS					
62100 CONTRACT	151,034	105,348	256,382	236,202	(20,180)
62200 SUPPLY	97,085	6,261	103,346	91,571	(11,775)
62300 COMMUNICATION	8,797	17,876	26,673	65,945	39,272
62400 TRAVEL	13,478	6,395	19,873	18,303	(1,570)
62500 RENT	121,361	24,613	145,974	138,093	(7,881)
62700 REPAIR & MAINT	697	1,145	1,842	1,522	(320)
62800 OTHER EXPENSES	210,825	2,187	213,012	207,486	(5,526)
TOTAL OPERATIONS	<u>603,277</u>	<u>163,825</u>	<u>767,102</u>	<u>759,122</u>	<u>(7,980)</u>
68000 TRANSFERS					
68000 TRANSFERS	-	99,584	99,584	87,481	(12,103)
TOTAL TRANSFERS	<u>-</u>	<u>99,584</u>	<u>99,584</u>	<u>87,481</u>	<u>(12,103)</u>
TOTAL EXPENDITURES	<u>\$ 1,418,276</u>	<u>\$ 491,089</u>	<u>\$ 1,909,365</u>	<u>\$ 1,858,084</u>	<u>\$ (51,281)</u>
BUDGETED FUNDS					
02426 PER CAPITA	\$ 1,418,276	\$ 491,089	\$ 1,909,365	\$ 1,858,084	\$ (51,281)
TOTAL BUDGETED FUNDS	<u>\$ 1,418,276</u>	<u>\$ 491,089</u>	<u>\$ 1,909,365</u>	<u>\$ 1,858,084</u>	<u>\$ (51,281)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE					
	1.00				
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES					
61000 PERSONAL SERVICES					
61100 SALARIES	\$ 55,356	\$ 14,812	\$ 70,168	\$ 58,443	\$ (11,725)
61300 OTHER/PER DIEM	150	-	150	350	200
61400 BENEFITS	20,048	5,529	25,577	21,098	(4,479)
TOTAL PERSONAL SERVICES	<u>75,554</u>	<u>20,341</u>	<u>95,895</u>	<u>79,891</u>	<u>(16,004)</u>
62000 OPERATIONS					
62100 CONTRACT	619	270	889	1,217	328
62200 SUPPLY	732	321	1,053	1,517	464
62300 COMMUNICATION	2,215	598	2,813	2,519	(294)
62400 TRAVEL	1,643	306	1,949	2,980	1,031
62500 RENT	4,551	902	5,453	5,461	8
62700 REPAIR & MAINT	-	3	3	175	172
62800 OTHER EXPENSES	795	109	904	899	(5)
TOTAL OPERATIONS	<u>10,555</u>	<u>2,509</u>	<u>13,064</u>	<u>14,768</u>	<u>1,704</u>
TOTAL EXPENDITURES	<u>\$ 86,109</u>	<u>\$ 22,850</u>	<u>\$ 108,959</u>	<u>\$ 94,659</u>	<u>\$ (14,300)</u>
BUDGETED FUNDS					
01100 GENERAL FUND	<u>\$ 86,109</u>	<u>\$ 22,850</u>	<u>\$ 108,959</u>	<u>\$ 94,659</u>	<u>\$ (14,300)</u>
TOTAL BUDGETED FUNDS	<u>\$ 86,109</u>	<u>\$ 22,850</u>	<u>\$ 108,959</u>	<u>\$ 94,659</u>	<u>\$ (14,300)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE 3.00					
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES					
61000 PERSONAL SERVICES					
61100 SALARIES	\$ 130,344	\$ 35,334	\$ 165,678	\$ 171,950	\$ 6,272
61300 OTHER/PER DIEM	1,050	250	1,300	2,813	1,513
61400 BENEFITS	52,887	14,484	67,371	75,850	8,479
TOTAL PERSONAL SERVICES	184,281	50,068	234,349	250,613	16,264
62000 OPERATIONS					
62100 CONTRACT	6,891	4,307	11,198	14,257	3,059
62200 SUPPLY	788	3,852	4,640	3,450	(1,190)
62300 COMMUNICATION	3,243	1,142	4,385	4,250	(135)
62400 TRAVEL	3,389	699	4,088	3,543	(545)
62500 RENT	6,251	1,173	7,424	7,921	497
62700 REPAIR & MAINT	-	160	160	160	-
62800 OTHER EXPENSES	4,440	2,771	7,211	5,125	(2,086)
TOTAL OPERATIONS	25,002	14,104	39,106	38,706	(400)
TOTAL EXPENDITURES	\$ 209,283	\$ 64,172	\$ 273,455	\$ 289,319	\$ 15,864
BUDGETED FUNDS					
02817 MILK CONTROL	\$ 209,283	\$ 64,172	\$ 273,455	\$ 289,319	\$ 15,864
TOTAL BUDGETED FUNDS	\$ 209,283	\$ 64,172	\$ 273,455	\$ 289,319	\$ 15,864

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: STATE VETERINARIAN IMPORT OFFICE**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	8.50
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 333,142	\$ 104,317	\$ 437,459	\$ 480,546	\$ 43,087
61400 BENEFITS	140,632	42,105	182,737	202,752	20,015
TOTAL PERSONAL SERVICES	<u>473,774</u>	<u>146,422</u>	<u>620,196</u>	<u>683,298</u>	<u>63,102</u>

62000 OPERATIONS

62100 CONTRACT	18,413	3,975	22,388	10,922	(11,466)
62200 SUPPLY	17,774	893	18,667	11,608	(7,059)
62300 COMMUNICATION	26,863	(4,368)	22,495	11,868	(10,627)
62400 TRAVEL	12,189	11,463	23,652	18,180	(5,472)
62500 RENT	10,001	5,668	15,669	12,024	(3,645)
62700 REPAIR & MAINT	3,651	409	4,060	3,067	(993)
62800 OTHER EXPENSES	17,378	4,844	22,222	18,548	(3,674)
TOTAL OPERATIONS	<u>106,269</u>	<u>22,884</u>	<u>129,153</u>	<u>86,217</u>	<u>(42,936)</u>

TOTAL EXPENDITURES

<u>\$ 580,043</u>	<u>\$ 169,306</u>	<u>\$ 749,349</u>	<u>\$ 769,515</u>	<u>\$ 20,166</u>
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BUDGETED FUNDS

02426 PER CAPITA FEE	\$ 580,043	\$ 169,306	\$ 749,349	\$ 769,515	\$ 20,166
TOTAL BUDGET FUNDING	<u>\$ 580,043</u>	<u>\$ 169,306</u>	<u>\$ 749,349</u>	<u>\$ 769,515</u>	<u>\$ 20,166</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA)

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	2.00
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 87,668	\$ 25,377	\$ 113,045	\$ 110,174	\$ (2,871)
61400 BENEFITS	33,624	9,696	43,320	42,633	(687)
TOTAL PERSONAL SERVICES	<u>121,292</u>	<u>35,073</u>	<u>156,365</u>	<u>152,807</u>	<u>(3,558)</u>
62000 OPERATIONS					
62100 CONTRACT	521,055	141,081	662,136	681,532	19,396
62200 SUPPLY	1,582	1	1,583	899	(684)
62300 COMMUNICATION	3,554	780	4,334	2,513	(1,821)
62400 TRAVEL	815	250	1,065	1,690	625
62700 REPAIR & MAINT	256	50	306	87	(219)
62800 OTHER EXPENSES	6,305	118	6,423	4,530	(1,893)
TOTAL OPERATIONS	<u>533,567</u>	<u>142,280</u>	<u>675,847</u>	<u>691,251</u>	<u>15,404</u>
TOTAL EXPENDITURES	<u>\$ 654,859</u>	<u>\$ 177,353</u>	<u>\$ 832,212</u>	<u>\$ 844,058</u>	<u>\$ 11,846</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	<u>\$ 654,859</u>	<u>\$ 177,353</u>	<u>\$ 832,212</u>	<u>\$ 844,058</u>	<u>\$ 11,846</u>
TOTAL BUDGETED FUNDS	<u>\$ 654,859</u>	<u>\$ 177,353</u>	<u>\$ 832,212</u>	<u>\$ 844,058</u>	<u>\$ 11,846</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: FEDERAL ANIMAL HEALTH DISEASE GRANTS**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE 3.75

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 83,424	\$ 34,244	\$ 117,668	\$ 166,431	\$ 48,763
61400 BENEFITS	36,241	13,920	50,161	72,424	22,263
TOTAL PERSONAL SERVICES	119,665	48,164	167,829	238,855	71,026

62000 OPERATIONS

62100 CONTRACT	221,256	208	221,464	185,781	(35,683)
62200 SUPPLY	11,261	536	11,797	20,815	9,018
62300 COMMUNICATION	4,633	159	4,792	5,163	371
62400 TRAVEL	11,113	279	11,392	9,252	(2,140)
62500 RENT	40,933	3,470	44,403	42,553	(1,850)
62700 REPAIR & MAINT	1,959	481	2,440	1,859	(581)
62800 OTHER EXPENSES	28,828	16,036	44,864	37,186	(7,678)
TOTAL OPERATIONS	319,983	21,169	341,152	302,609	(38,543)

63000 EQUIPMENT

63100 EQUIPMENT	44,574	-	44,574	18,918	(25,656)
TOTAL EQUIPMENT	44,574	-	44,574	18,918	(25,656)

68000 TRANSFERS

68000 TRANSFERS	197,962	42,038	240,000	240,000	-
TOTAL TRANSFERS	197,962	42,038	240,000	240,000	-

TOTAL EXPENDITURES

TOTAL EXPENDITURES	\$ 682,184	\$ 111,371	\$ 793,555	\$ 800,382	\$ 6,827
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BUDGETED FUNDS

03427 AH FEDERAL UMBRELLA	\$ 682,184	\$ 111,371	\$ 793,555	\$ 800,382	\$ 6,827
TOTAL BUDGETED FUNDS	\$ 682,184	\$ 111,371	\$ 793,555	\$ 800,382	\$ 6,827

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

The Federal fiscal year is different than state fiscal year. While MDOL may only spend what is appropriated in House Bill 2, the department has until the following March to spend money awarded for the different grants.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: DIAGNOSTIC LABORATORY**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	0.00
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 601,239	\$ 226,864	\$ 828,103	\$ 913,829	\$ 85,726
61400 BENEFITS	260,868	98,431	359,299	405,102	45,803
TOTAL PERSONAL SERVICES	<u>862,107</u>	<u>325,295</u>	<u>1,187,402</u>	<u>1,318,931</u>	<u>131,529</u>
62000 OPERATIONS					
62100 CONTRACT	79,180	12,491	91,671	89,686	(1,985)
62200 SUPPLY	364,767	151,255	516,022	528,089	12,067
62300 COMMUNICATION	19,585	1,456	21,041	5,231	(15,810)
62400 TRAVEL	5,362	434	5,796	6,722	926
62500 RENT	5,602	3,008	8,610	7,965	(645)
62600 UTILITIES	31,366	18,615	49,981	44,045	(5,936)
62700 REPAIR & MAINT	68,547	59,125	127,672	128,398	726
62800 OTHER EXPENSES	102,912	15,871	118,783	111,210	(7,573)
TOTAL OPERATIONS	<u>677,321</u>	<u>262,255</u>	<u>939,576</u>	<u>921,346</u>	<u>(18,230)</u>
63000 EQUIPMENT					
63100 EQUIPMENT	-	-	-	19,967	19,967
TOTAL EQUIPMENT	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,967</u>	<u>19,967</u>
TOTAL EXPENDITURES	<u>\$ 1,539,428</u>	<u>\$ 587,550</u>	<u>\$ 2,126,978</u>	<u>\$ 2,260,244</u>	<u>\$ 133,266</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 410,811	\$ 139,569	\$ 550,380	\$ 621,865	\$ 71,485
02426 PER CAPITA FEE	441,922	(78,603)	363,319	425,100	61,781
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	17,938	12,668	30,606	30,606	-
06026 DIAGNOSTIC LABORATORY FEES	668,757	513,916	1,182,673	1,182,673	-
TOTAL BUDGET FUNDING	<u>\$ 1,539,428</u>	<u>\$ 587,550</u>	<u>\$ 2,126,978</u>	<u>\$ 2,260,244</u>	<u>\$ 133,266</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
April 30, 2019**

DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MILK LABORATORY

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE 1.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 66,903	\$ 15,616	\$ 82,519	\$ 75,308	\$ (7,211)
61400 BENEFITS	31,471	6,360	37,831	33,989	(3,842)
TOTAL PERSONAL SERVICES	<u>98,374</u>	<u>21,976</u>	<u>120,350</u>	<u>109,297</u>	<u>(11,053)</u>
62000 OPERATIONS					
62100 CONTRACT	1,723	1,057	2,780	2,908	128
62200 SUPPLY	10,274	10,746	21,020	24,549	3,529
62300 COMMUNICATION	144	36	180	113	(67)
62400 TRAVEL	2,936	270	3,206	694	(2,512)
62500 RENT	4,508	1,737	6,245	6,387	142
62600 UTILITIES	3,784	1,155	4,939	3,620	(1,319)
62700 REPAIR & MAINT	174	2,331	2,505	4,408	1,903
62800 OTHER EXPENSES	7,940	2,816	10,756	8,406	(2,350)
TOTAL OPERATIONS	<u>31,483</u>	<u>20,148</u>	<u>51,631</u>	<u>51,085</u>	<u>(546)</u>
TOTAL EXPENDITURES	<u>\$ 129,857</u>	<u>\$ 42,124</u>	<u>\$ 171,981</u>	<u>\$ 160,382</u>	<u>\$ (11,599)</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 93,503	\$ (10,552)	\$ 82,951	\$ 82,951	\$ -
02701 MILK INSPECTION FEES	36,354	52,676	89,030	77,431	(11,599)
TOTAL BUDGETED FUNDS	<u>\$ 129,857</u>	<u>\$ 42,124</u>	<u>\$ 171,981</u>	<u>\$ 160,382</u>	<u>\$ (11,599)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: MILK & EGG BUREAU
PROGRAM: MILK & EGG INSPECTION**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	4.75
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 157,328	\$ 46,003	\$ 203,331	\$ 210,821	\$ 7,490
61400 BENEFITS	66,465	19,284	85,749	91,779	6,030
TOTAL PERSONAL SERVICES	<u>223,793</u>	<u>65,287</u>	<u>289,080</u>	<u>302,600</u>	<u>13,520</u>
62000 OPERATIONS					
62100 CONTRACT	3,057	575	3,632	7,734	4,102
62200 SUPPLY	6,692	7,995	14,687	25,103	10,416
62300 COMMUNICATION	3,930	1,586	5,516	6,480	964
62400 TRAVEL	6,334	6,249	12,583	15,508	2,925
62500 RENT	9,530	2,130	11,660	9,169	(2,491)
62700 REPAIR & MAINT	4,196	1,930	6,126	4,771	(1,355)
62800 OTHER EXPENSES	11,111	2,902	14,013	23,290	9,277
TOTAL OPERATIONS	<u>44,850</u>	<u>23,367</u>	<u>68,217</u>	<u>92,055</u>	<u>23,838</u>
TOTAL EXPENDITURES	<u>\$ 268,643</u>	<u>\$ 88,654</u>	<u>\$ 357,297</u>	<u>\$ 394,655</u>	<u>\$ 37,358</u>
<u>BUDGETED FUNDS</u>					
02701 MILK INSPECTION FEES	\$ 259,014	\$ 81,593	\$ 340,607	\$ 371,310	\$ 30,703
03032-2 SHELL EGG FEDERAL INSPECTION FEES	9,629	7,061	16,690	23,345	6,655
TOTAL BUDGET FUNDING	<u>\$ 268,643</u>	<u>\$ 88,654</u>	<u>\$ 357,297</u>	<u>\$ 394,655</u>	<u>\$ 37,358</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

The Shielded Egg Grading expense projections are shown separately from the milk and egg inspection program.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: MILK & EGG BUREAU
PROGRAM: SHEILDED EGG GRADING PROGRAM**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE	2.50				
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES					
61000 PERSONAL SERVICES					
61100 SALARIES	\$ 51,099	\$ 23,061	\$ 74,160	\$ 175,712	\$ 101,552
61200 OVERTIME	1,559	-	1,559	2,771	1,212
61400 BENEFITS	30,845	8,951	39,796	73,739	33,943
TOTAL PERSONAL SERVICES	<u>83,503</u>	<u>32,012</u>	<u>115,515</u>	<u>252,222</u>	<u>136,707</u>
62000 OPERATIONS					
62100 CONTRACT	31,174	6,679	37,853	127,940	90,087
62200 SUPPLY	323	581	904	11,114	10,210
62800 OTHER EXPENSES	2,558	76	2,634	7,078	4,444
TOTAL OPERATIONS	<u>34,055</u>	<u>7,336</u>	<u>41,391</u>	<u>146,132</u>	<u>104,741</u>
TOTAL EXPENDITURES	<u>\$ 117,558</u>	<u>\$ 39,348</u>	<u>\$ 156,906</u>	<u>\$ 398,354</u>	<u>\$ 241,448</u>
BUDGETED FUNDS					
02262 SHIELDED EGG GRADING FEES	\$ 117,558	\$ 39,348	\$ 156,906	\$ 398,354	\$ 241,448
TOTAL BUDGET FUNDING	<u>\$ 117,558</u>	<u>\$ 39,348</u>	<u>\$ 156,906</u>	<u>\$ 398,354</u>	<u>\$ 241,448</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: MEAT & POULTRY INSPECTION PROGRAM
PROGRAM: MEAT INSPECTION**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE	24.50				
<u>HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES</u>					
61000 PERSONAL SERVICES					
61100 SALARIES	\$ 662,582	\$ 192,390	\$ 854,972	\$ 828,681	\$ (26,291)
61200 OVERTIME	31,748	7,992	39,740	36,768	(2,972)
61400 BENEFITS	340,878	99,682	440,560	421,581	(18,979)
TOTAL PERSONAL SERVICES	<u>1,035,208</u>	<u>300,064</u>	<u>1,335,272</u>	<u>1,287,030</u>	<u>(48,242)</u>
62000 OPERATIONS					
62100 CONTRACT	56,251	16,891	73,142	69,768	(3,374)
62200 SUPPLY	6,374	9,332	15,706	12,283	(3,423)
62300 COMMUNICATION	15,715	5,883	21,598	16,623	(4,975)
62400 TRAVEL	39,222	19,569	58,791	52,870	(5,921)
62500 RENT	125,410	47,747	173,157	145,106	(28,051)
62700 REPAIR & MAINT	1,103	13,028	14,131	13,936	(195)
62800 OTHER EXPENSES	245,765	83,868	329,633	298,991	(30,642)
TOTAL OPERATIONS	<u>489,840</u>	<u>196,318</u>	<u>686,158</u>	<u>609,577</u>	<u>(76,581)</u>
TOTAL EXPENDITURES	<u>\$ 1,525,048</u>	<u>\$ 496,382</u>	<u>\$ 2,021,430</u>	<u>\$ 1,896,607</u>	<u>\$ (124,823)</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 771,564	\$ 315,135	\$ 1,086,699	\$ 961,876	\$ (124,823)
02427 ANIMAL HEALTH FEES	-	5,717	5,717	5,717	-
03209 MEAT & POULTRY INSPECTION	753,484	175,530	929,014	929,014	-
TOTAL BUDGET FUNDING	<u>\$ 1,525,048</u>	<u>\$ 496,382</u>	<u>\$ 2,021,430</u>	<u>\$ 1,896,607</u>	<u>\$ (124,823)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: BRANDS ENFORCEMENT
PROGRAM: BRANDS ENFORCEMENT**

	Year-to-Date Actual Expenses April FY 2019	Projected Expenses May to June 2019	FY 2019 Projected Year End Expense Totals	FY 2019 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	53.11
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 1,738,368	\$ 444,083	\$ 2,182,451	\$ 2,146,884	\$ (35,567)
61200 OVERTIME	85,890	6,852	92,742	86,308	(6,434)
61400 BENEFITS	827,030	216,625	1,043,655	1,050,636	6,981
TOTAL PERSONAL SERVICES	<u>2,651,288</u>	<u>667,560</u>	<u>3,318,848</u>	<u>3,283,828</u>	<u>(35,020)</u>
62000 OPERATIONS					
62100 CONTRACT	54,116	22,747	76,863	103,580	26,717
62200 SUPPLY	57,112	45,983	103,095	113,191	10,096
62300 COMMUNICATION	45,338	18,829	64,167	69,879	5,712
62400 TRAVEL	15,106	9,518	24,624	29,234	4,610
62500 RENT	127,362	37,383	164,745	168,167	3,422
62600 UTILITIES	6,500	-	6,500	7,343	843
62700 REPAIR & MAINT	13,060	21,184	34,244	27,891	(6,353)
62800 OTHER EXPENSES	63,194	10,757	73,951	71,700	(2,251)
TOTAL OPERATIONS	<u>381,788</u>	<u>166,401</u>	<u>548,189</u>	<u>590,985</u>	<u>42,796</u>
TOTAL EXPENDITURES	<u>\$ 3,033,076</u>	<u>\$ 833,961</u>	<u>\$ 3,867,037</u>	<u>\$ 3,874,813</u>	<u>\$ 7,776</u>
<u>BUDGETED FUNDS</u>					
02425 BRAND INSPECTION FEES	\$ 2,939,047	\$ 119,735	\$ 3,058,782	\$ 3,058,782	\$ -
02426 PER CAPITA FEES	94,029	714,226	808,255	816,031	7,776
TOTAL BUDGET FUNDING	<u>\$ 3,033,076</u>	<u>\$ 833,961</u>	<u>\$ 3,867,037</u>	<u>\$ 3,874,813</u>	<u>\$ 7,776</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using three months to the end of the year instead of the anticipated two months.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
	FY 2019 Budget	Actual Expenses April FY 2019		

BUDGETED FTE	137.62
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61000 PERSONAL SERVICES					
61100 SALARIES	\$ 6,065,503	\$ 4,559,564	\$ 4,628,121	\$ (68,557)	\$ 1,505,939
61200 OVERTIME	125,847	119,197	120,674	(1,477)	6,650
61300 OTHER/PER DIEM	5,913	2,925	3,375	(450)	2,988
61400 BENEFITS	2,773,590	2,068,813	1,839,265	229,548	704,777
TOTAL PERSONAL SERVICES	8,970,853	6,750,499	6,591,435	159,064	2,220,354
62000 OPERATIONS					
62100 CONTRACT	1,524,227	1,144,967	1,264,451	(119,484)	379,260
62200 SUPPLY	844,189	576,166	551,353	24,813	268,023
62300 COMMUNICATION	190,584	134,017	158,030	(24,013)	56,567
62400 TRAVEL	158,976	111,655	110,303	1,352	47,321
62500 RENT	542,846	455,218	438,777	16,441	87,628
62600 UTILITIES	55,008	41,650	36,452	5,198	13,358
62700 REPAIR & MAINT	186,274	93,643	133,237	(39,594)	92,631
62800 OTHER EXPENSES	794,449	702,050	436,451	265,599	92,399
TOTAL OPERATIONS	4,296,553	3,259,366	3,129,054	130,312	1,037,187
63000 EQUIPMENT					
63100 EQUIPMENT	38,885	44,574	16,100	28,474	(5,689)
TOTAL EQUIPMENT	38,885	44,574	16,100	28,474	(5,689)
68000 TRANSFERS					
68000 TRANSFERS	327,481	197,962	157,617	40,345	129,519
TOTAL TRANSFERS	327,481	197,962	157,617	40,345	129,519
69000 CAPITAL LEASES					
69000 LEASES	-	-	11,799	(11,799)	-
TOTAL LEASES	-	-	11,799	(11,799)	-
TOTAL	\$ 13,633,772	\$ 10,252,401	\$ 9,906,005	\$ 346,396	\$ 3,381,371
FUND					
01100 GENERAL FUND	2,605,409	\$ 2,016,846	\$ 2,084,549	\$ (67,703)	\$ 588,563
02262 SHIELDED EGG GRADING FEES	398,354	117,558	98,288	19,270	280,796
02425 BRAND INSPECTION FEES	3,058,782	2,939,047	2,750,368	188,679	119,735
02426 PER CAPITA FEE	3,868,730	2,541,619	2,408,758	132,861	1,327,111
02427 ANIMAL HEALTH	5,717	-	-	-	5,717
02701 MILK INSPECTION FEES	448,741	296,054	223,843	72,211	152,687
02817 MILK CONTROL	282,019	209,283	255,480	(46,197)	72,736
03209 MEAT & POULTRY INSPECTION-FED	929,014	753,484	734,507	18,977	175,530
03032-2 SHELL EGG FEDERAL INSPECTION	23,345	9,629	12,102	(2,473)	13,716
03427 AH FEDERAL UMBRELLA	800,382	682,186	499,618	182,568	118,196
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	30,606	17,938	30,391	(12,453)	12,668
06026 DIAGNOSTIC LABORATORY FEES	1,182,673	668,757	808,101	(139,344)	513,916
TOTAL BUDGET FUNDING	\$ 13,633,772	\$ 10,252,401	\$ 9,906,005	\$ 346,396	\$ 3,381,371

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The Department of Livestock is budgeted for \$13,633,772 and 137.62 FTE in FY 2019. Personal services budget is 75% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$159,064 higher than April 2018. Operations are 76% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$130,312 higher than April 2018. Overall, Department of Livestock total expenditures were \$346,396 higher than the same period last year. With 75% of the budget year lapsed, 75% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2019 Budget	HB 03 Adjustment	FY 2019 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
					Actual Expenses April FY 2019	Prior Year Actual Expenses April FY 2018		
BUDGETED FTE				13.00				
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES								
61000 PERSONAL SERVICES								
61100 SALARIES	\$ 687,624	\$ 39,100	\$ 726,724	\$ 592,111	\$ 502,063	\$ 90,048	\$ 134,613	
61300 OTHER/PER DIEM	2,750	-	2,750	1,725	1,825	(100)	1,025	
61400 BENEFITS	262,461	19,546	282,007	221,163	172,187	48,976	60,844	
TOTAL PERSONAL SERVICES	952,835	58,646	1,011,481	814,999	676,075	138,924	196,482	
62000 OPERATIONS								
62100 CONTRACT	236,202	-	236,202	151,034	233,082	(82,048)	85,168	
62200 SUPPLY	91,571	-	91,571	97,085	79,434	17,651	(5,514)	
62300 COMMUNICATION	65,945	-	65,945	8,797	52,737	(43,940)	57,148	
62400 TRAVEL	18,303	-	18,303	13,575	11,320	2,255	4,728	
62500 RENT	138,093	-	138,093	121,265	120,912	353	16,828	
62700 REPAIR & MAINT	1,522	-	1,522	697	469	228	825	
62800 OTHER EXPENSES	17,486	190,000	207,486	210,824	9,808	201,016	(3,338)	
TOTAL OPERATIONS	569,122	190,000	759,122	603,277	507,762	95,515	155,845	
68000 TRANSFERS								
68000 TRANSFERS	87,481	-	87,481	-	97,391	(97,391)	87,481	
TOTAL TRANSFERS	87,481	-	87,481	-	97,391	(97,391)	87,481	
TOTAL EXPENDITURES	\$ 1,609,438	\$ 248,646	\$ 1,858,084	\$ 1,418,276	\$ 1,281,228	\$ 137,048	\$ 439,808	
BUDGETED FUNDS								
02426 PER CAPITA	\$ 1,609,438	\$ 248,646	1,858,084	\$ 1,418,276	\$ 1,281,228	\$ 137,048	\$ 439,808	
TOTAL BUDGETED FUNDS	\$ 1,609,438	\$ 248,646	\$ 1,858,084	\$ 1,418,276	\$ 1,281,228	\$ 137,048	\$ 439,808	

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

FY 2019 personal services are higher than FY 2018 due to the hiring of the deputy executive officer in July 2018. This position was not filled in FY 2018.

Central Services And Board Of Livestock is budgeted \$1,609,438 and 13.00 FTE in FY 2019 and is funded with per capita fees. Personal services budget is 81% expended with 79% of payrolls complete. The personal services expended through April 2019 was \$138,924 higher than April 2018. Operation expenses are 79% expended as of April 2019 and were \$95,515 higher than April 2018. Overall, Central Services And Board Of Livestock total expenditures were \$137,048 higher than the same period last year. With 75% of the budget year lapsed, 76% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	1.00
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HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 58,443	\$ 55,356	\$ 45,442	\$ 9,914	\$ 3,087
61300 OTHER/PER DIEM	350	150	350	(200)	200
61400 BENEFITS	21,098	20,048	15,886	4,162	1,050
TOTAL PERSONAL SERVICE:	<u>79,891</u>	<u>75,554</u>	<u>61,678</u>	<u>13,876</u>	<u>4,337</u>

62000 OPERATIONS

62100 CONTRACT	1,217	619	667	(48)	598
62200 SUPPLY	1,517	732	715	17	785
62300 COMMUNICATION	2,519	2,215	1,239	976	304
62400 TRAVEL	2,980	1,643	2,030	(387)	1,337
62500 RENT	5,461	4,551	4,468	83	910
62700 REPAIR & MAINT	175	-	1,089	(1,089)	175
62800 OTHER EXPENSES	899	795	604	191	104
TOTAL OPERATIONS	<u>14,768</u>	<u>10,555</u>	<u>10,812</u>	<u>(257)</u>	<u>4,213</u>

TOTAL EXPENDITURES

	<u>\$ 94,659</u>	<u>\$ 86,109</u>	<u>\$ 72,490</u>	<u>\$ 13,619</u>	<u>\$ 8,550</u>
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BUDGETED FUNDS

01100 GENERAL FUND	\$ 94,659	\$ 86,109	\$ 72,490	\$ 13,619	\$ 8,550
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TOTAL BUDGETED FUNDS

	<u>\$ 94,659</u>	<u>\$ 86,109</u>	<u>\$ 72,490</u>	<u>\$ 13,619</u>	<u>\$ 8,550</u>
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In FY 2019, the Livestock Loss Board is budgeted \$83,758 with 1.00 FTE funded with general fund. The personal services budget is 95% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$13,876 higher than April 2018. Operations are 71% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$257 lower than April 2018. Overall, Livestock Loss Board total expenditures were \$13,619 higher than the same period last year. With 75% of the budget year lapsed, 91% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2019 Budget	House Bill 03	FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 3.00

HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES							
61100 SALARIES	\$ 171,950	\$ -	\$ 171,950	\$ 130,344	\$ 129,281	\$ 1,063	\$ 41,606
61300 OTHER/PER DIEM	2,813	-	2,813	1,050	1,200	(150)	1,763
61400 BENEFITS	75,850	-	75,850	52,887	46,025	6,862	22,963
TOTAL PERSONAL SERVICES	<u>250,613</u>	<u>-</u>	<u>250,613</u>	<u>184,281</u>	<u>176,506</u>	<u>7,775</u>	<u>66,332</u>
62000 OPERATIONS							
62100 CONTRACT	6,957	7,300	14,257	6,891	56,166	(49,275)	7,366
62200 SUPPLY	3,450	-	3,450	788	1,190	(402)	2,662
62300 COMMUNICATION	4,250	-	4,250	3,243	1,111	2,132	1,007
62400 TRAVEL	3,543	-	3,543	3,389	5,742	(2,353)	154
62500 RENT	7,921	-	7,921	6,251	7,480	(1,229)	1,670
62700 REPAIR & MAINT	160	-	160	-	187	(187)	160
62800 OTHER EXPENSES	5,125	-	5,125	4,440	7,098	(2,658)	685
TOTAL OPERATIONS	<u>31,406</u>	<u>7,300</u>	<u>38,706</u>	<u>25,002</u>	<u>78,974</u>	<u>(53,972)</u>	<u>13,704</u>
TOTAL EXPENDITURES	<u>\$ 282,019</u>	<u>\$ 7,300</u>	<u>\$ 289,319</u>	<u>\$ 209,283</u>	<u>\$ 255,480</u>	<u>\$ (46,197)</u>	<u>\$ 80,036</u>
BUDGETED FUNDS							
02817 MILK CONTROL	\$ 282,019	\$ 7,300	\$ 289,319	\$ 209,283	\$ 255,480	\$ (46,197)	\$ 80,036
TOTAL BUDGETED FUNDS	<u>\$ 282,019</u>	<u>\$ 7,300</u>	<u>\$ 289,319</u>	<u>\$ 209,283</u>	<u>\$ 255,480</u>	<u>\$ (46,197)</u>	<u>\$ 80,036</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2019, The Milk Control Bureau is budgeted \$282,019 and has 3.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 74% expended with 79% of payrolls complete. Personal services expended as of April 2019 were \$7,775 higher than April 2018. Operations are 80% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$53,972 lower than April 2018. Overall, Milk Control Bureau total expenditures were \$46,197 lower than the same period last year. With 75% of the budget year lapsed, 74% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: STATE VETERINARIAN IMPORT OFFICE

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	8.50
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61000 PERSONAL SERVICES					
61100 SALARIES	\$ 480,546	\$ 333,142	\$ 327,885	\$ 5,257	\$ 147,404
61400 BENEFITS	202,752	140,632	114,063	26,569	62,120
TOTAL PERSONAL SERVICES	683,298	473,774	441,948	31,826	209,524
62000 OPERATIONS					
62100 CONTRACT	10,922	18,413	12,053	6,360	(7,491)
62200 SUPPLY	11,608	17,774	11,487	6,287	(6,166)
62300 COMMUNICATION	11,868	26,863	20,000	6,863	(14,995)
62400 TRAVEL	18,180	12,189	8,862	3,327	5,991
62500 RENT	12,024	10,001	8,391	1,610	2,023
62700 REPAIR & MAINT	3,067	3,651	8,993	(5,342)	(584)
62800 OTHER EXPENSES	18,548	17,378	13,825	3,553	1,170
TOTAL OPERATIONS	86,217	106,269	83,611	22,658	(20,052)
TOTAL	\$ 769,515	\$ 580,043	\$ 525,559	\$ 54,484	\$ 189,472
FUND					
02426 PER CAPITA FEE	\$ 769,515	\$ 580,043	\$ 525,559	\$ 54,484	\$ 189,472
TOTAL BUDGET FUNDING	\$ 769,515	\$ 580,043	\$ 525,559	\$ 54,484	\$ 189,472

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2019, the State Veterinarian Import Office is budgeted \$769,515 with 8.50 FTE and is funded with per capita fees. The personal services budget is 69% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$31,826 higher than April 2018. Operations are 123% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$22,658 higher than April 2018. The repair and maintenance includes a contract for the USA Herds system of \$25,000. The total budget is 75% expended with 75% of the year lapsed. This is \$54,484 more than the same period in FY 2018.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA)

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	2.00
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 110,174	\$ 87,668	\$ 91,192	\$ (3,524)	\$ 22,506
61400 BENEFITS	42,633	33,624	31,051	2,573	9,009
TOTAL PERSONAL SERVICES	152,807	121,292	122,243	(951)	31,515
62000 OPERATIONS					
62100 CONTRACT	681,532	521,055	521,030	25	160,477
62200 SUPPLY	899	1,582	489	1,093	(683)
62300 COMMUNICATION	2,513	3,554	1,931	1,623	(1,041)
62400 TRAVEL	1,690	815	3,603	(2,788)	875
62700 REPAIR & MAINT	87	256	50	206	(169)
62800 OTHER EXPENSES	4,530	6,305	5,065	1,240	(1,775)
TOTAL OPERATIONS	691,251	533,567	532,168	1,399	157,684
TOTAL EXPENDITURES	\$ 844,058	\$ 654,859	\$ 654,411	\$ 448	\$ 189,199
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 844,058	\$ 654,859	\$ 654,411	\$ 448	\$ 189,199
TOTAL BUDGETED FUNDS	\$ 844,058	\$ 654,859	\$ 654,411	\$ 448	\$ 189,199

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May The Designated Surveillance Area (DSA) is budgeted for \$844,058 and 2.00 FTE in FY 2019 and is funded with general funds. The personal services budget is 79% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$951 lower than April 2018. Operations are 77% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$1,399 higher than April 2018. Overall, DSA total expenditures were \$448 higher than the same period last year with 78% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: FEDERAL ANIMAL HEALTH DISEASE GRANTS**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
	Budget				

BUDGETED FTE 3.75

HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 166,431	\$ 83,424	\$ 95,735	\$ (12,311)	\$ 83,007
61400 BENEFITS	72,424	36,241	35,877	364	36,183
TOTAL PERSONAL SERVICES	<u>238,855</u>	<u>119,665</u>	<u>131,612</u>	<u>(11,947)</u>	<u>119,190</u>
62000 OPERATIONS					
62100 CONTRACT	185,781	221,256	207,354	13,902	(35,475)
62200 SUPPLY	20,815	11,261	14,249	(2,988)	9,554
62300 COMMUNICATION	5,163	4,633	4,965	(332)	530
62400 TRAVEL	9,252	11,113	8,835	2,278	(1,861)
62500 RENT	42,553	40,933	46,315	(5,382)	1,620
62700 REPAIR & MAINT	1,859	1,959	4,215	(2,256)	(100)
62800 OTHER EXPENSES	37,186	28,828	21,847	6,981	8,358
TOTAL OPERATIONS	<u>302,609</u>	<u>319,983</u>	<u>307,780</u>	<u>12,203</u>	<u>(17,374)</u>
63000 EQUIPMENT					
63100 EQUIPMENT	18,918	44,574	-	44,574	(25,656)
TOTAL EQUIPMENT	<u>18,918</u>	<u>44,574</u>	<u>-</u>	<u>44,574</u>	<u>(25,656)</u>
68000 TRANSFERS					
68000 TRANSFERS	240,000	197,962	60,226	137,736	42,038
TOTAL TRANSFERS	<u>240,000</u>	<u>197,962</u>	<u>60,226</u>	<u>137,736</u>	<u>42,038</u>
TOTAL EXPENDITURES	<u>\$ 800,382</u>	<u>\$ 682,184</u>	<u>\$ 499,618</u>	<u>\$ 182,566</u>	<u>\$ 118,198</u>
<u>BUDGETED FUNDS</u>					
03427 AH FEDERAL UMBRELLA	\$ 800,382	\$ 682,184	\$ 499,618	\$ 182,566	\$ 118,198
TOTAL BUDGETED FUNDS	<u>\$ 800,382</u>	<u>\$ 682,184</u>	<u>\$ 499,618</u>	<u>\$ 182,566</u>	<u>\$ 118,198</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The Federal Animal Health Disease Grants are budgeted for \$800,382 and 3.75 FTE in FY 2019 funded with Animal Health Federal Umbrella grants. The 3.75 FTE are bison workers. Personal services budget is 50% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$11,947 lower than April 2018. Operations are 106% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$12,203 higher than April 2018. Overall, Federal Animal Health Disease Grants total expenditures were \$182,566 higher than the same period last year with 85% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MAIN LAB**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	20.01
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HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 913,829	\$ 601,239	\$ 757,025	\$ (155,786)	\$ 312,590
61300 OTHER/PER DIEM		-		-	-
61400 BENEFITS	405,102	260,868	273,171	(12,303)	144,234
TOTAL PERSONAL SERVICES	<u>1,318,931</u>	<u>862,107</u>	<u>1,030,196</u>	<u>(168,089)</u>	<u>456,824</u>
62000 OPERATIONS					
62100 CONTRACT	89,686	79,180	71,865	7,315	10,506
62200 SUPPLY	528,089	364,767	345,808	18,959	163,322
62300 COMMUNICATION	5,231	19,585	8,520	11,065	(14,354)
62400 TRAVEL	6,722	5,362	3,754	1,608	1,360
62500 RENT	7,965	5,602	13,686	(8,084)	2,363
62600 UTILITIES	44,045	31,366	28,128	3,238	12,679
62700 REPAIR & MAINT	128,398	68,547	91,253	(22,706)	59,851
62800 OTHER EXPENSES	111,210	102,912	83,045	19,867	8,298
TOTAL OPERATIONS	<u>921,346</u>	<u>677,321</u>	<u>646,059</u>	<u>31,262</u>	<u>244,025</u>
63000 EQUIPMENT					
63100 EQUIPMENT	19,967	-	16,100	(16,100)	19,967
TOTAL EQUIPMENT	<u>19,967</u>	<u>-</u>	<u>16,100</u>	<u>(16,100)</u>	<u>19,967</u>
69000 CAPITAL LEASES					
69000 LEASES	-	-	11,799	(11,799)	-
TOTAL LEASES	<u>-</u>	<u>-</u>	<u>11,799</u>	<u>(11,799)</u>	<u>-</u>
TOTAL	<u>\$ 2,260,244</u>	<u>\$ 1,539,428</u>	<u>\$ 1,704,154</u>	<u>\$ (164,726)</u>	<u>\$ 720,816</u>
BUDGETED FUNDS					
01100 GENERAL FUND	\$ 621,865	\$ 410,811	\$ 444,392	\$ (33,581)	\$ 211,054
02426 PER CAPITA FEE	425,100	441,922	421,270	20,652	(16,822)
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	30,606	17,938	30,391	(12,453)	12,668
06026 DIAGNOSTIC LABORATORY FEES	1,182,673	668,757	808,101	(139,344)	513,916
TOTAL BUDGET FUNDING	<u>\$ 2,260,244</u>	<u>\$ 1,539,428</u>	<u>\$ 1,704,154</u>	<u>\$ (164,726)</u>	<u>\$ 720,816</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

Proprietary funds (06026 Diagnostic Laboratory Fees) include accrued pension expense. Governmental Funds (general fund, state special revenue funds, etc) do not include accrued expenses until those expenses are paid.

The main lab is budgeted for \$2,260,244 and FTE in FY 2019. It is funded with 01100 general fund of \$621,865, 02426 per capita fee of \$425,100, federal funds of \$30,606, and 06026 diagnostic laboratory fees of \$1,182,673. Personal services are 65% expended with 79% of payrolls complete. Personal services expended as of April 2019 were \$168,089 lower than April 2018. Operations are 74% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$31,262 higher than April 2018. Overall, Main Lab total expenditures were \$164,726 lower than the same period last year. With 75% of the budget year lapsed, 68% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MILK LABORATORY**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date		Same Period		Balance of Budget Available
	FY 2019 Budget	Actual Expenses April FY 2019	Actual Expenses April FY 2018	Prior Year Year to Year Comparison	

BUDGETED FTE 1.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 75,308	\$ 66,903	\$ 62,474	\$ 4,429	\$ 10,085
61400 BENEFITS	33,989	31,471	26,971	4,500	838
TOTAL PERSONAL SERVICES	109,297	98,374	89,445	8,929	10,923
62000 OPERATIONS					
62100 CONTRACT	2,908	1,723	3,504	(1,781)	3,776
62200 SUPPLY	24,549	10,274	20,209	(9,935)	16,333
62300 COMMUNICATION	113	144	85	59	322
62400 TRAVEL	694	2,936	971	1,965	(2,746)
62500 RENT	6,387	4,508	1,393	3,115	(4,299)
62600 UTILITIES	3,620	3,784	1,824	1,960	(922)
62700 REPAIR & MAINT	4,408	174	8,260	(8,086)	7,521
62800 OTHER EXPENSES	8,406	7,940	5,656	2,284	(383)
TOTAL OPERATIONS	51,085	31,483	41,902	(10,419)	19,602
TOTAL	\$ 160,382	\$ 129,857	\$ 131,347	\$ (1,490)	\$ 30,525
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 82,951	\$ 93,503	\$ 131,347	\$ (37,844)	\$ (10,552)
02701 MILK INSPECTION FEES	77,431	36,354	-	36,354	41,077
TOTAL BUDGETED FUNDS	\$ 160,382	\$ 129,857	\$ 131,347	\$ (1,490)	\$ 30,525

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2019, the Milk Laboratory budget is \$160,382, and has 1.50 FTE funded with milk inspection fees and general fund. Personal services budget is 90% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$8,929 higher than April 2018. Operations are 62% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$10,419 lower than April 2018. Overall, milk lab total expenditures were \$1,490 lower than the same period last year. The total milk lab budget is 81% expended with 75% of the budget year complete. Although the Milk Lab is over-budget, it is combined with the Diagnostic Laboratory for final budgetary analysis. In FY 2017, it was deemed appropriate that the Milk Laboratory was charged for its portion of utilities and recharges. While this increases the Milk Lab's expenses, it decreased the Diagnostic Lab's expenses by equal amount. These expenses were not in the Milk Lab's budget.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: MILK AND EGG INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses April FY 2019	Prior Year Actual Expenses April FY 2018		
FY 2019 Budget					

BUDGETED FTE 4.75

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 210,821	\$ 157,328	\$ 147,118	\$ 10,210	\$ 53,493
61400 BENEFITS	91,779	66,465	55,351	11,114	25,314
TOTAL PERSONAL SERVICES	302,600	223,793	202,469	21,324	78,807
62000 OPERATIONS					
62100 CONTRACT	7,734	3,057	4,142	(1,085)	4,677
62200 SUPPLY	25,103	6,692	2,458	4,234	18,411
62300 COMMUNICATION	6,480	3,930	3,590	340	2,550
62400 TRAVEL	15,508	6,334	8,369	(2,035)	9,174
62500 RENT	9,169	9,530	3,649	5,881	(361)
62700 REPAIR & MAINT	4,771	4,196	695	3,501	575
62800 OTHER EXPENSES	23,290	11,111	10,573	538	12,179
TOTAL OPERATIONS	92,055	44,850	33,476	11,374	47,205
TOTAL	\$ 394,655	\$ 268,643	\$ 235,945	\$ 32,698	\$ 126,012
<u>BUDGETED FUNDS</u>					
02701 MILK INSPECTION FEES	\$ 371,310	\$ 259,014	\$ 223,843	\$ 35,171	112,296
03032-2 SHELL EGG FEDERAL INSPECTION F	23,345	9,629	12,102	(2,473)	13,716
TOTAL BUDGET FUNDING	\$ 394,655	\$ 268,643	\$ 235,945	\$ 32,698	\$ 126,012

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2019, the Milk and Egg Inspection program is budgeted \$394,655 with 4.75 FTE. It is mainly funded with Milk Inspection Fees of \$371,310 and Shell Egg Federal Inspection Fees of \$23,345. The personal services budget is 74% expended with % of payrolls complete. Personal services expended as of April 2019 was \$21,324 higher than April 2018. Operations are 49% expended with 75% of the budget year lapsed. Overall, operation expenses as of April 2019 were \$11,374 higher than April 2018. Total Milk Inspection expenditures were \$32,698 higher than the same period last year. With 75% of the budget year lapsed, 68% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: SHIELDED EGG GRADING PROGRAM

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	2.50
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 175,712	\$ 51,099	\$ 51,235	\$ (136)	\$ 124,613
61102 OVERTIME	2,771	1,559	1,712	(153)	1,212
61400 BENEFITS	73,739	30,845	19,895	10,950	42,894
TOTAL PERSONAL SERVICES	252,222	83,503	72,842	10,661	168,719

62000 OPERATIONS

62100 CONTRACT	127,940	31,174	23,721	7,453	96,766
62200 SUPPLY	11,114	323	235	88	10,791
62800 OTHER EXPENSES	7,078	2,558	1,490	1,068	4,520
TOTAL OPERATIONS	146,132	34,055	25,446	8,609	112,077
TOTAL	\$ 398,354	\$ 117,558	\$ 98,288	\$ 19,270	\$ 280,796

BUDGETED FUNDS

02262 SHIELDED EGG GRADING FEES	\$ 398,354	\$ 117,558	\$ 98,288	\$ 19,270	\$ 280,796
TOTAL BUDGET FUNDING	\$ 398,354	\$ 117,558	\$ 98,288	\$ 19,270	\$ 280,796

The Shielded Egg Grading Program is budgeted \$398,354 with 2.50 FTE in FY 2019 and is funded with Egg Grading fees. Personal services budget is 33% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$10,661 higher than April 2018. Operations are 23% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$8,609 higher than April 2018. Overall, the Egg Grading program total expenditures were \$19,270 higher than the same period last year with 30% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: MEAT & POULTRY INSPECTION PROGRAM
PROGRAM: MEAT INSPECTION**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period	Year to Year Comparison	Balance of Budget Available
			Prior Year Actual Expenses April FY 2018		

BUDGETED FTE 24.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 828,681	\$ 662,582	\$ 722,702	\$ (60,120)	\$ 166,099
61102 OVERTIME	36,768	31,748	28,273	3,475	5,020
61400 BENEFITS	421,581	340,878	315,114	25,764	80,703
TOTAL PERSONAL SERVICES	<u>1,287,030</u>	<u>1,035,208</u>	<u>1,066,089</u>	<u>(30,881)</u>	<u>251,822</u>
62000 OPERATIONS					
62100 CONTRACT	69,768	56,251	42,412	13,839	13,517
62200 SUPPLY	12,283	6,374	5,496	878	5,909
62300 COMMUNICATION	16,623	15,715	14,962	753	908
62400 TRAVEL	52,870	39,222	38,313	909	13,648
62500 RENT	145,106	125,410	120,906	4,504	19,696
62700 REPAIR & MAINT	13,936	1,103	2,359	(1,256)	12,833
62800 OTHER EXPENSES	298,991	245,765	225,879	19,886	53,226
TOTAL OPERATIONS	<u>609,577</u>	<u>489,840</u>	<u>450,327</u>	<u>39,513</u>	<u>119,737</u>
TOTAL EXPENDITURES	<u>\$ 1,896,607</u>	<u>\$ 1,525,048</u>	<u>\$ 1,516,416</u>	<u>\$ 8,632</u>	<u>\$ 371,559</u>
<u>BUDGETED FUNDS</u>					
01100 GENDERAL FUND	\$ 961,876	\$ 771,564	\$ 781,909	\$ (10,345)	\$ 190,312
02427 ANIMAL HEALTH FEES	5,717	-	-	-	5,717
03209 MEAT & POULTRY INSPECTION-FED	929,014	753,484	734,507	18,977	175,530
TOTAL BUDGET FUNDING	<u>\$ 1,896,607</u>	<u>\$ 1,525,048</u>	<u>\$ 1,516,416</u>	<u>\$ 8,632</u>	<u>\$ 371,559</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2019, Meat Inspection is budgeted \$1,896,607 with 24.50 FTE. The bureau is funded with general fund of \$961,876, Meat & Poultry Inspection-Fed of \$929,014 and \$5,717 animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 80% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$30,881 lower than April 2018. Operations are 80% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$39,513 higher than April 2018 because the Federal indirect expenses were not recorded as of October 31, 2017. Overall, Meat Inspection total expenditures were \$8,632 higher than the same period last year. The total budget is 80% expended with 75% of the budget year lapsed.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
APRIL 30, 2019**

**DIVISION: BRANDS ENFORCEMENT DIVISION
PROGRAM: BRANDS ENFORCEMENT**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2019 Budget	HB 03 Adjustment	FY 2019 Budget	Year-to-Date Actual Expenses April FY 2019	Same Period Prior Year Actual Expenses April FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 53.11

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES								
61100 SALARIES	\$ 1,930,184	\$ 216,700	\$ 2,146,884	\$ 1,738,368	\$ 1,695,969	\$ 42,399	\$ 408,516	
61200 OVERTIME	86,308	-	86,308	85,890	90,689	(4,799)	418	
61400 BENEFITS	942,336	108,300	1,050,636	827,030	733,674	93,356	223,606	
TOTAL PERSONAL SERVICES	<u>2,958,828</u>	<u>325,000</u>	<u>3,283,828</u>	<u>2,651,288</u>	<u>2,520,332</u>	<u>130,956</u>	<u>632,540</u>	
62000 OPERATIONS								
62100 CONTRACT	103,580	-	103,580	54,116	88,455	(34,339)	49,464	
62200 SUPPLY	113,191	-	113,191	57,112	69,583	(12,471)	56,079	
62300 COMMUNICATION	69,879	-	69,879	45,338	48,890	(3,552)	24,541	
62400 TRAVEL	29,234	-	29,234	15,106	18,504	(3,398)	14,128	
62500 RENT	168,167	-	168,167	127,362	111,577	15,785	40,805	
62600 UTILITIES	7,343	-	7,343	6,500	6,500	-	843	
62700 REPAIR & MAINT	27,891	-	27,891	13,060	15,667	(2,607)	14,831	
62800 OTHER EXPENSES	71,700	-	71,700	63,194	51,561	11,633	8,506	
TOTAL OPERATIONS	<u>590,985</u>	<u>-</u>	<u>590,985</u>	<u>381,788</u>	<u>410,737</u>	<u>(28,949)</u>	<u>209,197</u>	
TOTAL	<u>\$ 3,549,813</u>	<u>\$ 325,000</u>	<u>\$ 3,874,813</u>	<u>\$ 3,033,076</u>	<u>\$ 2,931,069</u>	<u>\$ 102,007</u>	<u>\$ 841,737</u>	
<u>BUDGETED FUNDS</u>								
02425 BRAND INSPECTION FEES	\$ 3,058,782	\$ -	\$ 3,058,782	\$ 2,939,047	\$ 2,750,368	\$ 188,679	\$ 119,735	
02426 PER CAPITA FEES	491,031	325,000	816,031	94,029	180,701	(86,672)	722,002	
TOTAL BUDGET FUNDING	<u>\$ 3,549,813</u>	<u>\$ 325,000</u>	<u>\$ 3,874,813</u>	<u>\$ 3,033,076</u>	<u>\$ 2,931,069</u>	<u>\$ 102,007</u>	<u>\$ 841,737</u>	

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2019, Brands Enforcement is budgeted for \$3,549,813 with 53.11 FTE. It is funded with Brand Inspection Fees of \$3,058,782 and Per Capita Fees of \$491,031. Personal services budget is 81% expended with 79% of payrolls complete. Personal services expended as of April 2019 was \$130,956 higher than April 2018. Operations are 65% expended with 75% of the budget year lapsed. Operation expenses as of April 2019 were \$28,949 lower than April 2018. Overall, Brands Enforcement total expenditures were \$102,007 higher than the same period last year. With 75% of the budget year lapsed, 78% of the budget has been expended.

**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE REPORT
APRIL 30, 2019**

**DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE COMPARISON FY 2019**

	FY 2018 as of April 30, 2018	FY 2019 as of April 30, 2019	Difference April 30 FY18 & FY19	Budgeted Revenue FY 2019
Fund Description				
02425 Brands				
New Brands & Transfers	\$ 207,112	\$ 271,189	\$ 64,077	\$ 413,725
Re-Recorded Brands	387,253	387,254	1	464,705
Security Interest Filing Fee	50,177	19,785	(30,392)	47,500
Livestock Dealers License	64,836	88,325	23,489	76,764
Local Inspections	231,170	297,708	66,538	334,800
Market Inspection Fees	1,444,935	1,234,193	(210,742)	1,625,200
Investment Earnings	36,331	63,177	26,846	40,215
Other Revenues	95,749	61,536	(34,213)	17,225
Total Brands Division Revenue	\$ 2,517,563	\$ 2,423,167	\$ (94,396)	\$ 3,020,134
02426 Per Capita Fee (PCF)				
PCF - Current Reporting Period*	\$ 2,810,481	\$ 2,531,391	\$ (279,090)	\$ 4,900,040
PCF - Prior year reporting period**	242,425	163,336	(79,089)	-
PCF - Deferred Revenue ***	4,804,437	-	(4,804,437)	-
Non Federal Indirect Cost Recovery	116,318	152,855	36,537	154,000
Federal Indirect Cost Recovery	181,848	165,638	(16,210)	219,930
Investment Earnings	64,037	150,986	86,949	72,645
Other Revenues	8,902	166	(8,736)	27,020
Total Per Capita Fee Revenue	\$ 8,228,448	\$ 3,164,372	\$ (5,064,076)	\$ 5,373,635
02427 Animal Health				
Books	\$ 5,169	\$ 12,564	\$ 7,395	\$ 8,600
Animal Health Licenses & Permits	8,102	8,500	398	8,300
Investment Earnings	1,527	736	(791)	1,000
Other Revenues	13,554	12,949	(605)	1,000
Total Animal Health Revenue	\$ 26,825	\$ 34,013	\$ 6,397	\$ 18,900
02701 Milk Inspection				
Inspectors Assessment	\$ 313,490	\$ 287,553	\$ (25,937)	\$ 250,000
Investment Earnings	-	2,211	2,211	2,500
Total Milk Inspection	\$ 313,490	\$ 289,764	\$ (23,726)	\$ 252,500
02262 EGG GRADING				
Inspectors Assessment	\$ 103,872	\$ 113,087	\$ 9,215	\$ 150,000
Total EGG GRADING	\$ 103,872	\$ 113,087	\$ 9,215	\$ 150,000
06026 Diagnostic Lab Fees				
Lab Fees	\$ 749,959	\$ 721,813	\$ (28,146)	\$ 1,180,000
Other Revenues	996	686	(310)	4,000
	\$ 750,955	\$ 722,623	\$ (28,456)	\$ 1,184,000
Combined State Special Revenue Total	\$ 11,941,153	\$ 6,747,026	\$ (5,195,042)	\$ 9,999,169

* For the 2018 reporting period, the Department collected \$2,810,481 as of April 30, 2019. The Department has collected \$2,531,391 for the 2019 reporting period as of April 30, 2019 or \$279,090 less than the prior year.

** In FY 2019, the Department collected \$163,336 in PCF for year reporting periods before January 1, 2019. In FY 2018, the Department collected \$242,425 for reporting periods before the January 1, 2018.

*** Calendar year 2017 Per Capita Fee revenue was deferred to FY 2018. The 2017 biennium audit found that per capita fee must be recorded as revenue when received. The CY 2018 PCF revenue that was collected before June 30, 2018 was recorded as revenue in FY 2018. The amount that was deferred from FY 2017 to FY 2018 was \$4,804,437.

Laboratory fee revenue is recorded in the month that statements are mailed to customers. This leads to revenues being recorded in the financial statements a month after they are earned. Accordingly, the revenue for laboratory fees in the amount of \$721,813 are for the period ending October 2018. At fiscal year end, revenues earned in June 2019 will be recorded in FY 2019. There were no laboratory fee revenue recorded in July, but there will be two months of laboratory fees reported in June 2019.

**MONTANA DEPARTMENT OF LIVESTOCK
PER CAPITA FEE COLLECTION REPORT
MAY 08, 2019**

**MONTANA DEPARTMENT OF LIVESTOCK
PER CAPITA FEE REPORTING AND COLLECTIONS REPORT
MAY 08, 2019**

	2019	2018
Livestock Reports Filed	<u>16,519</u>	<u>17,389</u>
Total Per Capita Fee reported	<u>\$ 4,964,820</u>	<u>\$ 4,913,452</u>
Amount Paid	<u>2,595,186</u>	<u>2,863,118</u>
Amount Due	<u><u>\$ 2,369,634</u></u>	<u><u>\$ 2,050,334</u></u>

Per Capita Fee Reported by Livestock Class

	2019			2018	
	<u>Rate</u>	<u>Count</u>	<u>PCF</u>	<u>Count</u>	<u>PCF</u>
Cattle	2.29	1,892,808	\$ 4,334,530	1,877,831	\$ 4,300,233
Horses	5.85	52,930	309,641	54,991	321,697
Sheep & Goats	0.54	159,235	85,987	161,464	87,191
Swine	0.78	81,943	63,916	77,296	60,291
Poultry	0.05	878,621	43,931	755,458	37,773
Bees	0.41	49,575	20,326	49,285	20,207
Llamas	9.73	1,103	10,732	1,285	12,503
Bison	6.38	12,349	78,787	8,980	57,292
Domestic Ungulates	26.33	612	16,114	583	15,350
Ratites	9.73	88	856	94	915
		<u>3,129,264</u>	<u>\$ 4,964,820</u>	<u>2,987,267</u>	<u>\$ 4,913,452</u>

As of May 8, 2019, there were 16,519 reporting forms that were filed with the Department of Revenue, which is 870 less than the same period last year. The total amount of revenue reported was \$4,964,820. The amount of 2019 PCF revenue collected to date is \$2,595,186, which is \$267,932 less than the same period last year.

The total number of PCF reporting forms received by the Department of Revenue for the 2018 reporting period was 17,446.

The reports are due March 1 and the Per Capita Fee payments are due May 31.

**MONTANA DEPARTMENT OF LIVESTOCK
PER CAPITA FEE REPORTING REPORT
REPORTING PERIODS 2015 THROUGH 2018**

	Head Count by Livestock Class			
	2015	2016	2017	2018
Cattle	1,855,024	1,886,071	1,880,995	1,881,293
Horses	69,344	63,261	57,532	55,097
Sheep & Goats	176,412	166,840	162,176	162,920
Swine	80,871	85,116	83,654	77,422
Poultry	474,603	517,274	654,085	756,226
Bees	50,830	58,812	55,244	49,285
Llamas	1,778	1,567	1,411	1,287
Bison	8,060	7,827	7,369	8,980
Domestic Ungulates	800	578	571	583
Ratites	108	93	130	94
	<u>2,717,830</u>	<u>2,787,439</u>	<u>2,903,167</u>	<u>2,993,187</u>

This report shows the head count by class of livestock for 2015, 2016, 2017 and 2018. Poultry was the most significant number increase in the classes of livestock.

MONTANA DEPARTMENT OF LIVESTOCK

LIVESTOCK HEADCOUNT BY COUNTY AND SPECIES

MAY 08, 2019

County Number	County	County Seat	Sheep					Llamas and Alpacas	Alternative Livestock	Ratites	Bees	
			Cattle	Horses	and Goats	Swine	Poultry					
1	Butte - Silver Bow	Butte	3,193	423	252	4	190	-	16	-	-	-
2	Cascade	Great Falls	49,235	1,809	4,694	13,365	116,400	-	19	319	10	23
3	Yellowstone	Billings	62,587	2,233	2,024	1,579	18,083	580	56	-	3	5,901
4	Missoula	Missoula	4,323	1,238	506	71	786	137	31	-	4	200
5	Lewis & Clark	Helena	23,981	1,847	3,025	1,933	53,856	107	43	-	-	1,111
6	Gallatin	Bozeman	26,706	3,313	1,910	155	4,466	1,999	155	5	-	504
7	Flathead	Kalispell	4,688	2,084	448	534	1,007	198	88	104	38	480
8	Fergus	Lewistown	97,834	1,636	3,651	214	3,887	21	55	-	2	789
9	Powder River	Broadus	69,192	1,125	12,259	18	454	7	9	-	-	10
10	Carbon	Red Lodge	29,646	1,091	2,640	72	532	3	40	3	-	3,579
11	Phillips	Malta	71,694	849	3,499	20	349	800	7	-	1	-
12	Hill	Havre	18,114	662	825	5,611	80,348	-	9	87	-	4
13	Ravalli	Hamilton	16,981	2,679	1,717	76	2,571	401	205	32	17	32
14	Custer	Miles City	63,576	960	3,260	-	314	-	42	-	-	417
15	Lake	Polson	17,768	1,501	1,017	72	695	-	32	-	-	4,562
16	Dawson	Glendive	36,192	631	1,180	6	302	-	8	-	-	-
17	Roosevelt	Wolf Point	18,659	320	1,700	65	119	15	2	-	-	2,036
18	Beaverhead	Dillon	107,192	1,419	10,383	22	482	84	16	-	4	3
19	Chouteau	Fort Benton	41,104	859	416	550	20,468	2	3	-	-	401
20	Valley	Glasgow	62,652	690	845	16	338	-	4	-	-	2
21	Toole	Shelby	15,336	1,176	1,716	4,171	56,225	-	1	-	-	4
22	Big Horn	Hardin	62,847	1,193	690	26	311	-	6	-	-	-
23	Musselshell	Roundup	24,879	745	2,344	75	547	-	15	5	-	4
24	Blaine	Chinook	61,084	686	1,930	1,572	45,458	-	15	-	-	5,300
25	Madison	Virginia City	56,881	1,766	990	13	914	2,918	1	-	-	600
26	Pondera	Conrad	19,756	541	3,569	11,924	109,863	2	6	-	-	1,502
27	Richland	Sidney	33,997	418	1,775	24	367	-	3	18	-	-
28	Powell	Deer Lodge	30,294	946	453	21	210	115	1	-	-	1
29	Rosebud	Forsyth	64,718	1,011	1,090	128	344	6	1	-	-	-
30	Anaconda - Deer Lodge	Anaconda	4,649	222	171	-	57	-	11	-	-	-
31	Teton	Choteau	42,693	1,320	4,008	2,230	72,398	1,009	23	11	-	744
32	Stillwater	Columbus	29,243	1,079	7,795	26	351	1,759	6	-	3	2,730
33	Treasure	Hysham	20,643	273	60	13	145	-	3	-	-	-
34	Sheridan	Plentywood	18,587	326	1,160	15	135	-	8	-	-	-
35	Sanders	Thompson Falls	7,914	611	98	73	5,045	135	4	-	1	3,883
36	Judith Basin	Stanford	63,572	642	6,147	48	672	-	9	-	-	484
37	Daniels	Scobey	13,650	264	388	8	112	-	3	-	-	-
38	Glacier	Cut Bank	11,713	330	1,089	11,429	179,627	73	6	-	-	110
39	Fallon	Baker	39,058	613	2,255	4	293	-	3	-	-	3,564
40	Sweet Grass	Big Timber	31,371	1,180	3,488	37	334	100	3	-	-	1,325
41	McCone	Circle	31,415	723	4,211	2,418	629	-	9	-	-	109
42	Carter	Ekalaka	64,033	849	17,800	15	320	113	9	-	2	1,932
43	Broadwater	Townsend	17,301	551	2,036	164	301	44	4	-	-	107
44	Wheatland	Harlowton	34,314	377	9,005	7,860	26,419	1	5	-	-	1,460
45	Prairie	Terry	35,136	381	2,075	-	115	-	4	5	-	380
46	Granite	Philipsburg	14,978	558	489	56	105	-	5	-	-	-
47	Meagher	White Sulphur Springs	39,089	484	2,658	2,417	14,319	35	1	-	-	405
48	Liberty	Chester	10,312	156	86	10,253	30,465	104	4	-	-	-
49	Park	Livingston	26,431	2,277	943	114	1,026	18	80	-	2	1,235
50	Garfield	Jordan	62,070	985	13,010	16	186	290	-	-	-	-
51	Jefferson	Boulder	20,836	982	923	384	739	1,205	11	23	-	101
52	Wibaux	Wibaux	17,196	313	12	-	166	68	-	-	-	12
53	Golden Valley	Ryegate	14,807	318	6,897	2,000	23,879	-	2	-	-	1,482
54	Mineral	Superior	240	220	-	3	107	-	1	-	-	43
55	Petroleum	Winnett	24,315	289	1,497	-	96	-	-	-	-	100
56	Lincoln	Libby	2,133	756	126	23	694	-	-	-	1	1,904
			1,892,808	52,930	159,235	81,943	878,621	12,349	1,103	612	88	49,575

The numbers reported are as of May 08, 2019.

MONTANA DEPARTMENT OF LIVESTOCK
LIVESTOCK HEADCOUNT BY COUNTY AND SPECIES
MAY 08, 2018

County Number	County	County Seat	Sheep					Llamas and Alpacas	Alternative Livestock	Ratites	Bees	
			Cattle	Horses	and Goats	Swine	Poultry					
1	Butte - Silver Bow	Butte	2,881	433	225	4	221	-	17	-	-	-
2	Cascade	Great Falls	47,601	1,832	4,543	14,587	76,095	-	23	307	12	17
3	Yellowstone	Billings	57,413	2,375	2,069	1,597	18,240	743	62	-	2	5,013
4	Missoula	Missoula	3,914	1,311	538	57	829	11	34	-	4	732
5	Lewis & Clark	Helena	25,917	1,910	3,113	1,117	39,080	102	43	-	1	1,118
6	Gallatin	Bozeman	25,584	3,250	1,924	116	4,573	1,741	173	-	-	1,628
7	Flathead	Kalispell	4,712	2,211	422	523	1,408	195	145	82	38	348
8	Fergus	Lewistown	96,086	1,720	3,721	183	1,601	26	53	-	2	15
9	Powder River	Broadus	70,006	1,279	10,920	19	442	8	9	-	-	830
10	Carbon	Red Lodge	29,440	1,182	2,954	91	534	5	56	3	-	3,587
11	Phillips	Malta	72,781	892	3,417	25	1,955	718	6	-	3	-
12	Hill	Havre	17,520	692	775	6,938	78,321	-	10	98	-	5
13	Ravalli	Hamilton	17,077	2,768	1,392	92	2,867	331	221	24	18	35
14	Custer	Miles City	68,766	974	3,325	10	333	-	43	-	-	417
15	Lake	Polson	19,361	1,564	780	108	783	-	36	-	-	4,565
16	Dawson	Glendive	35,381	707	1,120	7	322	-	6	-	-	-
17	Roosevelt	Wolf Point	17,614	347	1,625	53	176	15	3	-	-	1,962
18	Beaverhead	Dillon	102,714	1,442	10,494	5	483	317	16	-	4	1
19	Chouteau	Fort Benton	42,365	967	382	555	352	2	4	-	-	603
20	Valley	Glasgow	62,550	701	829	16	369	-	4	-	-	-
21	Toole	Shelby	15,754	989	1,546	3,922	17,217	-	1	-	-	-
22	Big Horn	Hardin	64,568	1,234	636	23	276	-	7	-	-	4
23	Musselshell	Roundup	23,958	804	2,255	86	558	-	17	7	-	4
24	Blaine	Chinook	60,583	728	2,030	1,360	45,548	-	12	-	-	5,317
25	Madison	Virginia City	56,233	1,841	1,081	14	814	2,493	3	-	-	2
26	Pondera	Conrad	18,913	615	5,037	12,032	94,042	1	6	-	-	1,502
27	Richland	Sidney	34,683	450	1,993	20	477	-	4	18	-	-
28	Powell	Deer Lodge	30,438	967	399	6	429	97	5	-	-	1
29	Rosebud	Forsyth	63,956	1,021	1,587	77	306	12	6	-	-	-
30	Anaconda - Deer Lodge	Anaconda	4,391	235	173	-	85	-	15	-	-	-
31	Teton	Choteau	42,703	1,337	3,402	2,240	72,502	845	27	12	-	650
32	Stillwater	Columbus	29,505	1,155	10,342	17	468	413	8	-	3	2,728
33	Treasure	Hysham	21,217	274	54	13	151	-	3	-	-	-
34	Sheridan	Plentywood	17,755	317	1,024	10	67	-	8	-	-	-
35	Sanders	Thompson Falls	8,078	674	90	64	4,809	135	10	-	1	3,881
36	Judith Basin	Stanford	60,713	644	6,108	45	553	1	4	-	-	-
37	Daniels	Scobey	13,374	287	344	23	192	-	2	-	-	-
38	Glacier	Cut Bank	11,798	365	936	9,683	185,450	70	6	-	-	75
39	Fallon	Baker	37,267	595	1,952	6	435	-	3	-	-	3,564
40	Sweet Grass	Big Timber	29,686	1,142	3,701	26	363	100	3	-	-	1,119
41	McCone	Circle	30,984	756	3,451	2,424	581	-	10	-	-	75
42	Carter	Ekalaka	62,447	885	17,011	14	392	69	9	-	2	1,934
43	Broadwater	Townsend	17,306	558	2,077	188	280	35	1	-	-	6
44	Wheatland	Harlowton	33,385	416	9,558	6,390	27,896	1	7	-	-	1,923
45	Prairie	Terry	34,361	381	1,876	31	125	-	4	5	-	380
46	Granite	Philipsburg	15,209	581	519	16	120	-	3	-	-	-
47	Meagher	White Sulphur Springs	40,410	474	2,810	221	14,368	60	1	-	-	-
48	Liberty	Chester	11,243	158	65	9,636	30,837	104	5	-	-	-
49	Park	Livingston	25,296	2,379	1,241	114	945	26	100	-	2	2,243
50	Garfield	Jordan	60,681	1,035	11,650	32	203	234	-	-	-	-
51	Jefferson	Boulder	21,517	1,043	846	423	666	-	12	27	-	11
52	Wibaux	Wibaux	19,627	344	4	3	191	70	-	-	-	12
53	Golden Valley	Ryegate	14,499	374	9,529	2,017	24,080	-	4	-	-	1,383
54	Mineral	Superior	329	261	3	5	111	-	2	-	-	43
55	Petroleum	Winnett	23,257	272	1,413	-	96	-	-	-	-	40
56	Lincoln	Libby	2,024	843	153	12	841	-	13	-	2	1,512
			1,877,831	54,991	161,464	77,296	755,458	8,980	1,285	583	94	49,285

The numbers reported are as of May 08, 2018.

**MONTANA DEPARTMENT OF LIVESTOCK
NON-EXEMPT COMP TIME**

**DEPARTMENT OF LIVESTOCK
NON-EXEMPT COMP TIME
BALANCES IN EXCESS OF 120 HOURS
May 8, 2019**

	<u>HOURS OVER 120</u>	<u>ESTIMATED PAYOUTS</u>
GENERAL FUND		
LIVESTOCK LOSS BOARD	55	\$ 2,272
MILK LABORATORY	89	2,843
MEAT INSPECTION	63	1,385
	<u>207</u>	<u>6,500</u>
PER CAPITA FEES		
CENTRALIZED SERVICES	108	4,243
ANIMAL HEALTH	78	2,608
BRANDS ENFORCEMENT	1,273	34,875
	<u>1,459</u>	<u>41,726</u>
MILK INSPECTION		
MILK & EGG	188	7,105
	<u>188</u>	<u>7,105</u>
FEDERAL FUNDS		
MEAT INSPECTION	63	1,384
	<u>63</u>	<u>1,384</u>
	<u>1,917</u>	<u>\$ 56,715</u>

The Hours over 120 is as of May 9, 2019. These hours could change by payperiod ending June 7, 2019. The Estimated Payouts includes estimated benefits of 20%. Actual payouts will vary.



State of Montana

Livestock IT Plan 2019

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1. Executive Summary

The Department of Livestock has 6 basic business drivers that shape the department's programs and IT strategies: prevent, control, and eradicate animal diseases; prevent the transmission of animal diseases to humans; protect livestock industries from theft and predatory animals; assure clean, wholesome and properly labeled meat and poultry products; regulate and inspect the dairy industry; and effective/efficient government.

The Department of Livestock's IT strategies are designed to directly support and contribute to the success of the department's business objectives. The Department's IT strategies are:

1. Provide, implement, and maintain networks, computers, mobile devices, servers and applications that support the business objectives in a cost-effective manner with available resources.
2. Provide livestock related services to the Livestock industry, Montana veterinarians, and to the general public.
3. To assist the Department of Livestock employees with IT related issues in the day-to-day operations of their jobs.
4. Utilize the internet and mobile devices for providing services to the Livestock industry.
5. Implement an information sharing technology for use within the department.
6. To protect and secure electronic data and equipment stored within the department.

2. Environment, Success, and Capabilities

The Department of Livestock is supported by roughly 15% general fund and primarily by special state revenue collected through per capita and brand fees on livestock, fees for services and some federal funding.

1. The Department of Livestock maintains several servers and applications within the department and has outsourced hosting of the larger applications to DOA ITSD.
2. IT monitoring software such as antivirus and operating system updates are implemented on each piece of IT hardware.
3. The Department of Livestock has three IT personnel to manage about 120 devices, 4 servers, 8 applications and support 160 users most of which are remote.

Business Drivers:

- Animal Health's business drivers are:
 - Animal regulations, both federal and state
 - Animal disease control
 - Sharing of information and education, both internal and external
 - Reporting to the federal government
- Meat Inspection's business drivers are:
 - Meat regulations, both federal and state
 - Applications for license and inspection
- Milk Control's business drivers are:
 - Regulations

- Records management
- The number of pool handlers – Entities bottling milk
- Milk control board
- Cooperation with Milk and Egg Bureau
- Livestock Loss Board’s business drivers are:
 - Laws
 - Livestock industry organizations
 - Environmental organizations
 - Number of livestock killed by Grizzly bears or Wolves
 - Cooperation with USDA APHIS Wildlife services
- Brands Enforcement business drivers are:
 - Regulations
 - Movement of livestock (Sales, crossing county lines)
 - Livestock law enforcement
- Veterinary Diagnostic Lab’s business drivers are:
 - Animal testing regulations
 - Testing of zoonotic diseases
 - Animal disease control
- Centralized Services business drivers are:
 - IT services
 - Accounting
 - Payroll
 - Budgeting
 - Records management
 - HR
- Business drivers common to entire department:
 - The employees
 - Training
 - Public Education
 - Regulations and laws
 - Revenue and budget
 - Records management

3. IT Contributions and Strategies

The Department of Livestock’s Information Technology mission is to provide and implement cost-effective information technology with available resources and to assist in providing services to the livestock industry, Montana veterinarians, the general public and in assisting Department of Livestock employees in the day to day operations of their jobs.

4. IT Principles

IT principles govern the decisions and operations of the state’s IT community. They provide touchpoints and guidelines to ensure that correct decisions are being made; decisions that will provide the greatest value to Montana’s citizens. The majority of Montana’s IT principles have their roots in Montana’s Information Technology Act (MITA).

Department of Livestock’s IT principles:

- Resources and funding will be allocated to the IT projects that contribute the greatest net value and benefit to the Livestock industry.
- Unwarranted duplication will be minimized by sharing data, and IT infrastructure, applications and services.
- Montana will use shared inter-state systems to minimize IT expenditures, improve service delivery and accelerate service implementation.
- IT will be used to provide educational opportunities, create quality jobs, a favorable business climate, improve government, protect individual privacy and protect the privacy of IT information.
- IT resources will be used in an organized, deliberative and cost-effective manner.
- IT systems will provide delivery channels that allow citizens to determine when, where, and how they interact with the department of Livestock.
- Mitigation of risks are a priority for protecting individual privacy and the privacy of IT systems information.

5. IT Governance

The state has established in law, by Executive Order and by Agency Executive Order, governance structures such as the Information Technology Board, the Statewide Interoperability Governance Board, the Electronic Government Advisory Council and the Information Technology Managers Council. The purpose of these governance structures is to ensure that the state's IT investments supporting the business needs of the agencies are done in a cost-effective manner.

The state CIO and agencies will work in a cooperative manner to strengthen these governance structures to provide the framework for a deliberative approach to making IT investments that support the services the state provides to its citizens.

6. IT Financial Management

Agencies receive their IT expenditure authority from the legislature. IT funding sources include the state general fund, proprietary funds, fees, federal grants, etc. SITSD is funded through a state proprietary fund and receives its revenue through chargebacks to agency customers.

Agencies will document and provide adequate justification for their major IT spending proposals to OBPP and the Department of Administration.

The annual IT budget for the department of Livestock is approximately \$30,000. This is the base budget for all IT hardware and software. For any projects that go above and beyond this base the department seeks after grants, general fund or special revenue. The IT budgeting within the department of Livestock is both a cost and investment center.

Item	Description
Software Name	Brands Lookup System
Purpose	<p>The Department of Livestock (DOL) Brands system is a recording of all brands in the State. It will track the owner, the brand name, an image of the brand, its premise, its location on the animal, any mortgages held against the brand, and a history of the brand since first applied for.</p> <p>For every brand recorded, it first must be checked for any conflicts with an already existing brand. If no conflicts are found, the brand is assigned to the applicant and recorded into the database. Every 10 years, all brands must be Re-recorded to remain official and unavailable to any new applicants. Decorative and seasonal brands may also be recorded with the Brands division, but conflict resolution is unnecessary, and they must be Re-recorded every 10 years.</p> <p>Mortgage information is tracked to allow the sale of livestock to be managed. A brand owner can mortgage their brand with a bank and when livestock is sold checks are issued to the lien holder and the brand owner. Once a mortgage has been paid off, a mortgage release is signed and sent to the Department and the mortgage is removed from the brand for that owner. Mortgage information is modified every three years but can be a daily process.</p>
Date Implemented	January 2010
Initial Cost	\$166,000
Yearly maintenance cost	Variable as needed
Vendor	Axiom
Hardware Needs	Application Server Database Server PC Internet connection
Software Needs	SQL database
~# Users	80
Funding Source	Per Capita Fees - initial purchase
Vendor for upgraded system	TBD
Initial Cost	TBD
Annual maintenance costs	Estimated \$18,000
Goals for upgraded system	<p>The primary goals for a new Brands system are as follows:</p> <ul style="list-style-type: none"> • Minimize workload on DOL staff by facilitating a more accurate, consistent, and easier data entry within the department, and at its remote locations. Some of this involves: • Easily accessible application within the Department, but also for the 13 Montana markets located around the state. • Allow for read-only offline capable access to the Brands system to brand inspectors. • Easy to use application that retains the quick, mouse-less data entry provided by the current system, while providing enhanced functionality. • Maintains its data in a central database, accessible by other key applications within the Department such Fort Supply, USAHerds, and LIMS (The common element among these applications would be the owner.) • Streamline the Re-record process. • Search brands both textually and by images. (Could replace Brand bible.)

	<p>Subsequent goals for the system are as follow:</p> <ul style="list-style-type: none"> • Automate portions of the brands conflict checking. • Allow for integration of the Shipper/Owner program. • Allow for integration of the Animal Health program. • Allow for brand history to be added, linked to documents, and retrieved.
Key Assumptions	<ul style="list-style-type: none"> • The new Brands system must use MS SQL and will be hosted by Department of Administration, Information Technology Services Division (DOA ITSD). • Work on the Brands system for the most part will be done at the selected contractor’s work location, then tested and implemented on an environment provided by DOL thru DOA ITSD. For work that must be done at DOL’s site, DOL will provide a work area. • A customized software package or an off the shelf package will be considered in the evaluation process for this system, if it meets DOL’s requirements. • DOL requests a gap analysis for an off the shelf package proposal and for customized package proposals that do not include all modules\capabilities stated within this RFP. • DOL requests offerors to document known risks and proposed corrective actions to mitigate those risks. • DOL requests a warranty of one year on this system.
Requirements	<p>New Brand Application</p> <ul style="list-style-type: none"> • Captures last name, first name, address, county, email and phone numbers, of all owners. Brand description, brand image, all bill of sale signers, and latitude and longitude coordinates of ranch. • If an SSN or tax-id is captured, then that field must be encrypted. • Performs conflict resolution on the brand with ability for manual override of conflicts by DOL specific employees only. • Provides feedback why a brand failed. (Gives a description of conflicts.) • Prints certificate and envelope or label on a successful application. • \$100 fee, subject to change. <p>Editing Brands</p> <ul style="list-style-type: none"> • Only certain brand employees have access to editing a brand. • Able to search by any piece of brand data, except the image. • Able to update any piece of brand data, except for brand description. • Able to re-print a brand certificate and update the database that a duplicate was printed. • Tracks all changes to a brand and keeps a history of the brands. • Document storage, able to upload a PDF document and associate with a brand or history of a brand. • Mortgage data is accessible and editable. • Brand transfer: New owner of the brand or a new owner added, \$100 fee subject to change. • New brand certificate: New information about the owner, only charge if certificate is printed, \$5 fee subject to change. <p>Brand/Mortgage Lookup</p>

- Search brand by owner name or brand description with or without range of county.
- Displays all brand data, including brand image, owner data, description, mortgages, brand history, stored PDF documents and bill of sale signers.
- Remote offices able to perform lookups offline.
- Generate a brand history as a PDF document.

Brand Re-record

- Look up a brand by owner name or brand description.
- Prints re-record notice with bar code of brand description.
- Uses Barcode scanner for faster searching.
- Updates all fields that require updating.
- Displays failure reasons, i.e., signatures or notarized.
- Able to print all associated re-record reports.
- \$100 fee for each brand certificate, this fee is subject to change.

Mortgage Information

- Captures all lender data, including name, address, phone, and point of contact names.
- Forms available to print.
- Able to print five-year mortgage report of lenders and mortgage error report.

Payment Gateway

- Capture that brand, record, transfer or duplicate certificate was paid.

Common Components and Data Conversion

- Autocomplete\auto complete
- Auto save

Conflict Resolution

- Provide a way to add new or remove valid characters to the conflict checking engine.
- Two-character brand checks up to five surrounding counties.
- All others it checks with all bordering counties.
- Up to five counties are allowed for where a brand's livestock will range. This information needs to be captured and used in the conflict resolution process.
- A brand can be one to four characters in length. For similar brand checking take the length of the brand minus one and compare those character to the existing brands in the system. (i.e., new brand CWM would be compared to CW and WM for conflicts.)
- Need to be able to check against Livestock type and position on animal as part of the conflict resolution.
- About 60,000 registered brands exist in the State of Montana. This results in less than half a gig of hard drive space.

Brand System Reports

- The reports for the brand system should be readily available for the users. There are several reports that are needed for the brand system.

- Re-record-Prints a notice of Re-record for every brand owner. Each report must contain a barcode used for the retrieval of the brand information once the signed form is returned.
- Re-record Error-Prints a letter to every brand owner who error in the Re-record process. This letter lets the brand owners know that their brand wasn't properly Re-recorded and gives them the opportunity to redo the process.
- Brands Summary-All current brand information including mortgages and history report.
- Brands Financial (Monthly and Yearly)-Record of all fees returned for the brands system filter monthly or yearly and show for livestock type and\or county.
- New Certificate-Searches by owner name or brand ID (brand image search) then prints official brand certificate. This report is what each brand holder is issued when a brand is purchased. If a duplicate brand certificate is issued the report needs to print duplicate on the footer of the report. This report is a pre-printed form that will list the brand image, brand certificate ID, owner information, and counties of ranges.
- Brand Information (Advanced)-Detailed information about a single brand containing owner information, mortgages, and history. This report should be available in PDF format.
- Brand Book-Currently on-line users can purchase a brand book by county through the DOL's on-line store. The new system needs to be able to print brand books by one or more counties. The brand books should be available in paper or PDF format.
- County Taxes Letter-Brand listing by county that includes owner information.
- Expired Brand Report-Brands that were not Re-recorded and are now available.
- Need to link back to brand. Could be implemented as advanced search functionality.
- Five Year Mortgage Report/Form-Letter mailed out to all mortgage holders reminding them to renew or terminate brand mortgages. (Brand ID barcoded.)
- Five Year Mortgage Error-Letter mailed out to all the returned "Five Year Mortgage Forms" that have errors and reasons for the errors.
- Mortgage report-This report will list who the mortgage holder is as well as the brand owner information. This report will be mostly used by mortgage holders.
- Statistical Reports
- Animal Specific Report-This report needs to provide the user with the number of brands registered for a specific animal (ie. Bovine or Equine). This report will be used by Brand personnel and/or for any organization that needs statistical data.
- County Specific Report-This report needs to provide the user with the number of brands recorded for each county of range and list the out by Species (ie. Bovine or Equine). There can be duplicate brands for multiple counties. This report will be used by Brand personnel and/or for any organization that needs statistical data.
- Available brands-This report will be used to allow customers to see what brands are potentially available for a customer. This can be determined until the brand has gone through the conflict resolution.

Advanced Brand Searching

- Advanced Brand Search (Brand Image)-Throughout the on-line and internal system users will need to have the ability to lookup brands. The current system only addresses a textual lookup that does not have the ability to search every brand by its physical properties. The new system must incorporate image search functionality.

	<p>The user enters the zero to four letters of the brand and their position and the search will return all the images associated with their search criteria. (If no letters are entered, then return all letters in that position.)</p> <ul style="list-style-type: none"> • Advanced Brand Search (Brand ID)-Search functionality where the cursor has focus in the brand ID field. On pressing the enter key, the system will query up the brand information of the brand ID entered. This functionality supports the use of a handheld scanner that the DOL can use to scan in Re-record document (other documents possible). The main purpose of this search is fast retrieval of records for the Re-record process. • Advanced Brand Search (Multiple fields)-Search functionality where the users can input one or more brands fields and the system returns a list that links to the brand record. Searchable fields: <ul style="list-style-type: none"> ▪ Brand characters ▪ Types of livestock ▪ Location of animal ▪ Owners ▪ Bill of sale signers ▪ Identifying marks ▪ Counties of range <p>Training</p> <ul style="list-style-type: none"> ▪ User training will take place in Helena, Montana and have a duration of at least two days but no more than a week. Some users may attend via a web meeting. Administrator training will take place in Helena, Montana for one day. Exact schedule and timeline of training will be determined after an offeror has been selected.
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Item	Description
Software Name	USAHerds
Purpose	The Department of Livestock (DOL) Animal Health System is a recording of all livestock and exotic animals entering and exiting the state, and a recording of all reportable diseases that have surfaced in the state. Any animal that enters Montana without the proper permits and/or certificates will be quarantined and these quarantines are also tracked. An animal can also be quarantined for a positive result on a reportable disease.
Date Implemented	January 2011
Initial Cost	\$92,000
Yearly maintenance cost	\$25,750
Vendor	Acclaim
Hardware Needs	Application Server Database Server PC
Software Needs	Microsoft SQL Server database
~# Users	10
Funding Source	General Fund - Initial purchase, Per Capita - maintenance

Item	Description
Software Name	Central Office/Fast Brands
Purpose	Centrally store data from Fast Brands and track permits
Date Implemented	March 2014 – Central Office / March 2012 – Fast Brands
Initial cost	\$98,557 – Central Office / \$248,800 – Fast Brands
Yearly maintenance cost	\$12,000
Vendor	Fort Supply
Hardware Needs	Application Server Database Server PC Handheld Archer Internet connection
Software Needs	My SQL Database
~# Users	50 – Central Office / 39 – Fast Brands
Funding Source	Federal Grant – Initial purchase and maintenance

Item	Description
Software Name	LiveApps
Purpose	Track Meat inspections and meat product ingredient lists.
Date Implemented	August 2012
Initial Cost	Internal
Yearly maintenance cost	Internal
Vendor	Internal
Hardware Needs	Application Server Database Server PC
Software Needs	Microsoft SQL Server Database
~# Users	6
Funding Source	State special revenue
Vendor for upgraded system	TBD
Initial cost of upgraded system	TBD
Annual maintenance costs of upgraded system	Estimated at \$8,500
Goals for upgraded system	<p>Compliance</p> <ul style="list-style-type: none"> Compliance investigators visit retail establishments throughout the state. Currently, there is no mechanism to track these inspections. These inspections are currently documented in weekly reports and day planners. An electronic format is necessary to

be able to track locations inspected to determine the status of establishment compliance.

- Compliance investigators routinely conduct formal investigations involving individuals selling meat products and conduct effectiveness checks during recalls. The results of these investigations are being stored in paper files. When attorneys need access to evidence such as photos, memorandums of interview and reports documenting the investigation, compliance investigators are forced to utilize email and paper files to gather the evidence.
- Reports required to meet “at least equal to” standards are hand tabulated and submitted to the Federal State Audit Branch of FSIS for review. A database is necessary to make reporting timelier and more accurate.
- Enforcement actions are hand tabulated and are often not readily available in a short time frame. Having access to a database would increase the level of efficiency when reporting and documenting enforcement actions.

Labeling

- The bureau is needing a label database system to print label applications that match our current MI-210 form.
- Reports are necessary that generate label lists for inspectors to use at each official establishment. Those reports need the capability to produce lists by product number, name, HACCP category, label status and active files vs inactive files.
- Label application functionality is necessary to view label ingredient statements. Inspectors and establishment owners need to be shown reports that reflect accurate ingredients on labels that are required for “at least equal to” standards.
- Data transfers from the antiquated, unsupported, in-house database is critical. There are perhaps thousands of active files to be transferred to a new database. Losing this data is not an option. Consequently, it is critical to conduct a data transfer from the current LiveApps database to a more robust system, so the data can be easily accessed, sorted and reported, and protected.

Licensure and Administrative

- Although a database exists to track administrative functions, it was developed in-house and cannot be supported. Failure to have a more modern, functional system to track various administrative functions puts us at risk for losing data needed for reporting.
- Meat & Poultry Inspection license system must be able to track licenses, types, fees, renewals. Must be able to batch run renewal applications each year. Must be to run new or updated licenses throughout year. Must be able to run mailing labels for licensees both by batch or individual.

	<ul style="list-style-type: none"> • Must be able to maintain records for weekly slaughter at official establishments: headcounts, condemned organs, humane handling documentation, suspects, condemns, nonamenable slaughter/processing hours, overtime or weekend hours, and the inspector’s name. Ability to track charges related to nonamenable and overtime is required for “at least equal to” standards. • Need reporting capabilities for each component by species, by establishment, by time period, etc. • Must be able to maintain records for onsite inspection of custom exempts and meat depots. System tracking of violations would be a plus. Reports by district, date, inspector, etc. are needed. • Must be able to run license lists by any component at any time; region, inspector, license #, etc. • Must be able to track product poundage for inspected establishments by Est#, HACCP category and date. (Quarterly reporting required by the Code of Federal Regulations which are adopted by reference in state administrative rule.) • Most of this functionality is necessary to meet “at least equal to” standards
Key assumptions	<ul style="list-style-type: none"> • MS SQL Server is the preferred database and will be hosted by DOA ITSD. • If the application is browser based, we prefer it to be browser neutral and use a responsive layout. A customized software package or an off the shelf package will be considered in the evaluation process for this system, as long as it meets DOL’s requirements. There is a preference for an off the shelf package. • DOL requests a gap analysis for an off the shelf package proposal and for customized package proposals that do not include all modules\capabilities stated within this RFP. • DOL requests offerors to document known risks and proposed preventive/corrective actions to mitigate those risks. • Please break down cost for each module and customization. Take note of items that are marked (*) as negotiable to assist in breaking down costs for each module or requirement. Please include any additional software, setup costs, and the first two years maintenance, technical support and warranty. • DOL requests a warranty of one to two years on this system. (This will include all technical support, bug fixes, and application maintenance costs.) • A pilot of system will be done before system goes into full production.
Requirements	<ul style="list-style-type: none"> • Licensees/Account Information: <ul style="list-style-type: none"> ○ License Number: 4 digits, assigned by user Business Information: Establishment Name, Address, Phone Number, Owner Name. • Supervisory Districts: 01, 02, 03, coded by user geographically. <ul style="list-style-type: none"> ○ Inspection Region: Currently 1, 2...16, coded by user geographically. • Types: State, Federal, District

- District License Profile: Custom Exempt, Poultry Exempt, Meat Depot.
- State licenses:
 - Types: Meat Slaughter, Poultry Slaughter, Meat Processing, Poultry Processing, Mobile Slaughter and any combination.
- License Status: Active or Inactive
 - License Fees, date received posted by user License Form (GOES 700 series) information: Business Name, Owner Name, Address, County of Location, Fee paid, Signature of Chief, Issue Date, Expiration Date, Forms can be printed individually, or by selecting multiple license numbers.
- License Renewals:
 - Application forms pre-fill information from system and print for mailing, forms can be sent at any time, license updates when fee paid is entered.
- Mailing Labels: Can print licensee mailing labels from system (one or all)
- Data for each licensee:
 - Establishment Number, Fees, Labels, Slaughters, Poundage
 - Establishment Number: 3-digits, assigned by user
- Data input daily/weekly/quarterly:
 - Fees: Date received, Date good through
 - Labels: Approved Labels, name and number (*see Dani Jones)
 - Slaughters: Weekly slaughters entered (copied off form completed by inspectors)
 - Slaughter sheets entered weekly: Establishment Name, Address, Establishment #, Date, Dates of slaughtered headcounts by species, Hours of Voluntary Slaughter, Hours of Overtime/Weekend, Condemned organ counts, Humane Handling tasks completed, Suspect Animals, Tag#, Species of Suspect, Number passed, Number condemned, Certificate of post mortem disposition, days and how many blood samples were taken, Comments, Inspector Name
 - Poundage: Quarterly poundage reports; Product poundage entered by date and HACCP category
 - Suspect Animals: Date, Species, Quantity, Condemned/Passed disposition, Veterinarian
 - Notes: User can enter any text
 - Attachments: User can attach any other document to licensee file
- Reports:
 - All data from customer information, license information, slaughter information, poundage information, suspect information:

	<p>License lists: By region, district, license type, license number, etc. Slaughter reports: By species, by dates, etc.</p> <ul style="list-style-type: none"> ○ Ability to transfer and run in Excel ○ Ability to save to any user's computer
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Item	Description
Software Name	VADDS
Purpose	The current LIMS operates using Oracle SQL database that is hosted locally at the Montana Diagnostic Lab. The data is entered and updated by MVDL personnel using the VADDS front end application which LINUX based. Reports are also generated from the front-end using Oracle Reports and may be either sent to a printer, fax, email, or just the screen. This system was developed to replace an aging outdated homegrown LIMS system.
Date Implemented	August 2015
Initial Cost	\$145,000
Yearly maintenance cost	\$11,200
Vendor	Advanced Technology Corp
Hardware Needs	Application Server Database Server Web Server PC
Software Needs	Microsoft SQL Server Database
~# Users	35
Funding Source	Federal Grant – Initial Purchase, Lab fees - maintenance
Vendor for upgraded system	TBD
Initial cost of upgraded system	TBD
Annual maintenance costs of upgraded system	Estimated at \$27,000 but will be determined upon Vendor selection
Goals for upgraded system	<p>Primary goals:</p> <ul style="list-style-type: none"> ● Minimize workload on DOL staff by facilitating a more accurate, consistent, and easy data entry within the department. Some of this involves: <ul style="list-style-type: none"> ○ Easily accessible application within the Department. ○ Data entry is efficient and uniform throughout the LIMS. ○ Makes use of electronic data transfers when available. (Such as lab instruments and online submissions) ○ Easy to use application that retains the flexibility of either a mouse navigation or keyboard navigation while providing enhanced functionality. ○ Function well across a T1 Wide Area Network (WAN). (A single accession query should be less than 1 second.) ○ Auto saving and auto complete. (Saves take less than a second.) ● Results should be clearly and concisely reported. ● That each section's part of the LIMS be as uniform to each other as possible.

- Interfaces with the Animal Health’s USAHerds application. Be able to attach test results with an animal inspection, permit, or quarantine.
- To be able to query on diseases, tests, results, species, or keywords in pathology reports and either print a summary report or a view of all accessions that return on query.
- To be able to query on submitter, owner, accession number, case coordinator, or animal id and have a view of all accessions returned on query and then able to select one accession for closer inspection.
- Maintains its data in a central database, accessible by other key applications within the Department such as Animal Health’s USAHerds application. The preferred database would be MS SQL Server which currently hosts the Animal Health’s data.
- Fulfill the requirements set forth by American Association of Veterinary Laboratory Diagnosticians (AAVLD)
<http://www.aavld.org/assets/Accreditation/aavld%20requirements%20v6%201%206-1-12%20final.pdf>
- Fulfill the requirements set forth by National Animal Health Laboratory Network (NAHLN). http://www.aphis.usda.gov/animal_health/nahln/NAHLN_IT.shtml
- Tracks all reportable diseases and flag them when one is non-negative.
- Eliminate the use of the SV2a form. (See appendix H)
- Interface with Global Vet Link <http://user.globalvetlink.com/>
- Make results available to submitters online.
- Migrate data from current LIMS to new LIMS.
- Able to export queries and results to an Excel or a csv file.
 - No merged cells. (One field from LIMS is one field in Excel.)

Subsequent goals

- Able to add on other Labs that are within the state network.
- Interface\Integrated with speech recognition software
- Interface with USDA VSPS (is a Federal online service similar to Global Vet Link).
<https://vsps.aphis.usda.gov/vsps/>
- Continue the use of the MVDL’s report format used for reporting results back to submitters and owners.

Key Assumptions

- MS SQL Server is the preferred database and will be hosted by DOA ITSD.
- If the application is browser based, we prefer it to be browser neutral and use a responsive layout.
- Work on the LIMS system for the most part will be done at the selected contractor’s work location, then tested and implemented on an environment provided by DOL thru DOA ITSD. For work that must be done at DOL’s site, DOL will provide a work area.
- A customized software package or an off the shelf package will be considered in the evaluation process for this system, as long as it meets DOL’s requirements. There is a preference for an off the shelf package.
- DOL requests a gap analysis for an off the shelf package proposal and for customized package proposals that do not include all modules\capabilities stated within this RFP.
- DOL requests offerors to document known risks and proposed preventive/corrective actions to mitigate those risks.

- Please break down cost for each module and customization. Take note of items that are marked (*) as negotiable to assist in breaking down costs for each module or requirement. Please include any additional software, setup costs, and the first two years maintenance, technical support and warranty.
- DOL requests a warranty of one to two years on this system. (This will include all technical support, bug fixes, and application maintenance costs.)
- We assume the Vendor has knowledge with veterinary laboratory language and how a laboratory function.
- A pilot of system will be done before system goes into full production.

Requirements	<p>Features common to all sections</p> <ul style="list-style-type: none"> • Log or load a case into section by entering in the accession number, selecting from a list or scanning a bar code. • Able to print an accession results report with a click of a button. Quick and easy access to all reports related to their section. • A report builder that would allow us to design and build our own reports. * • Displays Submitter and Owner name, accession number, animal id(s), species, breed, sex, receiving login date, case coordinator initials, total fee, fee memo, and any reopen dates. (This will be header information loaded from the receiving schema.) • There may be multiple collection dates tied to samples sent in on one accession. • Each lab section will only have one supervisor but may have multiple technicians. • Initials for who did work, who entered results into LIMS, and who released results. (Attribution) <ul style="list-style-type: none"> ○ There may be more than one initial for who did the work. ○ Many tests have multiple steps and each step will need to capture who did that step. ○ Within each section only certain people will be able to release results from that section. ○ Each section the accession is in will require who released results before results are sent out. ○ Only one set of initials are needed for each section for who released results. ○ The Pathologists will be able to release results from any section. ○ The 'who' entered results should be based on who was logged into LIMS and capture a date stamp with it. • Case Coordinator initials. <ul style="list-style-type: none"> ○ If case is in histology, pathology, cytology, or a Neonatal case then the assigned Dr. becomes the case coordinator. ○ If case is in multiple labs, but not in histology, pathology, or cytology then a section supervisor will be assigned. (Priority of sections in order is: Bacteriology, Virology, Serology, PCR, Clinical Pathology) ○ If case is in only one section, then that section supervisor is case coordinator. ○ Users should be able to change who is the case coordinator. • Have Autocomplete feature on fields by remembering recent and/or most common entries. • Auto saves after each record is entered. (Also allows for a manual save.)
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- The system should have a failsafe to manage accidental deletion or changing of records. *
 - This may include an undo function.
- Each section will have error checking on fields where appropriate. Error would be captured and explained to user thru the interface. (User may override.) *
 - If test does not match species.
 - Date is abnormal.
 - Value of a result is abnormal
 - A required field is missing.
 - Number of results does not match number of samples.
- A searchable online help available for users. (F1)
- Each section can modify the fees associated with tests.
- Fees allows for volume discounts on accessions with a set number test being requested for each test.
- Each section can modify the charges on an accession.
- Use of bar codes to track samples through the lab.
- Use of bar codes to login individual animals on an accession.
- Be able to flag tests that are for control or proficiency purposes.
- Allow for editing of lists of data such as fees, macros, tests, cultures, isolates, sample types, sources, valid results, ranges, profiles, etc.
- Has a push button pop-up calendar for use in populating all date fields.
- Must have an audit trail on all changes made to any LIMS data. (Who, what and when.)
- Automatically tracks all submission reports sent out of the lab. (Date sent, who sent, how sent, and an image of what was sent.)
- Able to track results phoned in. (May be done with a canned comment.) *
- Able to add new or upgraded lab instruments.
- Be able to upload a file and attach to an accession and print with report if desired. (PDF, MS Office file, or an image.) Uploaded file should be viewable on the screen or able to open up from within the application.
- Each section will be able to export accession results to an Excel form.
- Each section will be able to export query results to an Excel sheet.
- Each section will need to be able to query by accession number, submitter name, owner name, and/or animal id.
 - This query will show a list of accessions and allow the user to select one for closer inspection.
 - When user is done with accession, user may go back to original query screen and select another accession without having to query again.
- A medical dictionary will be used on all free text fields. (This includes memos, comments, and transcriptions.)
 - This dictionary should be editable.
- A list of common mnemonics and phrases will be used for memo, comments and transcription fields.
 - Each mnemonic or phrase could be used lab wide or specified for a specific section only.
- Each section needs to be able to add-on additional request from original request.

- One type of add-on is additional requests are done before the case is finalized\logged out of the front office. On this type, fees are handled normally.
- Another type of add-on is additional requests are done after the case has been finalized\logged out of the front office. On this type, fees need to be handled separately with their own total. (This would also be a reopen case.)

Receiving Module

- Captures last name, first name, address, city, state, zip code, phone number(s), fax number(s), email(s) and county of submitters and owners, veterinarian license number, animal species, breed, age, sex, weight, death date, date sample was taken, date sample was shipped, date sample was received, sample type, history of animal, mark an accession as a legal or insurance case, fees, a reason for submission, whether sample(s) is from a DSA(Designated Surveillance Area) and which DSA, and any comments.
- If an account is overdue and a sample arrives tied to that account, the user must be flagged about the account being overdue and how many days late.
- The submitter may be tied to one or more charge accounts. For these submitters a charge account will need to be selected (One may be set as the default).
- Be able to populate submitter data from a list or enter in a new submitter. If an entered submitter is in the list then show user the option to use the submitter from the list or add as a new submitter.
- Be able to populate owner data from a list or enter in a new owner.
- Fields that are required at login in are: last name, first name, address, city, state, zip code, and phone number of the submitter, animal species, date sample(s) was received, sample type(s), and an accession number.
- If accession is a legal or insurance case a chain of custody will need to be entered.
- If a submitter in the list has changed information, such as address, then all past accessions with that submitter remain attached to past information about that submitter, unless specifically said to change all past accessions with that submitter.
- Be able to easily repeat a submitter and\or owner for multiple accessions back to back to
- To be able to easily make the owner and submitter the same entity\person on one accession.
- Assigns a unique accession number. Our current system is as follows Prefix – Suffix – Fiscal_yr
 - A Prefix of 1 is Bovine
 - A Prefix of 2 is Equine
 - A prefix of 3 is Ovine
 - A Prefix of 4 is Feline
 - A Prefix of 5 is Canine
 - A Prefix of 6 is Porcine
 - A Prefix of 7 is Avian
 - A Prefix of 8 is Wild
 - A Prefix of 9 is Other

- The Suffix starts at 1 each fiscal year and increments by 1 for each accession on each Prefix. Fiscal year is July 1 to June 30. We use a 2-digit fiscal yr.
- We are not tied to using this numbering system, but the data transfer and understanding of accession numbering will be easier if kept the same.
- Be able to print a label or Bar Code with the accession number with a single button click.
- Has capability to mark a veterinarian as a relief veterinarian. (A vet helping out another clinic.) Then billing and reports will be sent to veterinarian that is out. (The front office and accounting need to be able to put in which charge account gets charged.)
- Multiple sample types may be selected for one accession.
- If sample type is "other" than there must be a 2nd field to type in the sample type. Keep a list of other sample types and do not allow duplicates in the list.
- If sample is for a rabies test, then allow for victim information to be typed in.
- If payment is made at time of submission, then that must be marked on the accession and payment type.
- The receiving section should be able to log accessions into different lab sections with a mouse click or check box.
 - If the accession is to have a referral on it, then referral destination will need to be entered or selected.
- Be able to query by the accession number, submitter name, owner name, or animal id.
 - If query is done by name or animal, then a list of accessions will need to be shown and user may select one and then go back to list without having to re-query.
 - Default sort should show the newest at the top based on login date.
- Logging out can be done by batch or a query where the user selects the sort column and can logout an accession with a single mouse click. User needs to be able to override fees.
- Locks an accession from changes when logged out or finalized.
- Charges are sent to accounting when the accession is logged out of the receiving module.
- Allows for an accession to be reopened for needed changes to occur.
- A reopen accession is one where more diagnostic work is requested after accession has been logged out of the front office. Reopen data is reopen date, reclose date, memo field detailing why reopened, who reopened, who authorized the reopen and all new fees associated with reopen. Only certain personnel may reopen an accession. (Front Office and Case Coordinator\Dr. Approval)
 - An add-on may not necessarily be a reopen if it is added before case is logged out of receiving.
- Have an Excel template or an online submission capability we can make available to submitters for use of submitting the data on samples.
 - It may be an app that is available for free to submitters, or a web page that is desktop, smart phone and tablet ready.

- Receiving could login samples by importing from Excel sheet or from a table on the web page.
- There will need to be a method for sending the data and matching to a specimen.
- Email back to submitter when sample has been received and logged in.

Bacteriology

- Capture's dates in and out of bacteriology, data for two memo fields, fee, and all bacteriology tests\cultures and results related to accession.
- For cultures, capture an id\site, source, type of culture, fee, number of cultures, and technician initials doing work and whether it is an add-on culture.
 - Have some buttons or macros that will automatically add all culture information for a submission. (Such as abomasal abortion, fetal lung abortion, placenta abortion, or scours (based on animal age))
- On the Isolate data it needs to capture name of organism found, growth rate, whether it is mixed or pure, technician's initials who identified isolate and a fee.
 - Have a button\Macro to auto populate a negative\not found result. (Especially for the abortion cases)
- For a sensitivity profile it will need to interface with the Biomic to retrieve results and capture a sensitivity fee, setup technician and review technician. It will need to show each antibiotic and result. (S for sensitive, R for resistant, and I for intermediate.)
- For bacteriology tests capture a sample id, testname, source, result, memo field that auto populates based on results entered, number of tests, fee, setup technician, review technician and whether it is an add-on test.
- There will need to be a bacteriology screen to maintain lists used in bacteriology.

Parasitology

- Similar to bacteriology tests but captures a parasite's identity.

Clinical Pathology

- Captures dates in and out of Clinical Pathology, any comments, condition of samples, sample ids, breed of animal, and requested tests and results, fee of each test\profile\group profile, and total clinical pathology fee.
- Be able to select a profile, group profile and\or individual tests to assign to accession and be able to mark as an add-on.
- A profile is a group of tests.
- A group profile is a group of profiles and may have individual tests also.
- Be able to interface with the Cell Dyne, Dimension and Immulite instruments for populating results. Results from the instrument will need to be able to match up via accession number. User needs to be able to manually select this match up or if one exact match it will occur automatically.
- Clin path results are compared to a range. If a result is out of range, then it is bolded on the report.
- The range may vary depending on the species and/or breed.
- Allow user to change results sent from instrument.

- Clin Path has a particular order that test results and profiles should print in. (We use a print order field with each test and profile.)
- Some results may have a memo field populated and printed on report.
- Urinal Analysis is performed in Clinical Pathology
- Cytology preparation work is performed in Clinical Pathology.

Virology

- Captures dates in and out of virology, number of samples, comments, total virology fee
- A list of what tests are being done, how many of each test, the total fee of each test, setup date, expected result date, source, sample id's, whether test is an add-on and collection dates if applicable.
- If a test result is not a negative then an animal id should be entered, what the result is, a titer value if applicable, and a field for comments.
- If an isolation is being done, then capture animal id, source, setup date, result date, each virus passage and associated result, FA result, Isolation result, name of virus found, whether it is a pooled sample, and isolation fee,
- If rabies is being done. Capture name of cutting doctor, assigned doctor, animal id, breed, source, sample condition, sex, results of each brain section (Brain Stem, LL Stem, RL Stem, LU stem, RU Stem, Cerebellum, L Cereb, R Cereb, L Hippo, R Hippo, or composite), final result, whether it is a human exposure or not, fee, comments\history, victim name, address, phone number, tech who did work, who the two readers were, and date test done.
- If Electron Microscopy is being done, capture each animal id, number of samples, whether sample is pooled, source, result, tech, and fee.
- Interface with Tecan Sunrise ELISA reader.

PCR\Molecular

- Captures dates in and out of PCR, a referral number, number of samples, total PCR fee, a billing number, and any comments.
- For each test, capture test name, number of samples, whether sample is pooled, number of pooled samples, number of tests, number of each results type (Not detected, positive, inconclusive, unsuitable), total test fee, total pool fee, test date, source, extraction tech, PCR tech, collection date, and test comments.
- If PCR test result is something other than not detected, then also capture each animal id, the result, tech initials, and a comments field.
- Bull Semen collection dates.
- Interface with the Applied Bio 7500 RealTime PCR
- Interface with the Cepheid Smartcycler II

Serology

- Captures dates in and out of serology, test reason, destination, date bled, number of samples, number of Brucellosis samples, animal id, quarantine number, and comments.
- For each test capture test name, number of tests, total test fee, setup date, completed date, source, number of each results type (Negative, positive, suspect, undetermined, unsuitable, insufficient) and tech who did work.

- For each non-negative result capture test name, animal id, age, sex, breed, result, titer, tech, comments.
- Some test results have ranges associated with them. The system will be able to store the range data for each test and species that has a range value and determine if the result is positive, negative or suspect. The normal range will need to print on the results report along with the value and result.
- If a Brucellosis test then list animal id and final classification for each animal, and any comments.
 - Be able to add other diseases that may have a final classification category.

Histology

- Captures dates in and out of histology, comments, and has a spot to log an accession into referral.
- For histology sample information capture type of sample (H&E, Histo Chemical stain, Immuno chemical stain, no charge, duplicates slide(s), and CWD), in and out dates of sample, sample name, assigned pathologists, number of tissues, number of slides, number of HC, number of IHC, type of stain, comments, and whether it is an add_on.
- All histology accessions will automatically log case into pathology.

Pathology\Cytology

- Capture's dates in and out of pathology, transcription of dictation, a summary of the accession, a fee and a cytology description if applicable.
- A medical dictionary for the transcription, summary, and cytology fields would be really handy for this section.
- Transcription is typed directly into LIMS or uses speech recognition software and can handle formatting. (Bolding, Underlining, Italics, tabbing, multiple fonts, ...)

Referral

- Captures date in and out of referral, number of samples, and total referral fee, any shipping and handling fees, and a scan of returned results.
- For each test requested on a referral capture test name, animal id, number of tests, test fee, date sent, result date, source, destination, result, titer, number negative, number positive, number not detected, number suspect, number undetermined, number unsuitable, number insufficient, assigned tech, and any comments.
- Each lab will need to be able to access referral.
- The scanned image of returned results should be able to print with the results report and viewable on the screen.

Interface With NAHLN

- Collect all the data required for all NAHLN reporting diseases, such as Swine Flu and Avian Influenza, and send to NAHLN based on NAHLN's requirements
- Be able to add other diseases that NAHLN tracks or may track in the future.
- See attached documents for NAHLN requirements.

Security and Administration

- Each user will have a unique id and password and must follow password restrictions.

- User will be able to easily reset password, even if user has forgotten current password.
- Be able to set a timeout value for automatic logout on LIMS application inactivity.
- Be able to set users different levels of security. (Administrator, power user, lab section user, front office user, pathologists, supervisor, accounting user...)
- The administrator will be able to create accounts, set the password restrictions (Such as minimum length, days till forced change, combination of different types of characters), and be able to reset passwords.
- The administrator will need to be able to manage the online access accounts.
- This administrator needs to be able to create new users and user groups and what access each user group has. Some users may be in multiple groups.
- As much as the application can control security it should be NIST compliant.
- Able to audit the security of the system including user logins, what access each user has, unauthorized login attempts and transactions.

Online access.

- Allow for submitters to login into a web page and view and print all results of all accessions that have been submitted to the lab thru their charge account.
- It is preferred the online accounts are managed from within the system by an administrator.
- Would function on both pc's and mobile devices.
- Show a list of accessions, with accession number, owner name and animal id. Submitter then may select one for viewing and printing.
- Displays verified results, and what is pending. (Non-verified results will show as pending.)
- Shows fees for each accession.
- Be able to track when a submitter logs into the web page, and possibly what accessions are looked at.
- Allow for submitter to be able to reset password when they have forgotten their password.
- Allows for certain DOL employees to access system online and query by disease\test, or submitter, or owner, or animal id and generate a report.
 - This online access would also work on a mobile device.
 - This type of access may be seen as a security risk and may need additional controls.
- An ability to add links to the online access web site. Such as the fee schedule, a lab user guide, and where to pay online.
- The online access should use a responsive layout.
- Auto notify submitters when results are available.
- Submitters should be able to submit paper work for an accession online.
 - LIMS would read this submission data when sample arrives.

Interface with USAHerds.

- It must allow the USAHerds application users to be able to attach results to permits, quarantines, events, and a premise.
- USAHerds accepts two XML formatted files for uploading LIMS data to its system. Only one will need to be utilized. (See attached files for format of these files.)

- NAHLN-HL7 OPU R25 xml file. (USAHerds message map service.xls)
- (<http://vtsl.vetmed.vt.edu/nahln/DetailMessage.cfm>).
 - Accession xml designed for transmit to USAHerds. (USAHerds message map upload.xml)
- There are two ways the message can be sent.
 - By calling a USAHerds web service - no user intervention
 - By a USAHerds user uploading the file into the External Message Queue section in USAHerds
- Allow the Animal Health veterinarians to perform queries based on disease, test, submitter name, or owner name.

Data Conversion

- There are currently about 150,000 accessions in the database. This results in less than a gig of hard drive space. We are currently averaging about 24,000 accessions a year.
- DOL staff with subject matter expertise will be available for assisting in the data transfer and for assisting with data clean up.
- See appendix F for structure of current system.

Accounting and invoicing

- Track all charges associated with a charge account.
- Compiles and sends out a monthly statement to all accounts that had activity or have a balance.
- Tracks payments made from submitters.
- Tracks shipping and handling charges.
- Tracks charges that originate from Animal Health. (Such as Trich. tags, Trich. pouches, or SV-7 books)
- The name and address will fit in a window on the envelope.
- Each charge account will need to have either a SSN or a tax id. (This field will have to be encrypted.)
- A submitter may have more than one charge account and a charge account may have more than one submitter.
- Able to export to Excel, each account, its total charge, late fees, Animal Health activity, and Animal Health charges. (This will be a monthly export.)
- There will be no interface with SABHRS.
- All charges need to be editable by the accountants.
 - When a charge is changed within the accounting section it must be flexible to either back date it and reprint a statement or put the changed charge on the next statement. (Due dates would remain the same.)
- Two types of users in the accounting section
 - Accounting supervisor
 - Accounting technician
- If an accession is from out-of-state then a 50% surcharge is added on.
- If an account is overdue a 1.5% charge of the overdue amount is added on to the statement.
 - The account technician needs to be able to override this late charge.
- Charges and monthly balances will need to be locked down on a fiscal year basis.

- We ask this to be a two-step process with each step done by a separate person.
- We would then need a way to unlock this charges and balances if a need arises.

QA/QC

- This system will require Standard Operating Procedure documents (SOP).
 - One for use of the LIMS. (User Manual)
 - One for how changes to LIMS configurations or enhancement are to be requested and done.
- A searchable help system for the users within the system. (F1)
- Error messages for abnormal values. *
- Keeps a log of errors that have occurred. *
- Workflow management *
- A Continuity of operations plan if LIMS is down. *
- A disaster recovery plan if LIMS crashes or is destroyed. *
- Able to audit a user's actions on the LIMS.
- A method or way to validate the LIMS.
- Accession data locks (un-editable) after accession is finalized or logged out of front office.
- Access control
 - Users will only access sections that are assigned to their user id.

Item	Description
Software Name	Milk and Egg System
Purpose	The current Milk & Egg Licensing system resides on an Oracle 9i database hosted with the state Information Technology Services Division (ITSD). The system is created in Oracle Forms and Reports 6i and coded using the PL/SQL programming language. Files and services essential to the Oracle Forms and Reports software reside on a file server running Windows Server 2008 R2. The program is utilized by employees in Helena and Bozeman offices of the Montana Department of Livestock (MDOL). Administrative staff located in Helena enter, maintain, and report on Egg Licensing, Milk Licensing, and SV30 laboratory information. Laboratory staff located in the Bozeman office perform laboratory experiments on samples received from field sanitarians and enter results into the system.
Date Implemented	March 2006
Initial Cost	Internal
Yearly maintenance cost	Internal
Vendor	Internal
Hardware Needs	Application Server Database Server PC
Software Needs	Oracle database
~# Users	~10
Funding Source	State special revenue
Vendor for upgraded system	TBD

Initial cost of upgraded system	TBD
Annual maintenance costs of upgraded system	Estimated at \$1,700 for milk inspection and \$1,300 for egg inspection
Goals for upgraded system	<p>Primary goals:</p> <ul style="list-style-type: none"> • Minimize workload on MDOL staff by facilitating more accurate, consistent and easier data entry within the bureau. This involves: <ul style="list-style-type: none"> ○ Easy to use application that retains the quick, mouse-less data entry provided by the current system, while providing enhanced functionality. ○ Auto saving and autocomplete. • Maintains its data in a central database, accessible by other key applications within the department and allows for possible integration with future systems. • Track all changes made to records in the database (Who, what and when). • Lock a record from changes when laboratory testing is completed and finalized. • Fulfill requirements set forth by the Food & Drug Administration (FDA) and the United States Department of Agriculture (USDA) in regard to inspection and compliance of dairy products. • Ability to import and export data utilizing .csv and .xml files • Streamline the licensing renewal process <p>Subsequent Goals</p> <ul style="list-style-type: none"> • Allow for remote access to field sanitarians at a later date. • Allow for synchronization of data between databases located in Helena and Bozeman, Montana. • Make licensing and laboratory information available online. • Migrate current system data to new application. • Allow for entry of laboratory data on tablet and mobile platforms.
Key Assumptions	<ul style="list-style-type: none"> • Applications must utilize Microsoft SQL Server or MY SQL or Oracle databases. The preferred database system would be Microsoft SQL Server as current and in-development projects utilize this database. Databases will be hosted by ITSD. • Any software must be accessible to users in Helena and Bozeman locations. • A gap analysis is required for any commercial off the shelf or customized software that does not include all modules or capabilities listed in this document. • Development of a new system will be done either by staff at MDOL or at the selected contractor's work location. Testing and implementation will be on an environment provided by MDOL and ITSD.
Requirements	<p>High Priority Items</p> <ul style="list-style-type: none"> • Capture and edit licensee last name, first name, mailing address, physical address, city, state, zip code, sanitarian district, phone number, email, license number, license status, license type, license date, business name, business city, IMS number, animal type, animal quantity, dealer type and any comments. • Capture and edit milk products and sub products.

- If a licensee has changed their information, then all past records with the licensee will remain attached to past information about the licensee unless specifically said to change all past records.
- Be able to auto assign license numbers for new applicants.
- Be able to auto populate a district based on the licensee address.
- Ability to print and reprint license renewal notices and license certificates.
- Ability to print mailing labels or envelope or export to Excel.
- Auditing reports.
- Conversion of old data to new system. (Licensing data must be migrated; Lab data is negotiable)

Medium Priority Items

- Import xml file from Montana Interactive for online renewal submissions.
- Statistical and all-purpose reports.
- Interface with laboratory instruments (current or future).
- Violation and violation history reports.
 - A violation is reported when 2 out of 4 samples or 3 out of 5 samples fails regulatory compliance.
 - For drug residue 3 violations in a 12-month period results in revocation of their "Grade A" permit (license).

Item	Description
Software Name	Brands smart phone apps
Purpose	Lookup Brand ownership information on a smart phone.
Date Implemented	~June 2013
Initial Cost	~\$3,000
Yearly maintenance cost	\$300
Vendor	Internal
Hardware Needs	Several mobile devices Mini Mac Internet connection
Software Needs	Connection to Google and Apple stores Visual Studio Xarmin Cordova
~# Users	DOL employees, and available to public
Funding Source	State special revenue

Item	Description
Software Name	Asset Manage
Purpose	Track Inventory
Date Implemented	February 2012

Initial Cost	\$300
Yearly maintenance cost	\$0
Vendor	Liberty Street Software
Hardware Needs	Application Server PC
Software Needs	
~# Users	6
Funding Source	Per Capita Fees

7. IT Services and Processes

The Department of Livestock’s major IT services are:

Other IT services include technical support for end users, ensuring data security, and complying with the Department of Administration’s requirements.

8. IT Infrastructure, Staffing and Resources

The Department of Livestock has two data centers, one in Helena in the Scott Hart building with two servers and one in the veterinary diagnostic lab in Bozeman with two servers. There are 3 IT personnel which is just under 2% of the number of employees in the Department of Livestock. The Department of Livestock will prioritize to utilize a commercial off the shelf (COTS), open source, or cloud service solution to solve IT issues.

Hardware replacements follows the recommended 5-year cycle as suggested by DOA ITSD. We seek to follow this for desktops, laptops, and servers. Printers and other peripherals are replaced as needed.

9. Risks and Issues

Primary Risk	Probability	Impact	Mitigation Strategy
Staff turnover and difficulty of hiring qualified technical staff	Medium	High	-The 3 IT staff will cross train each other as much as possible and provide documentation on each IT service the department provides. -Increased pay for positions most affected by this issue. Advertise nationwide, regionally and locally and on multiple websites to attract more qualified candidates.
Loss of data	Medium	Varies depending on event	-Backup processes in place. -Antivirus software installed. -Software updates applied. -User training.
Loss of Hardware	Low	High	-Backup processes. -Two data centers. -Spare hardware. -Security.

10. Security and Business Continuity Programs

Security Program Description: The Department of Livestock has an IT security plan in place. It involves new employees signing off on a computer acceptable use policy at hire time. Anti-virus/anti-malware installed on each device with automatic updates and operating system updates set to automatic. A periodic review of security policies and audit of IT equipment will be done.

Data Privacy Description: The State of Montana has Internet Privacy and Security that covers data privacy and it may be viewed here: <http://mt.gov/1240-X06.pdf>

Continuity of Operations (COOP) Capability Program Description: The Department of Livestock Continuity of Operations (COOP) program for IT has listed out the critical IT functions, backups in place, and multiple sites with multiple servers to use in the case a critical event occurs. A COOP officer has been assigned and development of COOP documentation and planning continues. When a replacement application is performed, the department seeks to adhere to department, state, and federal rules for retaining records.

Public Records – Agency Records Management Duties: New requirement for the 2016 Agency IT Plans, (Public Records statute effective October 1, 2015), MCA 2-6-1103 (5) states “Incorporate records management requirements into the agency information technology plan”.

All electronic records will be retained and disposed of in accordance with general records retention schedules, agency records retention schedules, and/or federal retention requirements. (For additional information on records management please see, <http://sos.mt.gov/Records/State/index.asp>)

Livestock 2019 EOY Purchase Proposals

MVDL...

- Parking lot regrading/gravel. (\$5,500)
- Incinerator floor repair. (Steve requested quote and it is expected within a week)
- VADDS site visit for milk lab integration. (~\$10,000)
- Access door install in 2 hallways leading to MVDL. (~\$8,000)
- CO2 incubator in micro lab for appropriate anaerobic culturing methodology. (~\$6,000)

Brands...

- Up to 21 Law Enforcement Radios between \$900 and \$2,500 each.



Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski

Division/Program: Animal Health
Bureau

Meeting Date: 5/14/2019

Agenda Item: Proposed changes to Administrative Rules - Reportable Diseases

Background Info:

Three considerations are given when deciding if a disease should be added or removed from the MT reportable disease list. This includes:

- Diseases reportable to the World Organization for Animal Health (OIE)
- Disease reportable to USDA
- Disease the DOL has interest in tracking or managing may be found on the list.

The following proposed changes to Montana's reportable disease list were made based upon these factors and following discussion with USDA and DPHHS.

32.3.104 SUBJECT DISEASES OR CONDITIONS

(1) Diseases or conditions affecting multiple species that require reporting, and quarantine when indicated, under department rules are:

- (a) Akabane virus;
- (b) Anthrax (*Bacillus anthracis*) (quarantine);
- (c) Bluetongue;
- (d) Brucellosis, bovine (*Brucella abortus*) (quarantine);
- (e) Brucellosis, caprine and ovine (*Brucella melitensis*) (quarantine);
- (f) Brucellosis, porcine (*Brucella suis*) (quarantine);
- (g) Crimean Congo hemorrhagic fever (quarantine);
- (h) Echinococcosis/hydatidosis;
- (i) Foot and mouth disease (FMD) (quarantine);
- (j) Heartwater (*Cowdria ruminantium*) (quarantine);
- (k) Heartworm;
- (l) Japanese encephalitis (quarantine);
- (m) Leishmaniasis;
- ~~(m) Leptospirosis;~~
- ~~(n) Listeriosis;~~
- (n) Longhorned tick
- (o) Mange, psoroptic (*Psoroptes ovis*) (quarantine);
- (p) Mange, chorioptic (*Chorioptes bovis*);
- (q) Mange, sarcoptic (*Sarcoptes scabiei bovis*);
- (r) Melioidosis;
- (s) New and Old World Screwworm (*Cochliomya* [*Callitroga*] *hominivorax* *Chrysomya bezziana*) (quarantine);
- (t) Paratuberculosis (Johne's Disease, *Mycobacterium paratuberculosis*);
- (u) Plague (*Yersinia pestis*);
- (v) Pseudorabies (Aujeszky's disease) (quarantine);
- (x) Q-Fever (*Coxiella burnetii*);
- (y) Rabies (quarantine);
- (z) Rift Valley fever (quarantine);
- (aa) Rinderpest (quarantine);
- (ab) Salmonellosis (*Salmonella enteritidis enteritidis*);
- (ac) Trichinellosis (*Trichinella spiralis*);
- (ad) Tuberculosis (*Mycobacterium bovis*) (quarantine);
- (ae) Tularemia (*Francisella tularensis*);
- (af) Vesicular stomatitis (VS) (quarantine);
- (ag) West Nile fever/encephalitis (WNV).

(2) Diseases or conditions affecting bovines that require reporting, and quarantine when indicated, under department rules are:

- (a) Bovine anaplasmosis (*Anaplasma marginale*, *A. centrale*);
- (b) Bovine babesiosis (*Babesia bovis*, *B. bigemina*) (quarantine);
- (c) Bovine genital campylobacteriosis (*Campylobacter fetus venerealis*);
- (d) Bovine spongiform encephalopathy (BSE) (quarantine);
- (e) Bovine viral diarrhea (BVD);
- (f) Cattle fever tick (*Boophilus annulatus*, *B. microplus*) (quarantine);
- (g) Contagious bovine pleuropneumonia (*Mycoplasma mycoides mycoides*) (quarantine);
- (h) Enzootic bovine leukosis (BLV);
- (i) Hemorrhagic septicemia (*Pasteurella multocida*, serotypes B/Asian or E/African);
- (j) Infectious bovine rhinotracheitis/infectious pustular vulvovaginitis (IBR/IPV);
- (k) Lumpy skin disease (quarantine);
- (l) Malignant catarrhal fever (MCF, Bovine malignant catarrh, wildebeest associated) (quarantine);
- (m) Theileriosis (*Theileria annulata*, *T. parva*) (quarantine);
- (n) Trichomoniasis (*Trichomonas* [*Trichomonas*] *foetus*) (quarantine);
- (o) Trypanosomiasis (Tse-tse borne, *Trypanosoma congolense*, *T. vivax*, *T. brucei brucei*) (quarantine).

(3) Diseases or conditions affecting caprines or ovines that require reporting, and quarantine when indicated, under department rules are:

- (a) Caprine arthritis/encephalitis (CAE);
- (b) Contagious agalactia (*Mycoplasma agalactiae*, *M. capricolum*, *M. putrefaciens*, *M. mycoides mycoides*, *M. mycoides mycoides* LC) (quarantine);
- (c) Contagious caprine pleuropneumonia (*Mycoplasma capricolum capripneumoniae*) (quarantine);
- (d) Contagious footrot (*Bacteroides nodosus* and *Fusobacterium necrophorum*) (quarantine);
- (e) Enzootic abortion of ewes (Ovine psittacosis, *Chlamydia psittaci*);
- (f) Nairobi sheep disease (quarantine);
- (g) Ovine epididymitis (*Brucella ovis*);
- (h) Ovine progressive pneumonia/Maedi-Visna (OPP);
- ~~(i) Pediculosis (*Linognathus ovillus*, *L. pedalis*, *L. oviformis*, *L. stenopsis*, *Damalinia ovis*, *D. caprae*, *D. limbatus*, or *Holokartikos crassipes*) (quarantine);~~
- (i) Peste des petits ruminants (quarantine);
- (j) Salmonellosis (*Salmonella abortusovis*);
- (k) Scrapie (quarantine);
- (l) Sheep pox and goat pox (quarantine).

(4) Diseases or conditions affecting equines that require reporting, and quarantine when indicated, under department rules are:

- (a) African horse sickness (quarantine);
- (b) Contagious equine metritis (CEM, *Taylorella equigenitalis*) (quarantine);
- (c) Dourine (*Trypanosoma equiperdum*) (quarantine);
- (d) Equine encephalomyelitis (Eastern [EEE] or Western [WEE]) (quarantine);
- (e) Equine infectious anemia (EIA) (quarantine);
- (f) Equine influenza (Virus Type A);
- (g) Equine piroplasmiasis (Babesiosis, *Babesia* [*Piroplasma*] *equi*, *B. caballi*) (quarantine);
- (h) Equine rhinopneumonitis (EHV-1 and EHV-4);
- (i) Equine viral arteritis (EVA) (quarantine);

- (j) Glanders (*Pseudomonas mallei*) (quarantine);
- (k) Hendra virus; (quarantine)
- (l) Surra (*Trypanosoma evansi*) (quarantine);
- (m) Strangles;
- (n) Pigeon fever;
- (o) Venezuelan equine encephalomyelitis (VEE) (quarantine).

(5) Diseases or conditions affecting porcines that require reporting, and quarantine when indicated, under department rules are:

- (a) African swine fever (quarantine);
- (b) Classical swine fever (Hog cholera) (quarantine);
- (c) Delta corona virus;
- (d) Nipah virus encephalitis (quarantine);
- (e) Porcine cysticercosis (*Cysticercus cellulosae*);
- (f) Porcine epidemic diarrhea;
- (g) Porcine reproductive and respiratory syndrome (PRRS);
- (h) Seneca Valley virus/Seneca virus A (quarantine);
- (i) Swine influenza;
- (j) Swine vesicular disease (quarantine);
- (k) Transmissible gastroenteritis (TGE);
- (l) Vesicular exanthema (quarantine).

(6) Diseases or conditions affecting avians that require reporting, and quarantine when indicated, under department rules are:

- (a) Avian chlamydiosis (Ornithosis and psittacosis, *Chlamydia psittaci*);
- (b) Avian infectious bronchitis;
- (c) Avian infectious laryngotracheitis (ILT);
- (d) Avian mycoplasmosis (*Mycoplasma gallisepticum* or *M. synoviae*);
- ~~(e) Duck virus hepatitis (DVH);~~
- (e) Exotic Newcastle disease (END) (quarantine);
- ~~(g) Fowl cholera (Avian pasteurellosis, *Pasteurella multocida*);~~
- (f) Fowl typhoid (*Salmonella gallinarum*) (quarantine);
- (g) Highly pathogenic avian influenza (HPAI, fowl plague) (quarantine);
- (h) Low pathogenic avian influenza;
- (i) Infectious bursal disease (Gumboro disease);
- ~~(k) Marek's disease;~~
- (j) Pullorum disease (*Salmonella pullorum*) (quarantine);
- (k) Turkey rhinotracheitis (Avian pneumovirus).

(7) Diseases or conditions affecting aquaculture (commercial food fish) that require reporting, and quarantine when indicated, under department rules are:

- (a) Epizootic hematopoietic necrosis;
- (b) Epizootic ulcerative syndrome;
- (c) Gyrocactylosis;
- (d) Infectious hematopoietic necrosis;
- (e) Infectious salmon anemia;
- (f) Koi herpesvirus disease;
- ~~(e) Oncorhynchus masou virus disease.~~
- (g) Red Sea bream iridoviral disease;
- (h) Salmonid alphavirus;
- (i) Spring viremia of carp;
- (j) Viral hemorrhagic septicemia (quarantine).

(8) Diseases and conditions affecting cervids that require reporting, and quarantine when indicated, under department rules are:

- (a) Chronic wasting disease (CWD) (quarantine);
- (b) Epizootic hemorrhagic disease.

(9) Diseases and conditions affecting lagomorphs that require reporting, and quarantine when indicated, under department rules are:

- (a) Myxomatosis;
- (b) Rabbit hemorrhagic disease (quarantine).

(10) Diseases and conditions affecting canids that require reporting, and quarantine when indicated, under department rules are:

- (a) *Brucella canis*

~~(10)~~ (11) Other diseases or conditions may become subject to the rules of this subchapter by the order of the state veterinarian.

~~(11)~~ (12) Diseases or conditions listed above requiring procedures which are specifically covered elsewhere in department rules are subject to the rules of this subchapter upon the order of the state veterinarian. (History: 81-2-102, 81-2-103, 81-20-101, MCA; IMP, 81-2-102, 81-20-101, MCA; NEW, 1982 MAR p. 603, Eff. 3/26/82; AMD, 1988 MAR p. 83, Eff. 1/15/88; AMD, 2007 MAR p. 204, Eff. 2/9/07; AMD, 2010 MAR p. 413, Eff. 2/12/10.)

Recommendation: Approve for submission to SOS office to initiate rule-making process.

Time needed: 20 minutes	Attachments:	Yes		Board vote required?	Yes
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Agenda Item: Proposed changes to Administrative Rules – Alternative Livestock

Background Info: Due to recent information provided regarding the incidence of CWD in captive cervids and with the USDA working on publishing updated program standards, a complete review of the alternative livestock program was completed. The attached document contains all proposed changes along with a two-page summary. The most significant changes affect the importation of cervids into Montana, the annual inventory that is required for alternative livestock licenses, and management of CWD positive and trace herds.

As of September 2018, CWD has been confirmed in wild deer and elk in 23 US States and in farmed cervids in 17 states. Total number of states with confirmed cases of CWD in wild and/or farmed cervids is 25.

In FY18, there were fifteen CWD positive farmed cervid herds (11 white-tailed deer, 1 elk, 1 reindeer, and 2 mixed herds with WTD and elk). Three of these herds had double fencing around perimeter, 10 herds were in counties with CWD positives confirmed in wildlife. Four herds were within 10 miles of CWD positives confirmed in the wild. And 7 of these herds were CWD Certified Herds, meaning they had been participating and met surveillance requirements for at least the previous five years.

<u>State</u>	<u>County</u>	<u>Species</u>	<u>Type</u>	<u>HCP Participant</u>	<u>CWD in Wildlife</u>	<u>Notes</u>
WI	Shawano	WTD	Hunting	No	No	
WI	Waupaca	WTD	Hunting	No	No	12 positives identified. Ten of these traced back to the Iowa County HCP certified breeding herd. One traced back to an HCP certified breeding herd in Lancaster County, PA.
WI	Iowa	WTD	Breeding	<u>Certified</u>	Yes	Traceback – <u>21 positives</u> animals identified on premises.
MN	Winona	WTD	Breeding	Yes	Yes	100% infection rate
MI	Mecosta	WTD	Breeding	<u>Certified</u>	Yes	1 of 113 high risk animals positive; entire herd has not yet depopulated.
OH	Holmes	WTD	Breeding	<u>Certified</u>	No	3 of 93 animals positive
PA	Bedford	WTD	Hunting	No	Yes	
PA	Lancaster	WTD	Breeding	<u>Certified</u>	No	1 in 37 animals positive
WI	Washington	Mixed	Breeding	<u>Certified</u>	No	
IL	Boone	Reindeer	Breeding	<u>Certified</u>	Yes	1 st confirmed case in a reindeer
PA	Blair	WTD	Breeding	Yes	Yes	
WI	Dane	WTD	Breeding	<u>Certified</u>	Yes	1 in 7 animals positive
WI	Richland	Elk	Breeding	No	Yes	1 in 12 animals positive
WI	Marinette	WTD	Breeding	No	No	
WI	Sauk	Elk	Breeding	No	Yes	

Recommendation: NA - This is the first viewing of the proposed changes for the Board

Time needed: 20 minutes

Attachments:

Yes

Board vote required

No

DISEASE	DESCRIPTION	ACTION	REASONING
Seneca Valley Virus	Vesicular disease of swine that causes blisters on the hooves and snout. Mimics Foot and Mouth Disease. The two can only be differentiated with diagnostic testing.	Add	This virus mimics foreign animal diseases (FADs). When seen in the field and prior to sample collection, veterinarians should be reporting symptoms to the AHB and/or USDA.
Long horned tick	Infestation with this tick can cause decreased growth and productivity in cattle. The parasite can transmit diseases such as anaplasmosis, babesiosis, ehrlichiosis, theileriosis and rickettsiosis, as well as several viruses.	Add	Not currently reportable to national or international agencies but is increasing in concern because of its rapid spread in the U.S. recently. The tick can also transmit diseases to people.
Epizootic hemorrhagic disease	Viral disease that is characterized by extensive hemorrhages. It is found throughout the United States. Large-scale outbreaks in wild ruminants affect livestock and the production industry.	Add	Currently reportable to national and international agencies.
Salmonid alphavirus	Viral disease that causes pancreas disease and sleeping disease in Atlantic salmon and rainbow trout, respectively.	Add	
Akabane	Viral disease that can cause abortions, stillbirths and/or congenital defects in cattle, sheep and goats.	Add	
Melioidosis	Bacterial infection that causes abscesses. Location of abscess formation in the body varies but can occur in a variety of organs. Most commonly seen in sheep, goats and pigs.	Add	
Hendra	Viral infection of horses that can cause respiratory signs, neurologic signs or rapid progression to death.	Add	AHB to report cases to USDA.
Pigeon fever (Corynebacterium pseudotuberculosis)	Pigeon fever is a disease of horses, also known as dryland distemper or equine distemper, caused by the Gram-positive bacteria Corynebacterium pseudotuberculosis biovar equi.	Add	
Strangles (Streptococcus equi equi)	Bacterial infection that causes abscessation of lymph nodes in horses.	Add	
Brucella canis	Bacterial infection that can cause reproductive failure in female dogs as well as testicular issues in males. Infected animals may harbor the virus. Infected, intact animals are the biggest risk.	Move	Not currently reportable to national or international agencies but the AHB would like to provide input on the quarantine and management of cases, especially when involving intact dogs.
Swine influenza (at exhibition only)	Respiratory disease in swine that causes high fever and cough. High morbidity, low mortality. Zoonotic potential.	Move	Not currently reportable to national or international agencies but does pose a potential public health threat. The AHB would like to be notified when cases are diagnosed in conjunction with large public events like exhibitions.
Porcine coronaviruses (PEDv, TGE, Delta)	Viral infection of pigs that can cause high mortality in the pre-wean stage due to severe scouring. May also have reproductive impact on breeding females.	Move	Porcine coronaviruses are currently reportable to national and international agencies. However, no longer require direct reporting by the veterinarian to USDA. These viruses are highly infectious +/- high mortality, making them economically significant. The AHB would like to stay informed of positive cases in the state.
Acute swine erysipelas	Bacterial disease of swine that causes skin lesions, lameness and other systemic issues. Cause for carcass condemnation at slaughter.	Remove	
Campylobacteriosis	Bacteria that can cause gastrointestinal and/or reproductive problems in sheep and cattle, among other species.	Remove	
Cryptosporidiosis	Parasitic disease that causes gastrointestinal issues.	Remove	
Bovine cysticercosis	Caused by tapeworm eggs that eventually lead to cysts in the muscles of cattle.	Remove	
Dermatophilosis (Dermatophilus congolensis)	Bacterial infection affecting the skin. Also known as lumpy wool or strawberry foot rot.	Remove	
Epizootic lymphangitis	A contagious lymphangitis disease of horses and mules caused by the fungus Histoplasma farcinosum. Cattle are also susceptible, but more resistant to the disease than horses. Chorioptic mange is caused by infestation with Chorioptes bovis (formerly C equi) and is the most common form of mange in horses.	Remove	
Horse mange	Also known as Equine Coital Exanthema. It is commonly caused by Equine Herpes Virus 3. The virus causes the development of red bumps on the reproductive organs. Sexual contact with an infected horse is the most common means of acquiring the disease.	Remove	Not currently reportable to national or international agencies. Not currently in ARM.
Horse pox	A potentially-fatal febrile illness affecting horses caused by the intracellular bacterium Neorickettsia risticii.	Remove	
Potomac Horse Fever		Remove	

Ovine pulmonary adenomatosis	Also known as jaagsiekte, is a chronic and contagious disease of the lungs of sheep and goats, found in sheep-raising countries in Europe, Africa, Asia and the Americas.	Remove	
Atrophic rhinitis of swine	Bacterial infection of the nasal passages of swine that deforms the structure of the snout.	Remove	
Duck viral hepatitis	Acute and fatal disease in ducklings. It is caused by duck hepatitis virus (DHV-1) that causes liver lesions and high mortality. The virus is distributed all over the world.	Remove	
Fowl cholera	Bacterial disease of poultry that may cause gastrointestinal and respiratory signs as well as a rapid increase in mortality. There are both chronic and acute forms.	Remove	
Marek's disease	A highly contagious viral, neoplastic disease in chickens. Four different presentations of Marek's disease- Neurological, Visceral, Cutaneous and Ocular.	Remove	
Oncorhynchus masou virus disease	A viral disease of salmonids, particularly coho and masou salmon, and rainbow trout. Causes lethargy, anorexia, darkening of the body, skin ulcers and petechiae. Many fish die.	Remove	Not currently reportable to national or international agencies. Currently in ARM.
Leptospirosis	Bacterial disease that can cause reproductive and kidney issues.	Remove	
Listeriosis	Bacterial disease that can cause meningitis or encephalitis, as well as reproductive issues (abortion, stillbirth).	Remove	
Ovine pediculosis	Disease caused by lice that affects sheep.	Remove	
zoonotic diseases shaded in grey			

Montana Reportable Animal Diseases



MCA 81-2-107 Duty to Report Contagious Disease "A person, including the owner or custodian, who has reason to suspect the existence of a dangerous, infections, contagious, or communicable disease in livestock or the presence of animals exposed to the disease in this state shall immediately give notice to the department."

IMMEDIATELY NOTIFY STATE AND FEDERAL OFFICIALS and QUARANTINE:

ARM 32.3.104 Diseases or conditions requiring reporting and quarantine.

Acute swine erysipelas	(EEE, WEE, VEE)	Rabbit hemorrhagic disease
African horse sickness	Equine infectious anemia	Rift Valley fever*
African swine fever	Equine piroplasmiasis	Rinderpest
Avian influenza (High pathogenic* or Low pathogenic)	Exotic Newcastle disease*	Scrapie
Bovine babesiosis	Foot and mouth disease	Sheep pox and goat pox
Bovine spongiform encephalopathy*	Fowl typhoid (<i>Salmonella</i> <i>gallinarum</i>)	Surra (<i>Trypanosoma evansi</i>)
Brucellosis* (<i>Brucella abortus</i>, <i>B. melitensis</i>, <i>B. suis</i>, <i>B. canis</i>)	Glanders (<i>Burkholderia mallei</i>)*	Swine influenza (H1N1)
Cattle fever tick (<i>Boophilus annulatus</i> , <i>B. microplus</i>)	Heartwater (<i>Cowdria ruminantium</i>)	Swine vesicular disease
Chronic wasting disease	Japanese encephalitis*	Trypanosomiasis (Tse-tse borne)
Classical swine fever (Hog cholera)	Lumpy skin disease	Tuberculosis* (<i>Mycobacterium bovis</i>)
Contagious bovine pleuropneumonia (<i>Mycoplasma mycoides mycoides</i>)	Malignant catarrhal fever	Vesicular exanthema
Contagious equine metritis	Mange** (<i>Psoroptes ovis</i> , <i>Sarcoptes scabiei*</i> or <i>Chorioptes sp.</i>)	Vesicular stomatitis
Dourine (<i>Trypanosoma equiperdum</i>)	Nairobi sheep disease	Viral hemorrhagic septicemia
Equine encephalomyelitis*	New and Old World Screwworm	*Zoonotic disease
	Nipah virus encephalitis*	**Only <i>Psoroptes mange</i> is quarantinable
	Peste des petits ruminants	
	Porcine Epidemic Diarrhea PEDv*	
	Pseudorabies (Aujeszky's disease)	

IMMEDIATELY NOTIFY STATE OFFICIALS and QUARANTINE:

(These diseases are not Federally reportable)

ARM 32.3.104 Diseases or conditions requiring reporting and quarantine.

Anthrax*	Equine viral arteritis	Rabies*
Bluetongue	Equine rhinopneumonitis, neurologic form (EHV-1)	Theileriosis
Contagious agalactia (<i>Mycoplasma spp</i>)	Ovine pediculosis	Trichomonosis
Contagious caprine pleuropneumonia	Plague* (<i>Yersinia pestis</i>)	Tularemia*
Contagious foot rot	Pullorum disease (<i>S. pullorum</i>)	West Nile virus*
Crimean Congo hemorrhagic fever	Q-Fever* (<i>Coxiella burnettii</i>)	*Zoonotic disease

Montana Department of Livestock
P.O. Box 202001
Helena, MT 59620-2001
Phone: 406-444-2043
FAX: 406-444-1929
Afterhours: 406-444-2976

USDA-APHIS-VS
208 N. Montana Ave. Suite 101
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Phone: 406-449-2220
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Dr. Martin Zaluski, State Veterinarian

(revised 1/20/2015)

Dr. Thomas F.T. Linfield, AVIC

Montana Reportable Animal Diseases

Report to STATE Officials within 30 days:

MULTIPLE SPECIES:

Campylobacteriosis*
Cryptosporidiosis*
Echinococcosis/hydatidosis*
Heartworm
Leishmaniasis*
Leptospirosis*
Listeriosis
Paratuberculosis (Johne's Disease)
Salmonellosis*
Trichinellosis*

CATTLE/BISON:

Bovine anaplasmosis
Bovine cysticercosis*
Bovine genital campylobacteriosis
Bovine viral diarrhea
Dermatophilosis (*Dermatophilus congolensis*)
Enzootic bovine leukosis
Hemorrhagic septicemia (*Pasteurella multocida*)
Infectious bovine rhinotracheitis/
infectious pustular vulvovaginitis

EQUINE:

Epizootic lymphangitis
Equine rhinopneumonitis
Equine influenza
Horse mange
Horse pox
Potomac Horse Fever

SHEEP/GOATS:

Caprine arthritis/encephalitis
Enzootic abortion of ewes (Ovine

chlamydiosis)
Ovine epididymitis (*Brucella ovis*)
Ovine progressive pneumonia/Maedi
-Visna
Ovine pulmonary adenomatosis
Salmonellosis (*S. abortusovis*)

SWINE:

Atrophic rhinitis of swine
Porcine cysticercosis* (*Cysticercus cellulosae*)
Porcine reproductive and respiratory
syndrome
Transmissible gastroenteritis

AVIAN/POULTRY:

Avian chlamydiosis* (Psittacosis)
Avian infectious bronchitis
Avian infectious laryngotracheitis
Avian mycoplasmosis (*M. gallisepticum*, *M. synoviae*)
Duck virus enteritis
Duck virus hepatitis
Fowl cholera
Infectious bursal disease (Gumboro
disease)
Marek's disease
Turkey rhinotracheitis (Avian pneumovirus)

LAGOMORPHS:

Myxomatosis

AQUACULTURE:

Epizootic hematopoietic necrosis

Epizootic ulcerative syndrome
Gyrocactylosis
Infectious hematopoietic necrosis
Infectious salmon anemia
Koi herpesvirus disease
Oncorhynchus masou virus disease
Red Sea bream iridoviral disease
Spring viremia of carp

***Zoonotic disease**

Montana Department of Livestock

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(Revised 1/20/2015)

**Proposed Changes to Administrative Rules
Pertaining to Alternative Livestock**

<u>ARM</u>	<u>Title</u>	<u>Summary of Proposed Change</u>
32.4.101	Definition	Clean up of language pertaining to bill of sale and certificate of veterinary inspection.
32.4.201	Identification of Alternative Livestock	Clarification of language relating to the tattoo of animals moved between alternative livestock premises. Clarification of language regarding disposition of tags from deceased alternative livestock.
32.4.203	Waivers to Identification	New language regarding requirements that must be met prior to granting a temporary waiver to identification requirements. The existing language pertaining to microchips is not practical.
32.4.301	Inspection of Alternative Livestock	Remove requirement for alternative livestock to be inspected by a veterinarian prior to movement to a veterinary clinic for emergency medical treatment. Clarification of requirements for animals moving direct to slaughter without inspection.
32.4.401	Change of Ownership Testing Requirements for Alternative Livestock	Remove reference to sale of alternative livestock for shooters on the immediate premises as this is a prohibited activity per FWP statute.
32.4.403	Requirements for Alternative Livestock Gametes (Ova and Semen) and Embryos	Replace referenced MCA consistent with the changes made in HB 112 which repealed
32.4.502	Importation of Restricted or Prohibited Alternative Livestock	Prohibits the importation of cervid species into Montana, except direct to slaughter, until such time the state veterinarian approves a diagnostic technique and test protocol for the antemortem detection of chronic wasting disease. Maintains geographic restrictions on importation from animals where CWD is endemic or has been diagnosed.
32.4.601	Importation of Alternative Livestock	Clarifying language (his to their)
32.4.602	Exportation of Alternative Livestock	Insertion of a clarifying word (must).
32.4.802	Quarantine Facility	Remove language pertaining to applications for new alternative livestock farms which is prohibited per FWP statute.
32.4.1301	Definitions	Updated definitions for exposed and trace herds/animals, increasing the time of exposure to 5 years for all categories.
32.4.1302	Requirements for Mandatory Surveillance of Montana Alternative	Clarification of requirements for annual herd inventories and inspections to be consistent with proposed USDA program standards. This includes

	Livestock Game Cervidae for Chronic Wasting Disease	<p>an annual visual inspection of all animals, a 3-year requirement for physical inspection, and record keeping requirements for alternative livestock licensees.</p> <p>Increase the amount of time an alternative licensee has to report deceased cervids.</p> <p>Create an allowance for keeping ears intact with a cape collected from deceased cervid.</p> <p>Addition of a potential outcome for licensees who fail to comply with CWD testing requirements.</p>
32.4.1309	Alternative Livestock Monitored Herd Status for CWD	Provide an allowance to reduce the CWD status of producers who fail to comply with CWD testing requirements.
32.4.1309	Import Requirements for Cervids	Add a condition by which the state veterinarian can deny the importation to include presence of CWD or lack of an established surveillance program for wildlife.
32.4.1311	Management of Alternative Livestock Cervid Herds Identified as CWD Trace Herds	Update duration of quarantine for CWD trace herds to be consistent with proposed USDA program standards.
32.4.1312	Management of Alternative Livestock Cervid Herds with at Least One Animal Diagnosed with CWD and with Low Probability of CWD Transmission	REPEAL – All herds diagnosed with CWD will be managed regardless of probability of CWD transmission according to USDA program standards.
32.4.1313	Management of CWD Positive Alternative Livestock Cervid Herds	Update management requirements for CWD positive cervid herd to be consistent with USDA program standards, including increasing duration of quarantine to 5 years for hers that do not depopulate and removing the option for alternative management options for high-risk animals.

32.4.101 DEFINITIONS In this subchapter the following terms have the meanings or interpretations indicated below and must be used in conjunction with and supplemental to those definitions contained in 87-4-406, MCA.

(1) "Alternative Livestock" means the animals defined as alternative livestock and cloven hoofed ungulates in 87-4-406, MCA except domestic water buffalo (*Bubalus bubalis*).

(2) "Alternative livestock veterinarian" means a deputy state veterinarian who has been trained and approved by the department to perform regulatory work on alternative livestock.

(3) "Bill of sale" means the alternative livestock ~~invoice and~~ bill of sale form utilized by the department of livestock to document the valid transfer of ownership of alternative livestock.

(4) "Catch pen" means a fenced enclosure used in conjunction with the handling facility to hold alternative livestock for individual inspection, marking, or treatment.

(5) "Certificate of veterinary inspection" means the Department of Livestock inspection certificate form ~~designed to fulfill the requirements of a certificate of inspection under ARM 32.3.201, and~~ conforming to the requirements of the health certificate under ARM 32.3.206, for the inspection of alternative livestock. The form must include the number, species, age, sex, individual animal identification, owner, alternative livestock farm information and the reason for the inspection.

(6) "Confirmation sample" means a second sample taken from the same animal and submitted to a laboratory to confirm the results of the original sample.

(7) "Department" means the Department of Livestock.

(8) "Department designated agent" means an individual empowered by the department to act on behalf of the department in performing regulatory duties strictly defined by department policy.

(9) "Disease, communicable" means a disease that can spread from one animal to another animal or to humans.

(10) "Disease, quarantinable" means any disease defined under ARM 32.3.104, 32.3.116 or identified by order of the state veterinarian.

(11) "Elk-red deer hybrid" means an animal that is produced by the mating of an elk and red deer (*Cervus elaphus*) and all subsequent progeny.

(12) "Emergency" means a sudden unexpected medical condition demanding immediate medical care not available on the alternative livestock farm whereby if medical treatment is not obtained immediately, the animal may die.

(13) "Alternative livestock farm" means the enclosed land area upon which game farm animals may be kept, as defined by 87-4-406(3), MCA.

(14) "Alternative livestock parts" means parts of an alternative livestock carcass that may be taken from an alternative livestock farm in accordance with the provisions of 87-4-415 and 87-4-416, MCA. Alternative livestock parts does not include the regenerable parts harvested annually from alternative livestock farm animals.

(15) "H of A tag" means the Canadian equivalent of the United States Department of Agriculture (USDA) official eartag.

(16) "Handling device" means a mechanical structure or animal restraining device (such as a squeeze chute) that facilitates inspection and handling of individual alternative livestock.

(17) "Health certificate" has the meaning defined in ARM 32.3.201.

(18) "Herd plan" means a written disease management plan that is designed by the herd owner and the state veterinarian to eradicate disease from an affected herd while reducing human exposure to the disease. The herd plan will include appropriate herd test frequencies, tests to be employed, and any additional disease or herd management practices deemed necessary to eradicate a disease from the herd in an efficient and effective manner.

(19) "Herd tattoo" means the recorded whole herd mark or brand required by 81-3-102, MCA for alternative livestock identification.

(20) "Hybrid test" means a laboratory test recognized for the identification of elk-red deer hybrid animals.

(21) "Members of the same family" means a group whose membership is determined by including an individual, the individual's spouse, and the individual's parents, children, grandchildren, and the spouses of each.

(22) "Montana official eartag" means an alternative livestock identification tag provided by the Department of Livestock that meets the requirements of 87-4-414(4), MCA.

(23) "Permit" means an official document issued by the Montana Department of Livestock after proper application which allows the movement of animals, or biologics into Montana. The permit shall conform to the requirements of ARM 32.3.207.

(24) "Prohibited alternative livestock" means animals that are prohibited from importation for purposes of alternative livestock farming pursuant to 87-4-424, MCA.

(25) "Quarantine facility" means a department approved enclosure, separate from the catch pen and handling device, used to isolate newly acquired or diseased alternative livestock.

(26) "Restricted alternative livestock" means animal species, subspecies and their hybrids subject to specific importation restrictions.

(27) "Solid wall" means a wall constructed with no visible cracks between construction units or underneath the wall unit.

(28) "State waters" means a body of water so defined by 75-5-103, MCA.

(29) "Transfer" means the change in ownership interest or any part of an ownership interest in an alternative livestock animal.

(30) "Transportation" means the movement of alternative livestock to or from a licensed alternative livestock farm to another licensed alternative livestock farm, a market, or any other approved destination.

(31) "USDA official eartag" means an identification eartag that provides unique identification for each individual animal by conforming to the alphanumeric national uniform ear tagging system.

(32) "Whole herd mark" means an artificial mark or brand recorded by the department for the exclusive sole use of the individual in whose name the mark or brand is recorded. The whole herd mark assigned by the department for alternative livestock is the herd tattoo.

(History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.201 IDENTIFICATION OF ALTERNATIVE LIVESTOCK (1) Alternative livestock owned or transferred to any alternative livestock farm within the state of Montana must be individually identified by the method prescribed by the department.

(2) Every alternative livestock animal must be marked with a whole herd mark (herd tattoo) registered to the alternative livestock farm animal owner and placed in the location on the animal identified by the department's recorder of marks and brands.

(a) The herd tattoo placed in an animal born on or imported to the alternative livestock farm from out of state shall be that of the owner of the animal and is recognized as the original tattoo.

(b) Retattoo of an illegible tattoo shall be done by a designated agent of the department and shall be the original tattoo (herd of origin) of the animal. When an animal is retattooed, the designated agent of the department shall submit a certificate of veterinary inspection to the department documenting the retattoo of the animal and the complete animal identification, age, sex and species information.

(c) The recorded whole herd mark (herd tattoo) has all of the rights of ownership granted under 81-3-105, MCA.

(3) Under the authority of 87-4-414, MCA, and 9 CFR 55 and 81, each alternative livestock will be marked with two forms of official identification approved by the department. One approved method of identification will be the Montana official eartag.

(a) Official ear tags will be issued to and applied by alternative livestock veterinarians or other department-designated agents. Alternative livestock veterinarians may choose to delegate authority to apply tags to an alternative livestock licensee within the context of a valid veterinarian-client-patient-relationship. In the circumstance that a licensee applies tags to alternative livestock the following conditions must be met:

(i) The alternative livestock licensee may only apply tags to their own animals in herds that have achieved CWD certified status as defined in ARM 32.4.1303.

(ii) The alternative livestock licensee may apply tags to calves born in the same year as the tagging event. All calf tagging must be completed and reported to the Department of Livestock prior to January 1. Tagging information must be reported to the Department of Livestock on an official department form within five days of the tagging event. If the alternative livestock licensee requests an extension to the January 1 tagging deadline a veterinarian must then apply the tags.

(iii) The alternative livestock licensee may apply replacement tags or tags to adult animals. The animal(s) must have one official tag in place prior to application of the replacement tag.

(b) USDA official eartags and Montana official eartags are nontransferable and can only be removed from an alternative livestock animal by a department-designated agent.

(c) Montana official eartags that are lost from alternative livestock must be surrendered to a department-designated agent or the department as soon as possible after the retrieval of the tag.

(d) All animal identification tags retrieved from alternative livestock by the department-designated agent shall be submitted to an approved diagnostic laboratory with samples for CWD testing or to the department Helena office for animals that are not CWD test eligible.

(4) The unauthorized removal of a Montana official eartag or USDA official eartag, or the alteration or reuse of tags shall constitute a violation of this rule.

(5) The alteration of a whole herd mark except as outlined in (2)(b) of this rule shall constitute a violation of this rule and 81-3-221, MCA. (History: 87-4-422, MCA; IMP, 87-4-422 MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13; AMD, 2017 MAR p. 1661, Eff. 9/23/17.)

32.4.203 WAIVERS TO IDENTIFICATION (1) Under the authority of 87-4-414(5), MCA, the department may grant a temporary waiver to identification requirements. The licensee may request a temporary waiver if the animal meets the following requirements:

- (a) the animal is tattooed in compliance with 81-3-102, MCA, or 87-1-231, MCA; and
 - (b) for animals 12 months of age and older, the animal has one existing form of approved identification.
 - ~~(b) the animal has been implanted with a form of microchip identification approved and accepted by the department; and~~
 - ~~(c) cervidae must be tested annually for TB and brucellosis.~~
 - ~~(2) The state veterinarian may require additional tests as necessary.~~
 - (3) Temporary waivers expire January 1 of the year following the year of issuance.
- (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99.)

32.4.301 INSPECTION OF ALTERNATIVE LIVESTOCK (1) Prior to the sale, transfer of ownership, or transportation of a live animal from a licensed alternative livestock farm, with the exclusion of omnivores and carnivores, the animal must be inspected by the department-designated agent with the following exceptions:

(a) The department may waive the inspection if the sale or transfer of ownership of the alternative livestock animals is between members of the same family and if no change in location of the animals occurs;

(b) Alternative livestock may be moved without inspection between alternative livestock farm properties under one license;

(c) Animals requiring emergency medical treatment may be transported without prior inspection for veterinary treatment if the following conditions are met:

(i) Prior to the movement of the animal, the owner must call the department (Helena office), and file an intent to transport the animal and schedule the inspection of the animal at the destination vet clinic. ~~Prior to movement of the animal, an alternative livestock veterinarian must review the animal's reported condition and determine it to be an "emergency."~~

(ii) An inspection must be completed by an alternative livestock veterinarian prior to movement from the vet clinic and return to the alternative livestock farm; and

(iii) Any untagged and untattooed alternative livestock must be tagged and marked in compliance with 87-4-414, MCA and 81-3-102, MCA prior to return to the alternative livestock farm; ~~and~~

(d) Animals transported directly to an approved slaughter facility may be transported without prior inspection if all of the following conditions are met:

(i) all animals ~~on the permit~~ are ~~required to be~~ officially identified with a Montana eartag; ~~and~~

(ii) prior to the movement of the animal, the alternative livestock licensee or their agent must call the department (Helena office) and request a transport permit number, provide the department the complete individual animal identification, age, sex, and species of each animal intended for shipment and the immediate destination of the animals; ~~and~~

(iii) the department (Helena office) will issue a transport permit number that will be valid for 48 hours from the time of issue to allow movement of the animals from the alternative livestock farm to the approved slaughter facility; ~~and~~

(iv) the transport permit number must be written on a department-approved form, a copy of which must accompany the animal(s) to the destination; ~~and~~

(v) the alternative livestock licensee shall retrieve the alternative livestock animal head(s), all official identification tags, an official receipt for the animal(s) from the slaughter facility; and ~~(A)~~ for animals meeting test age criteria, the licensee shall ensure the appropriate CWD testing samples are submitted by an alternative livestock veterinarian to an approved laboratory for testing; ~~and~~

(vi) movement of alternative livestock must be in a secured and enclosed vehicle; ~~and~~

(vii) the alternative livestock licensee shall provide a copy of the transport permit and an appropriate receipt from the slaughter facility to the department (Helena office) within five days of the animal's arrival at the slaughter facility.

(e) Omnivores and carnivores must meet the inspection and transportation requirements of the Department of Fish, Wildlife and Parks.

(2) For animals that are killed by predators or die of natural causes, the animal death must be reported to the department (Helena office) within ~~one~~five working days of the discovery of death.

(a) If the animal has been tagged or marked, a department-designated agent must remove the official eartags from the animal and all of the identification tags from the animal must be submitted to the department with a completed certificate of veterinary inspection. The department may allow the animal to be inspected at a location off of the alternative livestock farm and transported in accordance to the procedures outlined in (3)(a).

(b) If the animal has not been tagged and marked, the department may waive the inspection requirement.

(3) Alternative livestock that are slaughtered on the alternative livestock farm must be inspected by an alternative livestock veterinarian.

(a) The alternative livestock including but not limited to the carcass, parts, or meat must be inspected prior to removal from the licensed alternative livestock farm property unless:

(i) The owner or owner's agent of the animal has called the department (Helena office) and has provided the department the complete identification, age, sex, and species of the animal; the immediate destination of the animal; and the name and address of the consignee if the animal was sold.

(ii) The department (Helena office) must give permission for the owner or owner's agent to move the animal from the alternative livestock farm. A transport number or certificate of identification number will be given to the alternative livestock licensee. This number must be listed on the bill of sale for the animal or other department-specified form. The valid bill of sale for the animal or department-approved form must accompany the animal to its destination.

(iii) Prior to the movement of the animal from the property, a department-designated agent must be informed by the alternative livestock farm licensee of the immediate destination of the animal. The department-designated agent shall inspect the animal and retrieve the identification tags from the animal. All identification tags, bill of sale (or other approved form), and completed certificate of veterinary inspection must be submitted to the department within five days of completion of the inspection.

(b) If a department-designated agent is present on the licensed alternative livestock farm at the time of slaughter, the department will waive the requirement to inform the Helena office. The inspection of the animal pursuant to 87-4-416, MCA, must be completed prior to movement of the animal carcass, meat, or parts from the alternative livestock farm.

(4) A valid bill of sale must accompany any sale, or transfer of ownership of any alternative livestock farm animal, carcass, meat or parts.

(a) Transfer of ownership of alternative livestock must meet all of the requirements of ARM 32.18.106. The valid bill of sale must bear the signature of one of the recorded owner(s) of the recorded whole herd mark or his assigns.

(b) A copy of the bill of sale must be provided to the department-designated agent at the time of inspection, and the agent shall in turn provide the copy to the department (Helena office).

(c) A copy of the bill of sale must be kept in records maintained by the alternative livestock farm licensee.

(5) The alternative livestock farm licensee shall present alternative livestock for inspection under conditions where the designated agent for the department can safely read all marks and identification on the animals.

(6) The inspection shall permit the movement of the alternative livestock from the place of inspection immediately to the destination shown on the inspection certificate. No diversion or

off-loading of the alternative livestock will be permitted without approval from the department and further inspection. A certificate of inspection shall permit the movement of the alternative livestock identified thereon for no more than ten days after the date of inspection.

(7) Certificates of inspection, bills of sale and identification tags must be mailed to the Helena office within five days of completing the inspection. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13.)

32.4.401 CHANGE OF OWNERSHIP TESTING REQUIREMENTS FOR ALTERNATIVE LIVESTOCK (1) Prior to a change of ownership, movement, transfer, or sale of alternative livestock within Montana, the animals must meet all testing requirements mandated by the state veterinarian under ARM Title 32, chapter 3, subchapters 4 and 6.

(2) The department may waive change of ownership and transportation testing requirements of alternative livestock consigned for ~~sale as shooters and/or~~ slaughter on the immediate alternative livestock farm premises, or consigned to an out-of-state destination with the following conditions:

(a) The waiver from testing does not exempt any requirement for necropsy or post mortem inspection that may be determined to be necessary by the state veterinarian.

(b) No animal consigned to an out-of-state destination may be diverted to an in-state destination if it has not met the test requirements of this rule and without the approval of the department. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.403 REQUIREMENTS FOR ALTERNATIVE LIVESTOCK GAMETES (OVA AND SEMEN) AND EMBRYOS (1) The use of semen within the state of Montana and the import of semen into the state, for artificial insemination of alternative livestock must meet all of the requirements of 81-2-~~403703~~, MCA, rules promulgated under the authority of 81-2-~~402703~~, MCA and any order of the state veterinarian.

(2) The sale and importation of gametes and embryos in the state of Montana must meet the requirements for the sale and transfer of alternative livestock, which include, but are not limited to:

(a) the provisions for a bill of sale;

(b) a health certificate; and

(c) importation permit where applicable. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.502 IMPORTATION OF RESTRICTED OR PROHIBITED ALTERNATIVE LIVESTOCK

(1) The department has designated the following alternative livestock as "restricted species" on the basis of specific animal health risks that they pose to wildlife and/or domestic livestock:

(a) The importation of white-tailed deer (*Odocoileus virginianus*) and moose (*Alces alces*) into Montana is restricted until such time the state veterinarian approves a diagnostic technique and test protocols for the detection of meningeal worm parasites and dorsal spined larvae. No animal with positive test results for meningeal worm or dorsal spined larvae may be imported into Montana.

(i) The state veterinarian may approve new technology and test protocols for the detection of meningeal worm parasites and/or larvae as they are developed.

(b) Importation of reindeer (*Rangifer sp.*) into Montana is restricted except under the following conditions:

(i) All animals in the shipment originate in a herd located south of the Canada/U.S. border that is certified brucellosis (*B. suis* and *B. abortus*) and tuberculosis free as determined by whole herd testing; and

(ii) Imports from Canada and Alaska may be imported if they meet testing requirements and have resided in another state for one year and all female animals have had one calf.

(c) Importation of wild or captive elk, mule deer, and whitetail deer into Montana, except direct to slaughter, is restricted until such time the state veterinarian approves a diagnostic technique and test protocol for the antemortem detection of chronic wasting disease. No animal may be imported from a geographic area or alternative livestock area where chronic wasting disease is endemic or has been diagnosed.

~~(c) Wild or captive elk, mule deer, and whitetail deer may not be imported or transported from a geographic area or alternative livestock farm where chronic wasting disease is endemic or has been diagnosed unless they meet all importation requirements, transportation requirements and any other requirements mandated by statute, rule or order of the state veterinarian under the authority of Title 81, chapter 2, MCA.~~

(2) In the family *Bovidae*, the department has designated as prohibited species all members of the following genera and hybrids thereof:

(a) Subfamily Hippotraginae:

(i) *Connochaetes* (wildebeests);

(ii) *Alcelaphus* (hartebeests); and

(iii) *Damaliscus* (sassabies: blesbok, bontebok, topi).

(3) The department shall restrict from importation for purposes of alternative livestock farming any cloven hoofed ungulate species or subspecies and their hybrids with native species that have been classified by the Department of Fish, Wildlife and Parks under the authority of 87-4-424, MCA, as posing a threat to native wildlife or livestock.

(4) Reclassification by the department of any species listed as prohibited or restricted is contingent upon compelling scientific information indicating the risks posed by these species to native wildlife populations and/or domestic livestock can be eliminated or managed effectively through new diagnostic techniques or management technologies. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.601 IMPORTATION OF ALTERNATIVE LIVESTOCK (1) Alternative livestock imported into Montana must meet all requirements of ARM Title 32, chapter 3, subchapter 2; Title 81, chapter 2, part 7, MCA; and any other orders issued by the department.

(2) All cervid species will be treated with an appropriate anthelmintic as determined by the state veterinarian at least 20 days prior to entry into Montana to reduce the potential of undesirable parasites.

(3) Animals must be consigned to an alternative livestock farm licensee. The alternative livestock farm licensee must have a valid license for the species being imported.

(4) Alternative livestock shall be accompanied by an official health certificate and a permit, which must be attached to the waybill or be in the possession of the driver of the vehicle or person in charge of the animals. When a single health certificate and/or permit is issued for animals being moved in more than one vehicle, the driver of each vehicle shall have in his/her possession a copy of the health certificate or permit.

(a) The official health certificate must meet all of the requirements of ARM 32.3.206 and the accredited veterinarian issuing the health certificate must certify that the following conditions are true:

(i) All elk in the shipment have been certified free from red deer gene markers as required by ARM 32.4.402. No elk-red deer hybrid may be imported. Certification must be provided to the department prior to the issuance of an import permit;

(ii) The accredited veterinarian issuing the health certificate shall assess the herd of origin and determine if the alternative livestock have been infected by or exposed to *Mycobacterium paratuberculosis* (Johne's disease). A statement summarizing ~~his~~^{their} findings shall be included on the health certificate. No animal exposed to or infected with *M. paratuberculosis* may be imported;

(iii) The herd of origin must be certified as free of central nervous system (CNS) symptoms for the last five years; and

(iv) Animals must meet all other importation requirements made by the state veterinarian under ARM Title 32, chapter 3, subchapter 2;

(b) The importation permit must meet all of the requirements of ARM 32.3.207.

(5) For change of ownership, a valid bill of sale must accompany the shipment. A copy of the bill of sale must be provided to the department at the time the animal is tagged and marked.

(6) Prior to shipment, all alternative livestock with the exclusion of omnivores and carnivores must be marked with a USDA official eartag or its Canadian equivalent called an H of A tag.

(7) All alternative livestock must be quarantined upon arrival in Montana until all testing requirements have been met and the animal is tagged and marked.

(8) No person consigning, transporting, or receiving alternative livestock into Montana may authorize, order, or carry out diversion of such animals to a destination or consignee other than set forth on the health certificate or permit without first obtaining written authorization from the state veterinarian of Montana or his designee to make such a diversion.

(9) Importation of gametes shall meet all requirements outlined in ARM 32.4.403.

(10) Importation of alternative livestock semen must meet the applicable requirements of ARM 32.3.220. (History: 81-2-102, 81-2-103, 81-2-402, 81-2-707, 87-4-422, IMP, 81-2-102, 81-2-103, 81-2-402, 81-2-403, 81-2-703, 81-2-707, 81-3-102, 87-4-414, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13; AMD, 2016 MAR p. 889, Eff. 5/21/16.)

32.4.602 EXPORTATION OF ALTERNATIVE LIVESTOCK (1) Any alternative livestock exported must be tagged and marked in compliance with 81-3-102(2) and 87-4-414, MCA.

(2) The animal must meet the inspection requirements for change of ownership and movement of game farm animals prior to movement from the alternative livestock farm in accordance to ARM 32.4.301.

(3) The shipment **must** be accompanied by a certificate of inspection and valid bill of sale for animals that have changed ownership. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.802 QUARANTINE FACILITY (1) Each licensed alternative livestock farm must have a department-approved quarantine facility within its perimeter fence or submit a quarantine action plan to the department that guarantees the licensee unlimited access to an approved quarantine facility on another licensed alternative livestock farm within the state of Montana.

(2) ~~An alternative livestock farm license or the approval~~ Approval for expansion of ~~the an~~ alternative livestock farm shall not be granted by the Department of Fish, Wildlife and Parks until the licensee ~~applicant~~ receives department approval of the quarantine facility and handling facilities.

(3) ~~A licensee applying for an expansion of an alternative livestock farm~~ The applicant for an alternative livestock farm license shall submit the following to the department and Department of Fish, Wildlife and Parks at the time the application ~~(or application for an expansion) for the alternative livestock farm license~~ is submitted to the Department of Fish, Wildlife and Parks:

(a) design plans for the applicant's alternative livestock farm catch pen and handling facilities required under ARM 32.4.801;

(b) detailed design specifications for a quarantine facility on the property owned or leased by the applicant and identified on the alternative livestock farm license application; or

(c) a quarantine plan for the quarantine of animals at an approved quarantine facility located on another licensed alternative livestock farm (host). This plan must include:

(i) recognition that animals must meet all inspection, transportation and testing requirements prior to movement;

(ii) a signed statement from the alternative livestock farm licensee (host) who is allowing the applicant unrestricted use of his quarantine facility. This statement must define the period of time for which the applicant/licensee has permission to use the quarantine facility; and

(iii) if the alternative livestock farm licensee (host) revokes the privilege to use his quarantine facility, or if the privilege is consensual for a defined period of time which has expired, the applicant/licensee has 30 days to design his own facilities and submit the plans to the department for approval. The applicant/licensee must construct the facility within 90 days of department approval of the plans.

(4) Design specifications for a quarantine facility shall include all measured dimensions of the proposed facility (heights and perimeters) and shall include the location and materials for fences, location of any shelters, feeding or water sources, location of the quarantine facility within the licensed alternative livestock farm property, streams, slopes of property, gates, and access to holding facilities. The specifications for a quarantine facility must meet the following:

(a) a requirement for fencing to extend upward 8 feet from the ground level and meet one of the following criteria:

(i) a solid wall; and

(ii) a required separation distance of greater than 14 feet between the animals placed under quarantine and all other animals, including public wildlife. This can be accomplished by:

(A) construction of double fences, greater than 14 feet apart; or

(B) creation of a quarantine pen utilizing vacated surrounding pens to create the separation distance required in (4)(a)(ii). No pen surrounding the quarantine pen may be utilized for any purpose during the quarantine period.

(b) provisions for confined animals that include the humane holding and care of the quarantined animals for an extended period of time and include provisions for the following:

(i) feeding facilities isolated from contact by any other animals;

(ii) water available at all times and isolated from contact by any other animals; and

(iii) shelter provided for the animals.

(c) the quarantine pen must meet the following:

(i) it must be located on relatively flat ground in order to prevent egress or ingress of

animals. If built on a slope, the department may require additional measures be taken to prevent ingress or egress;

(ii) fecal wastes and water must not drain from the quarantine pen to any other pens or area of the alternative livestock farm, or into an area outside the alternative livestock farm where wildlife, animals, livestock, or people could come into contact with such wastes. The department may require additional measures be implemented to prevent run off from the quarantine pen into state waters; and

(iii) The quarantine pen may not include any surface water body of state waters within its boundary.

(d) The facility shall include a means to move the animals from the quarantine facility to the handling facility.

(5) The state veterinarian may require additional modifications to the quarantine facility as determined necessary.

(6) The department may waive requirements on a site specific basis if it is determined the conditions of quarantine are not compromised by granting the waiver. (History: 87-4-422, MCA; IMP, 87-4-422, MCA; NEW, 1999 MAR p. 136, Eff. 1/15/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

32.4.1301 DEFINITIONS In this subchapter, the following terms have the meanings or interpretations indicated below and must be used in conjunction with and supplemental to those definitions contained in 87-4-406, MCA, ARM 32.4.101, and any subsequent department rule or order including 9 CFR 55 and 81.

- (1) "Animal" means a cervid.
- (2) "*Cervidae* or cervid" means all members of the *Cervidae* family including deer, elk, moose, caribou, reindeer, and related species and hybrids thereof. *Cervidae* includes wild cervids, those animals on alternative livestock farms, and those animals owned by zoos and other public or private captive facilities not licensed as alternative livestock farms.
- (3) "Chronic wasting disease" or "CWD" means a transmissible spongiform encephalopathy of cervids.
- (4) "CWD" affected "cervid" or "affected animal" means a cervid diagnosed with CWD based on laboratory procedures.
- (5) "CWD affected cervid herd" or "affected herd" means a cervid herd from which any cervid has been diagnosed with CWD.
- (6) "CWD exposed cervid" or "exposed animal" means a cervid that is from an affected herd or for which epidemiological investigation indicates contact with CWD affected cervids or contact with cervids from a CWD affected herd or contact with a contaminated premises within the last five years.
- (7) "CWD exposed cervid herd" or "exposed herd" means ~~cervids that are an affected herd or herds~~ for which epidemiological investigation indicates contact with CWD affected cervids or contact with cervids from a CWD affected herd or contact with a CWD positive animal within the five years prior to the animal's diagnosis.
- (8) "CWD monitored cervid herd" means a herd of alternative livestock farm cervids that has complied with the CWD surveillance requirements outlined in ARM 32.4.1302.
- (9) "CWD monitored herd status" means a designation made by the department that indicates the number of years an alternative livestock cervid herd has complied with CWD surveillance criteria.
- (10) "CWD test-eligible cervids" means cervids, excluding wild cervids, 12 months of age or greater that die for any reason.
- (11) "CWD trace herd" or "trace herd" is a cervid herd where an affected animal resided within ~~36 months prior to its death~~ five years prior to that animal's diagnosis with CWD, or any cervid herd which received animals from a CWD affected or exposed herd within ~~36 months of the death of a CWD affected animal~~ the previous 5 years.
- (12) "Epidemiological investigation" means the scientific investigation conducted to determine the specific cause and source of a disease outbreak and to determine the population affected or exposed to the disease.
- (13) "Exporting herd" means a herd of cervids in another state or province from which a Montana importation permit is requested to allow the shipment of cervids into Montana.
- (14) "Herd of origin" means the herd into which an animal is born.
- (15) "Herd plan" means a written herd management plan that is designed by the herd owner and the state veterinarian in which each participant agrees to undertake actions specified in the herd plan to prevent, control or eradicate chronic wasting disease from an affected, exposed or trace herd while reducing human or wildlife exposure to the disease. The herd plan will include, but is not limited to, the appropriate herd test or surveillance frequencies, tests to be employed, and any additional disease or herd management practices deemed necessary to prevent, control, or eradicate a disease from the herd in an efficient and effective manner.
- (16) "High-risk animal" means a cervid that may have been exposed to chronic wasting disease. The state veterinarian will determine which animals within a herd are high-risk animals.

(17) "Hold order" means a restriction placed on an identified population of animals prohibiting their movement from the premise, a portion of a premise or contact with other animals on the premise. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13.)

32.4.1302 REQUIREMENTS FOR MANDATORY SURVEILLANCE OF MONTANA ALTERNATIVE LIVESTOCK FARM CERVIDAE FOR CHRONIC WASTING DISEASE

(1) The licensee must present his entire herd ~~annually every 11-13 months~~ for visual inspection by a designated agent of the department, including verification and recording of visual identification. The department will ~~verify-reconcile~~ alternative livestock game farm animal's identification and the alternative livestock inventory ~~must reconcile~~ with the department's records.

(2) The licensee must present his entire herd no more than every three years beyond the initial herd enrollment for physical inspection by a designated agent of the department, including verification and recording of all forms of identification. The department will reconcile alternative livestock game farm animal's identification and the alternative livestock inventory with the department's records.

(3) The licensee must retain a complete herd inventory of animals that shall include all forms of identification, age, species, sex, source, and death if applicable. Individual animal records must be retained for five years after a cervid has left a herd or has died. Records must be made available to Department personnel upon request and at the time of each annual inspection or inventory.

(2) The licensee must report all alternative livestock deaths to the department (Helena office) within one ~~dayweek~~ of the discovery of death as required by 87-4-415, MCA.

(3) Upon the discovery of dead cervids, the licensee must immediately request an inspection of the alternative livestock as required by ARM 32.4.301. At the time of the inspection of the dead animal, the alternative livestock veterinarian shall remove the currently required tissue samples and/or specimens and submit them to a department-approved laboratory for testing for chronic wasting disease (CWD).

(a) An alternative livestock licensee with a valid veterinarian-client-patient-relationship with an alternative livestock veterinarian may collect CWD samples from a dead cervid if the licensee has been trained in sample collection by the alternative livestock veterinarian. Licensees may only collect samples from animals from CWD certified status herds owned by the licensee.

(i) Training for CWD sample collection will involve the veterinarian supervising the licensee through collection of CWD samples from at least two animals prior to the licensee being allowed to collect samples unsupervised.

(ii) If a licensee collects CWD samples they must submit the currently required tissue samples to an alternative livestock veterinarian along with the animal's ear(s) or cape with ears intact containing official identification tags and tattoo

(iii) The alternative livestock veterinarian will be responsible for submitting CWD samples to a department-approved laboratory for testing as well as completing an inspection certificate for submission to the department along with the official identification tags removed from the ear(s).

(iv) If a licensee collects a sample that is unsuitable for CWD testing due to poor

sample collection technique, the licensee must be re-trained by an alternative livestock veterinarian before being allowed to collect any further CWD samples. If a licensee continues to collect unsuitable samples after re-training the licensee will no longer be able to collect CWD samples and the CWD certified status of their herd may be reduced.

(b) The state veterinarian may, at his discretion, grant a waiver to tissue sample and/or specimen submission from alternative livestock. The following conditions may be considered:

(i) The licensee's herd is of CWD monitored herd status level I or greater (or the equivalent thereof), as required by ARM 32.4.1303, and the animal has not had contact with animals of lesser status.

(ii) The animal for which a waiver is requested must have resided on the licensee's alternative livestock farm for 12 months or have resided in the herd from which it is transported for a period of 12 months.

(iii) The licensee must be in compliance with all requirements of Title 87, chapter 4, part 4, MCA and rules promulgated pursuant to this part.

(iv) The licensed alternative livestock farm must have no documented cases of ingress of wild cervids or egress of alternative livestock within the 18-month period immediately preceding the request for a waiver. If it is determined by the state veterinarian there has been no compromise in the surveillance status of the herd, this criteria may be waived in the application for a waiver to CWD surveillance.

(v) There have been no breaches in perimeter fence integrity that may have compromised the CWD surveillance status on the alternative livestock herd.

(c) The state veterinarian may grant a waiver with stipulations that may include, but is not limited to, additional whole herd inspections. A waiver from CWD surveillance does not exempt the licensee from any other requirements for inspection or testing of alternative livestock.

(d) The state veterinarian may not grant a waiver to the mandatory surveillance required in this rule for an entire herd or for a cervid from a herd that has been identified as a CWD affected, exposed or trace herd.

(e) The licensee is responsible for all costs incurred for the examination of alternative livestock farm cervids, the inspection services, the collection and submission of tissue sample and/or specimens, and the laboratory diagnostic costs.

(4) Failure to comply with the requirements of this rule may result in the following:

(a) A requirement to replace missed or poor-quality samples with testable post-mortem samples from an equal number of animals of the same sex and species as the missed samples.

(ab) The monitored status of the herd may be reclassified to "suspended-" or reduced.

(bc) The cervid herd may be placed under a hold order.

(ed) The department may consider failure to comply with this rule as a violation of 87-4-427, MCA.

(5) Any person having knowledge that an alternative livestock farm cervid has been diagnosed as affected with CWD or exposed to CWD must report that knowledge to the department as required by ARM 32.4.1001. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13; AMD, 2013 MAR p. 2308, Eff. 12/13/13; AMD, 2017 MAR p. 1661, Eff. 9/23/17.)

32.4.1303 ALTERNATIVE LIVESTOCK MONITORED HERD STATUS FOR CHRONIC WASTING DISEASE (1) The alternative livestock cervid herd shall be assigned a monitored herd status by the department at the conclusion of each year of mandatory CWD surveillance as follows:

(a) "CWD monitored, status unknown" is the status of a herd prior to completion of the

initial year of surveillance or the status of a herd that fails to meet the mandatory surveillance requirements in ARM 32.4.1302.

(b) The "CWD monitored herd status," levels I through V are designations that correspond with the number of years of completed surveillance with no confirmation of CWD in the herd.

(i) Level I is the status of a herd after completion of one year of required surveillance.

(ii) Level II is the status of a herd after completion of two years of required surveillance.

(iii) Level III is the status of a herd after completion of three years of required surveillance.

(iv) Level IV is the status of a herd after completion of four years of required surveillance.

(v) Level V is the status of a herd after completion of five years of required surveillance. For those enrolled in the voluntary federal CWD herd certification plan, one year from the date a herd is placed in Level 5 status, the herd status will be changed to Certified, and will remain in Certified status as long as it is enrolled in the program, provided its status is not lost, ~~or~~ suspended, or reduced in accordance with these rules.

(c) "Suspended" is the status of a herd that has been identified as a CWD affected, exposed, trace herd or does not comply with ARM 32.4.1302. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13.)

32.4.1309 IMPORT REQUIREMENTS FOR CERVIDS (1) All imported cervids, including wild cervids, alternative livestock farm and publicly or privately owned captive animals, must meet the import requirements of ARM Title 32, chapter 3, subchapter 2, Title 81, chapter 2, part 7, MCA, ARM 32.4.601, and any other rules or orders issued by the department under the authority of 81-2-103, MCA, as well those of 9 CFR 55 and 81.

(2) The department may allow importation of cervids from other states or provinces if the following criteria are met:

(a) The animal has sufficient identification to enhance trace back capabilities.

(b) The animal has resided in the exporting herd for a minimum of 12 months immediately prior to importation or a satisfactory, complete animal movement history from herd of origin is provided to the department prior to importation into Montana.

(c) The exporting herd has participated in a CWD surveillance program that meets the department's requirements for a minimum of 60 months prior to importation into Montana.

(3) The state veterinarian may deny importation from states that do not meet the following requirements:

(a) The state of origin must have the legal means of control and/or disposition of CWD affected, exposed or trace herds;

(b) the state of origin must have the power and authority to quarantine CWD affected, exposed or trace herds; and

(c) if CWD has been confirmed in any herds within the state of origin, the state veterinarian of that state must have completed an epidemiological investigation and identified all CWD affected, exposed or trace herds.

(d) no confirmed cases of CWD in wildlife with an established and robust wildlife surveillance program in place.

(4) Documentation fulfilling the requirements of (1), (2) and (3) must be provided to the department at the time of application for an import permit. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13.)

32.4.1311 MANAGEMENT OF ALTERNATIVE LIVESTOCK CERVID HERDS IDENTIFIED AS CWD TRACE HERDS (1) The requirements for the disposition of alternative livestock farm cervid CWD trace herds is as follows:

- (a) The licensee must comply with CWD surveillance of the herd as outlined in ARM 32.4.1302.
- (b) The licensee shall present the entire herd for inspection and inventory within 30 days of notification by the state veterinarian.
- (c) The state veterinarian or his designee shall complete an epidemiological investigation of the herd.
- (d) The state veterinarian shall identify high-risk animals within the herd.
- (i) The entire herd shall be placed under ~~a hold order quarantine and shall be restricted from movement from the premise~~ for a period of ~~12 months~~ five years from the last exposure to a CWD positive animal, date of death of the CWD affected cervid traced to the herd.
- ~~(ii) The high-risk animals may be placed under an extended hold order or quarantine for a period of 48 months.~~
- ~~(iii) High-risk animals shall be restricted from contact with other animals in the herd.~~
- ~~(iv) The licensee may sacrifice all high-risk animals and submit tissue samples and/or specimens from each CWD test eligible animal in accordance to ARM 32.4.1302. If all high-risk animals are sacrificed and no CWD positive animal is identified, the hold order quarantine on the remaining animals will be reviewed for release.~~
- (e) The licensee shall meet with the state veterinarian and develop a herd plan within 30 days of the herd inventory and inspection date as required under (1)(b).
- (f) The CWD monitored herd status will be designated as "CWD monitored, status pending" until the ~~hold order quarantine~~ is released. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)

~~32.4.1312 MANAGEMENT OF ALTERNATIVE LIVESTOCK CERVID HERDS WITH AT LEAST ONE ANIMAL DIAGNOSED WITH CWD AND WITH LOW PROBABILITY OF CWD TRANSMISSION (1) Disposition of cervid herds identified to have had a CWD affected animal, but with the low probability of CWD transmission within the herd is as follows:~~

- ~~———— (a) The licensee must comply with CWD surveillance of the herd as outlined in ARM 32.4.1302.~~
- ~~———— (b) The licensee shall present the entire herd for inspection and inventory within ten days of notification by the state veterinarian.~~
- ~~———— (c) The state veterinarian or his designee shall complete an epidemiological investigation of the herd.~~
- ~~———— (d) The state veterinarian shall identify high-risk animals within the herd.~~
- ~~———— (i) The entire herd shall be placed under quarantine and shall be restricted from movement from the premise for a period of 12 months five years from the date of death of the CWD affected cervid.~~
- ~~———— (ii) High-risk animals shall be restricted from contact with other animals in the herd.~~
- ~~———— (iii) After the 12-month quarantine period, high-risk animals shall be placed under a hold order for an additional period of 36 months.~~
- ~~———— (iv) The licensee may sacrifice all high-risk animals and submit tissue samples and/or specimens from each CWD test eligible animal in accordance to ARM 32.4.1302. If all high-risk animals are sacrificed and no CWD positive animal is identified, the restrictions placed on the remaining animals will be reviewed for release.~~
- ~~———— (e) The licensee shall meet with the state veterinarian and develop a herd plan within 30 days of the herd inventory and inspection date as required under (1)(b).~~

~~(f) The monitored herd status will be designated as "monitored, status pending" until the hold order is released. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103, 87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10.)~~

32.4.1313 MANAGEMENT OF CWD POSITIVE ALTERNATIVE LIVESTOCK CERVID HERDS WITH AT LEAST ONE ANIMAL DIAGNOSED WITH CWD AND WITH THE PROBABILITY OF CWD TRANSMISSION

(1) Disposition of cervid herds with a CWD confirmed diagnosis ~~and the probability of CWD transmission within the herd~~ is as follows:

~~(a) Complete depopulation and post-mortem testing of the herd, or~~

~~(b) The entire herd shall be placed under quarantine for a period of five years since the last CWD-positive case.~~

(a) The licensee must comply with CWD surveillance of the herd as outlined in ARM 32.4.1302.

~~(b) The licensee shall present the entire herd for inspection and inventory within ten days of notification of the state veterinarian.~~

~~(c) The state veterinarian shall complete an epidemiological investigation of the herd.~~

~~(d) The state veterinarian shall identify high-risk animals within the herd.~~

~~(i) The entire herd shall be placed under a quarantine for a period of 36 months from the date of death of the last CWD-affected animal.~~

~~(ii) High-risk animals shall be restricted from contact with other animals in the herd.~~

~~(iii) After the 36-month quarantine period, the high-risk animals may be placed under a hold order for an additional 12 months.~~

~~(iv) The licensee may sacrifice all high-risk animals and submit tissue samples and/or specimens from each CWD test eligible animal in accordance to ARM 32.4.1302. If all high-risk animals are sacrificed and no CWD positive animal is identified, the herd will remain under quarantine for three years from the last diagnosed case.~~

(e) The licensee shall meet with the state veterinarian and develop a herd plan within 1530 days of the detection of CWD in the herd ~~herd inventory and inspection date as required under (1)(b).~~

~~(f) The herd will be designated as "monitored, herd status pending."~~

History: [81-2-103](#), [87-4-422](#), MCA; [IMP](#), [81-2-103](#), [87-4-422](#), MCA; [NEW](#), 1999 MAR p. 652, Eff. 4/9/99; [AMD](#), 2010 MAR p. 2974, Eff. 12/24/10.



April 29, 2019

Dr. Tahnee Szymanski
Montana Department of Livestock
301 N. Roberts
Helena, MT 59620-2001

Dr. Tahnee Szymanski,

Please accept this statement of work and quotation from Acclaim Systems, Inc. (ACCLAIM) to provide Software Maintenance, Support and Problem Resolution, of the USAHERDS solution for the Montana Department of Livestock. We are pleased to quote \$ 25,750 as a fixed price amount for 12 months of maintenance and support as described in this agreement, based on the terms and conditions of the current contract. For an additional cost, Montana Department of Livestock can request enhancements where the cost and process is outlined in this document. The period of performance is between 07/01/2019 and 06/30/2020 for maintenance and support.

Thank you for the opportunity to provide these Acclaim Systems Inc. services for the above applications.

Sincerely,

John Kucek

Executive Summary

In this statement of work, we detail the scope, tasks, and pricing for continuing Software Maintenance, Support and Problem Resolution, of **USAHERDS** for the Montana Department of Livestock:

1. Software Maintenance Agreement
2. Support and Problem Resolution Agreement

In addition, Montana Department of Livestock can request additional enhancements where the cost and process is outlined in **Appendix A: Procuring Enhancements**.

A brief description of the deliverables and Pricing:

DESCRIPTION	COST
Software Maintenance Support and Problem Resolution SOW for USAHERDS with 75 support hours	\$25,750
Total Amount due:	\$25,750

Additional support and enhancement hours may be purchased for **\$90.00/hour**.

Support hours can be used for: Support, Training, Enhancement.

ACCLAIM is very pleased to support the Montana Department of Livestock. If you have any questions, please contact:

John Kucek
johnku@acclaimsystems.com
773 495 8307



*Montana Department of Livestock
USAHERDS - Software Maintenance and Support
July 1, 2019
Software Maintenance Agreement*

Software Maintenance Agreement

Software Maintenance

Software Maintenance is defined as the modification of a software product after delivery to correct defects and implement approved service requests, commonly referred to as 'break-fix.' Warranty services solely provide for resolution of any problems, defects, and/or deficiencies reported which do not meet the documented and agreed upon specifications.

The following elements reflect items that are supplied as part of Software Maintenance and Support:

Break-Fix

Under this Statement of Work (SOW), ACCLAIM will provide services to modify the **USAHERDS** software in order to correct defects and implement approved service requests.

Quality Assurance Process & Testing

ACCLAIM has several Quality Analysts at our development center in Harrisburg, PA.

ACCLAIM will test each major and minor release prior to delivery to the client in accordance with technical and business specifications agreed upon for the release, perform regression testing to validate that the new functionality has not negatively impacted existing functionality within the product, and provide the release for User Acceptance Testing (UAT).

Release Deployment

ACCLAIM will work with the business area to provide a maintenance release schedule that will include agreed-upon change requests in a structured process:

- Standard releases: ACCLAIM will provide standard releases on an as-needed bases during the service period. The release schedule will be based on the volume of support requests, bug fixes, and routine change requests submitted, evaluated, and prioritized with the client.
- Emergency release: ACCLAIM will exercise all commercially reasonable efforts to test such emergency fixes in accordance with the requirements of this section.

ACCLAIM also will deliver or make available to the client, with the delivery of each release, detailed notes describing the release content.

Release Management

ACCLAIM's Release Management process provides customer support, improved planning, and testing. This standardized approach to software delivery management provides for full quality assurance, communication, and consistency in versioning. Items to be included in a release are prioritized between our Product Management team and Montana Department of Livestock . ACCLAIM will work with the client to develop a maintenance release schedule, which will include agreed-upon change requests in a structured process.

ACCLAIM will provide support, as defined in this agreement, for the current major production release of the software and the current major production release – 1. Customers who choose to remain on older production release versions may be charged additional costs/hours for the added work effort in supporting older versions.

Product Management

ACCLAIM will provide product management to assist in coordination of support activities. As part of our maintenance service, our Product Manager, a subject matter expert in **USAHERDS** will provide:

- Bimonthly (every other month) meeting to discuss the operations of **USAHERDS** that focuses on:
 - Current support/training hour usage
 - Discussion of any new feature sets (enhancements) for changes that can be prioritized in a product release listing and product roadmap per a separate SOW
 - Shared discussion on other client activities or enhancement requests for prioritization
 - Discussion on internal infrastructure changes
- Coordinating with the client POC for prioritization and release dates of future releases

Product Management further includes:

- Providing information on enhancements or customizations made by other clients at no additional charge unless additional configurations are required to enable the functionality.
- Supporting User Group administration and meetings
- Coordinating with the other application users
- Reviewing requested feature sets for prioritization across clients to be able to address high priority items as quickly as possible
- Assisting the user community in coordinating requirements, including potential cost sharing across clients
- User group conferences will be held as agreed upon by the individual product groups. At a maximum, ACCLAIM will assist in facilitation of six (6) one-hour user conferences scheduled every other month and one (1) annual workshop.

Client Responsibilities

This section describes the responsibilities of the Montana Department of Livestock under this agreement.

- **Designated Support Contacts**

The client will designate one (1) single point of contact (POC) with an optional backup. The POC is responsible for coordinating with ACCLAIM POC for prioritization and release dates of maintenance items as well as reporting and management of incidents.

The client will designate one (1) or more product administrators to serve as the primary client contact for ACCLAIM's Support and Maintenance Services.

- **User Support**

The client will provide end-user first-level support. ACCLAIM will provide and be responsible for Level 2 and 3 support of the product.

- **Backups and Procedures**

For products hosted by the client, client will be responsible for production environments and for performing all necessary back-ups, database monitoring and tuning, recovery, and required product operating procedures. For products hosted by ACCLAIM, ACCLAIM will perform these tasks. Acclaim Systems will host, at no charge, the test environment for Montana Livestock.

- **Remote Access**

For products hosted by the client, the client will provide ACCLAIM remote access to the servers on which the product resides. For products hosted by ACCLAIM as an outsourced hosting service, the client will not have direct access, e.g., via virtual private network (VPN), to any of the hosted servers.

- **Client Assistance in Resolving Defects**

The client will provide such assistance and cooperate with ACCLAIM in helping to identify and address defects. Client delays in providing assistance affecting the total elapsed time of the maintenance task(s) related to the request may result in delayed completion of the task, charge of additional maintenance hours, or both.



*Montana Department of Livestock
USAHERDS - Software Maintenance and Support
July 1, 2019
Software Maintenance Agreement*

Support and Problem Resolution Agreement

Support and Problem Resolution

The ACCLAIM Service Desk provides a single Point of Contact (PoC) for issue tracking and resolution for the Level 2 and Level 3 support requests. ACCLAIM provides SMEs on the **USAHERDS** solution in conjunction with our Service Desk team to ensure a timely incident response and resolution to any issues or needs identified. Our Service Desk is available 8:00 a.m. to 7:00 p.m. Eastern Time on business workdays. Timeframes outside of these normal business hours are negotiable.

Additional details of support scope such as resolution times and issue resolution plan are provided in [Appendix C: Service Level Agreement](#).

Product Contact Information

ACCLAIM supports contact information: Phone and Email

MODULE	EMAIL	TELEPHONE
USAHERDS	USAHERDS_Support@aguard-natc.com	TBD

Figure 1: Solution Contact Information

Support Process

This agreement includes hours of support indicated on page 2; these allocated hours of support will expire if a new annual renewal contract is not processed before the end of the contract term. Hours which are being “rolled over” to the new calendar year must be allocated to a “project” and used within 90 days of the new contract term in which time they will expire. Support hours include issue resolution for items outside of software Defects (i.e., data fixes), meetings to discuss software changes outside of Product Management monthly meetings, and enhancements or code changes, such as cosmetic changes on a report. Training includes webinars, continuing education training, additional meetings to educate staff, and user documentation updates at the client request. Hours can be purchased should a client need additional support/training assistance. Support hours can be used for maintenance, enhancements and training.

Support and Maintenance Services History Tracking System

ACCLAIM will maintain a customer- specific Support and Maintenance Services history, including updated records of the client’s product configuration. ACCLAIM is committed to creating a transparent relationship and will log all of these support hours and classify them in the monthly statement:

- a) the date, time, title and time spent on each contact to support desk
- b) the total number of contracted hours, total used and remaining hours available.

Reporting and Management of Incidents

Reports of incidents (an "Incident Report") will be made by the client to the ACCLAIM Service Desk. If there are multiple Incidents, the client may prioritize their incidents with respect to each other. The

Service Desk will log the reported incident and provide the client with an Incident tracking number for reference when making follow-up inquiries.

The Incident Report will contain:

- a) the date and time of the call
- b) the name of the product
- c) the client contact name, e-mail address if available, and telephone number
- d) a description of the incident

The client will provide ACCLAIM with as much information as possible to enable ACCLAIM to investigate and attempt to identify and verify the reported issue or defect. The client will work with ACCLAIM support personnel during the problem isolation process, as reasonably needed. ACCLAIM will manage and maintain records with respect to the resolution of all reported Incidents ("Incident Resolution Report") and may facilitate status calls for 'High Impact' or 'Work Stoppage' classifications. ACCLAIM will maintain the working history of Incident Reports and provide the client with expected resolution dates, and – for defects – a status of where the defect correction is in the ACCLAIM correction and quality assurance process.

Appendix A: Procuring Enhancements

For requested changes, ACCLAIM will draft a fixed-price SOW that details the scope, approach, assumptions and associated cost to meet the requested change. ACCLAIM's process for reviewing and estimating product enhancements/modifications is:

1. Client submits a work request to the ACCLAIM Product Manager or a support ticket.
2. The ACCLAIM Product Manager documents the request with the high-level objectives of the request. This Enhancement Request Document defines the scope and the objectives of the request. An authorized client representative reviews and approves the document.
3. ACCLAIM schedules requirements gathering meetings, during which time ACCLAIM works with the client to fully capture requirements, validate our assumptions, and establish scope and acceptance criteria for the requested changes.
4. ACCLAIM creates an SOW that contains the documented requirements, assumptions, and cost. That SOW is delivered to an authorized representative from the client for review and signature approval. The timing of this deliverable, in our experience, is dependent upon the scope and complexity of the requested enhancements.
5. Upon receipt of a signed work order, ACCLAIM schedules the work based upon the estimated start date specified in the approved work order and associated prioritization.

Appendix B: Terminology and Definitions

ACCLAIM's Quality Assurance Process includes:

- **Test Case Development** – These cases are derived directly from the business. Test cases cover both positive and negative test scenarios.
- **System Integration Testing (SIT)** – The objective of SIT is to verify the correctness of the newly designed items, and their interaction with the other functional areas of the system. Testing focuses on new or altered functionality of application.
- **System Acceptance Testing (SAT)** – The goal of SAT is to logically combine all the key components described in the integration section of this document in strategic end-to-end testing flows to validate that core functionality is processing correctly.
- **Regression Testing** – Regression Testing is done to confirm that a recent program or code change has not adversely affected existing production features. Regression Testing is a full or partial selection of previously executed test cases which are re-executed to ensure existing functionalities work to specification.
- **Test Results Reports** – ACCLAIM will prepare reports documenting testing efforts as well as any known issues prior to handing over the release for UAT.
- **User Acceptance Testing (UAT)** – ACCLAIM provides initial test cases, test monitoring and defect tracking during the UAT test period as well as correct critical defects that are related to the agreement's business and technical specifications and will deliver each release to the client only after such release has been approved by the client.

The following terms relating to Incidents and Defects are defined as follows:

- **Defect:** Any non-conformance of the Product to operate in accordance with the Documentation, or the Product to operate in accordance with the Performance Standards.
- **Emergency Release:** Corrections to a small number of known errors used to remediate a Major Incident and/or a potential security breach that might cause a Major Incident. ACCLAIM Inspection Services will follow the Emergency Change procedure and ensuing Emergency Release procedure to implement an Emergency Release for the impacted Customers.
- **Incident:** An unplanned interruption to an IT Service or a reduction in the Quality of an IT Service. Failure of a Configuration Item that has not yet impacted Service is also an Incident.
- **Incident Response:** A email, and/or update from the ACCLAIM Service Desk or telephone call from ACCLAIM acknowledging that an Incident Report has been received and that appropriate technical personnel have been assigned to work on the Incident.
- **Interim Resolution:** ACCLAIM: (a) reinitiates or restarts, as applicable, the product, if the reported Defect caused the product to be inoperative; (b) enables the client to access the product, as applicable, if the reported Defect caused the client to be unable to access the product; or (c) provides the client with a workaround acceptable to the client that solves or mitigates a reported Defect.

- **Issue:** Any of the following: (a) any presently identified event, circumstance, or problem that adversely affects the ability to meet project requirements, or a missed Deliverable Due Date or Critical Milestone Due Date, whether by ACCLAIM or the client; or (b) any event, problem, difficulty, or circumstance which affects or may affect the Product or the operation of the Product by the client, including the failure to meet the Performance Standards. Issues do not include Defects (see definition of Defects).
- **Major Release:** Contains large areas of new functionality, some of which may eliminate temporary fixes to problems. A major release usually supersedes all preceding minor releases and emergency releases. ACCLAIM Inspections Services must push a full (as opposed to partial) set of software components to the appropriate customer environment.
- **Minor Release:** Contains small enhancements and fixes, some of which may have already been issued as an emergency release. A minor release usually supersedes all preceding emergency releases. Release and Deployment Management will determine the frequency of minor releases. Minor releases will be deployed as follows:
 - *Full Release:* ACCLAIM Inspections Service must push a full set of software components to the appropriate customer environment. The software will incorporate all changed components from prior releases.
 - *Partial Release:* The Release and Deployment Management Process will define criteria for a partial Minor Release for CI items.
- **Resolution:** A correction or modification that permanently corrects the Defect, or for non-Defect-based Incidents, a permanent product that ensures the Incident will not be repeated.
- **Service Request:** A request from a user for information, or advice, or for a Standard Change or for Access to an IT Service.
- **Work Stoppage:** Defined as a system Defect that directly impacts the daily operation of the business and provides no suitable work around.

Appendix C: Service Level Agreement

Resolution Times

The service is available 8:00 a.m. to 7:00 p.m. Eastern Time on Federal business days, unless stated otherwise in the contract. ACCLAIM will respond within the timeframe noted in Figure 2. “Medium” and “Low” severity reported system defects and product deficiencies will be prioritized and corrected in a future product release. Extended support is offered until 7:00 pm EST exclusively for USAHerds application outage situations, not routine maintenance requests.

LEVEL OF SEVERITY	DESCRIPTION	TIME TO:	
		ACKNOWLEDGE	RESOLUTION PLAN
1. High Impact	Software does not execute	1 hour	4 hours
2. Medium Impact	Software execution is significantly restricted or severely impaired		1 business day
3. Low Impact	Software executes with minor errors		5 business days

Figure 2: Resolution Times

Issue Resolution Plan

Client support is initially handled by ACCLAIM’s Service Desk which will provide responsive and professional service for less complex support and will quickly transfer complex support needs to ACCLAIM Product SMEs. ACCLAIM logs and tracks all problem contacts through resolution. Monthly reports to each licensee provide details on all calls and use of support time.

Technical support will be offered by telephone, email, and/or direct viewing of the production environment or mobile device. ACCLAIM requires direct access to client infrastructure (e.g., VPN) in order to execute this service agreement. Device-level support is optionally available via GoToAssist.

As part of the ACCLAIM release management process, items will be prioritized between our Product Management team and the Montana Department of Livestock. ACCLAIM will provide aging reports to review older support requests/bugs to ensure these items are being addressed as appropriate based on priority. All issues/bugs are reviewed prior to each minor release and targeted for a future release based on priority.

ACCLAIM's goal is to resolve all priority 1 items not considered for an emergency release in the next available minor release. Priority 2 items will be scheduled within the next two maintenance releases after submission to ACCLAIM. Any modifications to source code will follow standard release management for the specific product.

Escalation Procedures

Figure 3 describes the escalation path that is followed if the Montana Department of Livestock escalates service requests and defects for which an Interim Resolution has not been provided and/or has not been addressed in a timely or appropriate manner. The client has the right to require ACCLAIM to assign an appropriate support and/or technical resource from ACCLAIM to coordinate and oversee resolution of such defect or request. In this case, resolution efforts will be communicated through daily calls. If these escalation procedures fail to produce a satisfactory resolution, the Executive Sponsors will discuss a corrective action plan to resolve the timeliness of correcting defects or requests.

ESCALATION LEVEL	ACCLAIM LEVEL
Level 1	ACCLAIM Solution Project Manager – Mitzy Torres
Level 2	ACCLAIM Solution Product Lead – John Kucek, 773-495-8307
Level 3	ACCLAIM Solution Delivery Director – Cassius Arulkumaran

Figure 3: Escalation Path



Notice to Proceed

This Proposal, dated April 29, 2019, for Acclaim Systems, Inc. (ACCLAIM) to provide Montana Department of Livestock with services as described in the Software Maintenance Agreement, Support and Problem Resolution Agreement is hereby submitted for approval. The parties acknowledge that they have read this document, understand it, and agree in principle to be bound by its terms and conditions. This proposal, and the terms and conditions contained herein, are subject to and conditional upon the negotiation and execution of a final, binding agreement between Montana Department of Livestock and ACCLAIM.

This Notice to Proceed will serve as acceptance of this Proposal, as set forth in this document.

MONTANA DEPARTMENT OF LIVESTOCK

By

Name

Title

Date



Board of Livestock Meeting

Agenda Request Form

From: Smith/Juda		Division/Program: MVDL		Meeting Date: 5/14/2019		
<u>Agenda Item:</u> Introduction of Dr. Gregory Juda						
<u>Background Info:</u> Introduction of Dr. Gregory Juda, newly-hired Director of the MVDL						
<u>Recommendation:</u>						
Time needed: 5 minutes	Attachments:	Yes	No	Board vote required?	Yes	No
<u>Agenda Item:</u> NAHLN Equipment Purchase						
<u>Background Info:</u> We are in the process of pursuing an equipment purchase with our current year NAHLN grant, as we have in previous years. The equipment will be owned by the NAHLN program as opposed to the department, however we will be able to use it for both NAHLN testing and other testing. Use of NAHLN funds has already been approved for this particular instrument (Leica Bond MAX automated immunostainer), and we will not be able to use these funds for any other purpose. This year's federal funds need to be expended by the end of June 2019, and the total purchase price, including training, warranty, and freight charges is: \$96,442.56.						
<u>Recommendation:</u> Board approval of the purchase request.						
Time needed: 15 minutes	Attachments:	Yes	<u>No</u>	Board vote required	<u>Yes</u>	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:						



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte /Bureau Chief, Milk and Egg Bureau	Division/Program: Animal Health/ Milk and Egg Bureau	Meeting Date: May 14, 2019
<u>Agenda Item:</u>		
General Updates		
Recommendation: Approve		
Time needed:	Attachments:	Yes No Board vote required? Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation; Approve		
Time needed:	Attachments:	Yes No Board vote required? Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation: None		
Time needed:	Attachments:	Yes No Board vote required: Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation: Approve		
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



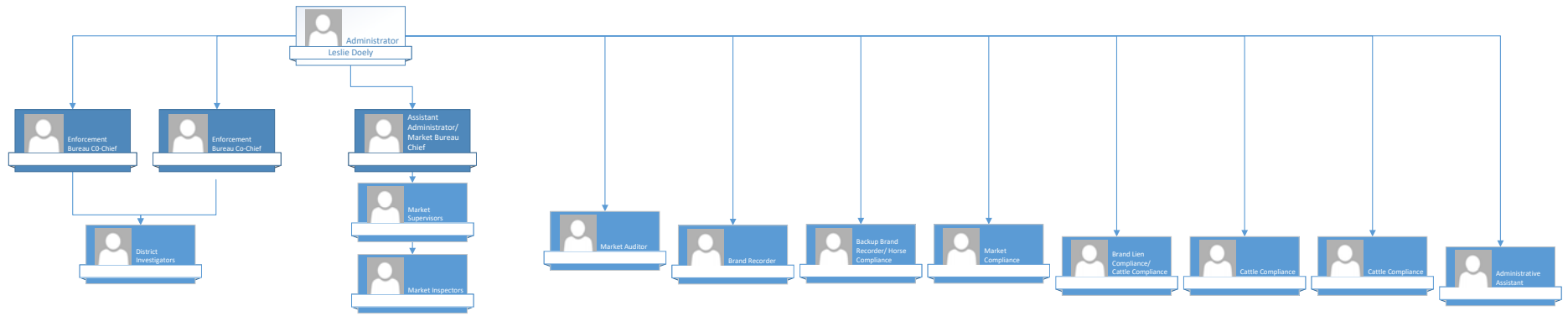
Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely		Division/Program: Brands Enforcement Division			Meeting Date: 05/14/2019			
<u>Agenda Item:</u> Request to Hire Administrative Support/Supervisor								
Background Info:								
<p>This request was made in June 2018, and the Board requested that it be revisited after Legislative Session.</p> <p>Request to return the existing Administrative Specialist position to a supervisor of Helena compliance technician staff, handling personnel management and day-to-day policy and procedural issues in addition to administrative specialist duties. Position has been vacant since December, 2017.</p>								
Recommendation:								
Time needed: 20 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
<u>Agenda Item:</u>								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No

Brands Enforcement Division

Current Structure



Proposed Structure

