



Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski	Division/Program: Animal Health Bureau	Meeting Date: 10/24/2017
Agenda Item: Out of State Travel Request for the Wyoming Governor's brucellosis coordination team meeting		
Background Info: The Wyoming BCT has historically asked for health officials from Montana, Idaho and USDA to give update on their respective agencies. State and federal wildlife agencies and research groups often present on new research and give updates as well. This has been an opportunity to share information and work with the other GYA state and USDA officials, on brucellosis related issues. This meeting will be held annually in the spring, likely in April but the exact date has yet to be determined. This is a one day meeting that requires two ½ days of travel (State vehicle) and one night hotel stay, out of state. Consequences of not attending this workshop: MDOL will not be able to fill Wyoming's request for attendance, provide a report on Montana's brucellosis program, and hear about developments in other GYA state programs (Idaho representative is expected to be in attendance). Estimated cost of attendance: Travel: 800 miles (round trip State vehicle) Hotel: \$130 Per Diem: \$92 TOTAL: \$222		
Time needed: Admin. Consent	Attachments: <u>YES</u>	Board vote required <u>YES</u>

Agenda Item: Out of State Travel Request for Salmonella workshop		
Background Info: Following human outbreaks of salmonella in 2015 and 2016 linked to consumption of roaster pigs, FSIS executed an MOU requiring cooperation from USDA in finding a "root cause" of the outbreak. While on-farm sampling did not take place following this incident, CDC (Centers for Disease Control), USDA and livestock industry groups committed to develop a matrix (decision tree) that would establish circumstances when on-farm-sampling is appropriate. A workshop is scheduled for late November 2017 in Fort Collins, CO to develop this matrix, and DOL has been requested to attend to provide subject matter expertise. Consequences of not attending this workshop: Decisions will be made about when on-farm-sampling takes place without receiving input from the State of Montana. Montana producers will be bound by the outcome of these deliberations. This is a two-day workshop. Estimated costs, covered by federal cooperative agreement are: Airfare: \$800 Lodging: \$300 Per diem: \$130		
Time needed: Admin. Consent	Attachments: <u>YES</u>	Board vote required <u>YES</u>

Agenda Item: Out of State Travel Request for USAHA Government Relations Committee
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Background Info:

The purpose of the Committee on Government Relations is to exchange information on animal health issues and encourage positive responses to resolutions approved at the annual meeting of the Association. The Committee enhances the Association's ability to directly influence regulatory processes related to animal health issues.

The Committee meets with a number of agencies and groups including:

American Veterinary Medical Association
USDA
Agricultural Marketing Service
National Institute of Food and Agriculture
Food Safety Inspection Service
National Veterinary Service Laboratory
Centers for Disease Control
Department of Homeland Security
Food & Drug Administration
Animal Agriculture Coalition

As the Second Vice President of the USAHA (United States Animal Health Association), Zaluski is responsible for developing the agenda and collating notes from the sessions.

Consequence of not attending: Not meeting obligations of being an officer of the USAHA Executive Committee, and not providing input to associations and federal agencies with jurisdiction over Montana's livestock agriculture sectors.

This is a two day meeting. Estimated costs, covered by federal cooperative agreement are:

Airfare: \$1000

Lodging: \$450

Per diem: \$150

Time needed: Admin. Consent	Attachments:	<u>YES</u>		Board vote required	<u>YES</u>	
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Agenda Item:

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Time needed:	Attachments:			Board vote required:		
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Department of Livestock

1) Division
Animal Health and Food Safety

2) Employees Traveling

Martin Zaluski

3) Justification

Following human outbreaks of salmonella in 2015 and 2016 linked to consumption of roaster pigs, FSIS executed an MOU requiring cooperation from USDA in finding a "root cause" of the outbreak. While on-farm sampling did not take place following this incident, CDC (Centers for Disease Control), USDA and livestock industry groups committed to develop a matrix (decision tree) that would establish circumstances when on-farm-sampling is appropriate. A workshop is scheduled for late November 2017 in Fort Collins, CO to develop this matrix, and DOL has been requested to attend to provide subject matter expertise.

The consequences of not attending this workshop are that decisions will be made about when on-farm-sampling takes place without receiving input from the State of Montana. Montana producers will be bound by the outcome of these deliberations.

4) Itinerary

Meeting to be held November 30 and December 1 in Fort Collins, CO.

Estimated costs, covered by (federal cooperative agreement) are:

Airfare: \$800

Lodging: \$300

Per diem: \$130

5) Submitted By

Requested By
Martin Zaluski

Title
State Veterinarian

Date
10/12/2017

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair / EO

Date

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

Department of Livestock

1) Division
Animal Health and Food Safety

2) Employees Traveling

Marty Zaluski

3) Justification

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Consequence of not attending: Not meeting obligations of being an officer of the USAHA Executive Committee, and not providing input to associations and federal agencies with jurisdiction over Montana's livestock agriculture sectors.

4) Itinerary

March 2018 - Date to be set based upon congressional calendar

5) Submitted By

Requested By
Marty Zaluski

Title
State Veterinarian

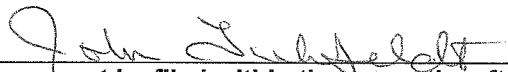
Date
10/15/2017

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair / EO

Date



10-24-17

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

Traceability meeting on September 26, 27 in Denver, MT.

- One of the main goals of the meeting was to present and receive feedback on recommendations of the ADT working group of which Zaluski was a member.
- Zaluski presented part of the ADT working group report, and provided a presentation on using brands as part of disease investigations
- ADT workgroup summary:
 - o An 18 member State/Federal working group deliberated since March 2017 to prepare preliminary recommendations on the next step for ADT.
 - o The recommendations address various key issues, including:
 - Maintaining the official ID requirement for the currently covered population that excludes beef feeder cattle
 - When official ID should be required (change of ownership, commingling, etc.)
 - Implementation of electronic identification
 - Minimize exemptions for official ID and ICVI
 - Improve collection of ID and its correlation to the carcass at slaughter
 - Uniform enforcement
 - o APHIS will publish the report in the Federal Registry and accept public comments for 45 days.
 - o The ADT working group will finalize their report after review and consideration of the comments.

Lab Director - Pathologist - Veterinarian (17141971)

Status

Open

Agency HR Representative

Martin, Sheila

Status Details

Sourcing

Hiring Manager

Zaluski, Marty

Primary Location

Bozeman

Requisition Type

Professional

Hired Candidates

0 out of 1

Logistics

Candidate Selection Workflow

Candidate Selection Workflow

MTGOV

Automatically reject all submissions when the requisition is filled

No

Automatically reject all submissions when the requisition is canceled

No

Select Agency for Security

Agency

Department of Livestock

Owners

Agency HR Representative

Martin, Sheila M

Hiring Manager

Zaluski, Marty

Identification

Position Number

56300011 - Veterinarian

Number of Openings

1

Title

Lab Director - Pathologist - Veterinarian

Justification

Replacement

Open to

External - Public

Union

000 - None

Bargaining Unit

000 - None

Agency

Department of Livestock

Contact Name

Sheila Martin

Contact Email

shmartin@mt.gov

Contact Phone

406-444-5684

Fax Number

406-444-1929

Mailing Address

PO Box 202001 Helena, MT 59620-2001

Required Application Materials

Cover Letter, Resume

Structure

Organization

Level 1

State of Montana

Level 2

Livestock - 563

Level 3 Diagnostic Laboratory Division - 563-03

Primary Location

City Bozeman

Job Field

Job Category Agricultural/Livestock Sciences

Requisition 291818 - Veterinarian
Template

Profile

Employee Status	Schedule
Regular	Full-Time

Shift	Travel
Day Job	No

Education Level
Doctorate Degree

Training Assignment
Not Applicable

Applicant Pool Statement
If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Accessibility Statement
The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection process. An employee or applicant who needs a reasonable accommodation during the application or hiring process should contact the state agency human resources staff identified on the job listing as soon as possible or use the relay service by dialing 711. Montana Job Service Offices also offer support services including assisting applicants with submitting online applications. Montana State Government does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.

Administration

Compensation

Job Grade	
08	
Salary Plan	Pay Basis
020	Yearly
	Annualization Factor
	1.0
Minimum Salary	Maximum Salary
35.98	39.28
Benefits Package Eligibility	
Health Insurance, Paid Leave & Holidays, Retirement Plan	

Overtime Status

Overtime Status
Exempt

External Description

Description - External

DIVISION DESCRIPTION: The Diagnostic Laboratory Bureau of the Animal Health & Food Safety Division (AHFSD), Department of Livestock is the only accredited full service veterinary laboratory in Montana. The Bureau provides disease diagnostic support to veterinarians, livestock producers, companion animal owners the Department of Fish, Wildlife and Parks and the Department of Public Health and Human Services. The Bureau provides laboratory support to the Animal Health Bureau and Milk and Egg Bureau of the Department of Livestock. The functions of the Veterinary Diagnostic Laboratory (MVDL) are to provide information on infection and disease incidence in animals through surveillance programs, outbreak investigations and reference testing and to provide clinical diagnostic testing for infectious, metabolic and neoplastic disease to local health departments, physicians, veterinarians, and individuals. The MVDL also certifies and approves the laboratory program.

JOB OVERVIEW: The Administrator of the MVDL is a Doctor of Veterinary Medicine (DVM) with a broad knowledge of multiple diagnostic laboratory disciplines and management. The Administrator, as Laboratory Director, has responsibility of administration and supervision for all laboratory sections of the MVDL, including quality assurance, clinical pathology, milk laboratory, bacteriology, serology, virology, histology, pathology, molecular diagnostics, receiving and office. The Administrator also has responsibility for budgeting to ensure that expenditures are in compliance with state procurement guidelines and are adequately covered by revenues. This Laboratory Director also acts as Chief MVDL Pathologist / Veterinarian and conducts pathological investigations into animal disease processes, affecting numerous domestic, wild and laboratory species. MVDL routinely receives specimens from animals that may be exposed to high consequence pathogens and toxins, therefore, the Director ensures that laboratory functions are conducted in a manner that is safe for employees and compliant with state and federal regulations for control, containment and reporting.

A complete job description is available by request from shmartin@mt.gov

Special Information: Moving Allowance: \$3,000
Estimated start Date: Jan 2018

Qualifications - External

MINI MUM QUALIFICATIONS (EDUCATION AND EXPERIENCE):

1. Doctor of Veterinary Medicine degree from an AVMA accredited or approved veterinary college and fulfillment of the requirements of a veterinary specialty college and complete Board Certification. 2. AAVLD minimum qualifications: DVM or equivalent/comparable veterinary degree; 2 years experience in diagnostic laboratory medicine; broad knowledge of laboratory disciplines. 3. AAVLD preferred qualifications: DVM and MS and PhD and Specialty Board Certification; 5 years experience in diagnostic veterinary medicine; management training; Broad knowledge of laboratory disciplines.



STATE OF MONTANA POSITION DESCRIPTION

Department: 5603, Livestock
Division and Bureau: Brands Enforcement
Name: TBD
Section and Unit: Montana Livestock Markets
Position Working Title: Market Inspector
Position Number: 563000
Weekly Hours: 1.0 FTE

The Brands Enforcement Division strives to provide a workplace which fosters employee safety, wellbeing and commitment. The specific items listed in this position description are not intended to be all-inclusive; they represent typical elements and criteria considered necessary to perform the position successfully.

Division Description:

The Brands Enforcement Division performs professional law enforcement and investigative work tracking livestock ownership and deterring and/or solving of related criminal activities.

Position Overview:

This position is responsible for inspecting livestock for brands, sex and breed for identification and ownership purposes at livestock sales and prior to transportation. It ensures that brand inspection, proof of ownership, lien and mortgage identification, and animal health requirements are met prior to change of ownership, slaughter, and transportation transactions through the use of specialized custom software, handheld electronic devices, and personal computers. The position is responsible for responding to incidents of stray cattle and accidents involving livestock on an on-call basis. This position must have the ability to develop positive relationships with the public, coworkers, and livestock market owners while strictly adhering to Montana regulations. The position reports to the Market Supervisor, and does not supervise others.

Required Qualifications:

A minimum of a high school diploma and at least two years working in close proximity to cattle on a daily basis is required. This position also requires at least 1 year of experience requiring daily operation of a personal computer.

Ideal Qualifications:

Preferred qualifications include a Bachelor's Degree, at least 5 years' experience in a similar field, intermediate skills operating a personal computer, excellent cattle-handling skills, and a thorough understanding of the livestock industry and Montana livestock regulations.

Principal Duties and Responsibilities:

1. Inspection at Livestock Markets: 55%

This position must possess the ability to interpret regulations (MCA, ARM, State policy, GIPSA, and others) and apply them to the various situations that arise in the livestock industry. The position must be able to communicate with producers and execute regulations while maintaining positive, cohesive relationships with coworkers, the public, and livestock market owners. The position must also possess knowledge of brands, lending institution and departmental requirements regarding liens, livestock industry standards, anatomy and physiology of livestock (cattle, sheep, horses - including reproductive stages and breeds), knowledge and ability in the handling and care of livestock, roping and clipping, and the ability to operate a motor vehicle.

- a. Conducts inspection of livestock at markets, off-site sales, authorized shipping points, slaughter facilities, ranch scales, and local feedlots to ensure compliance with regulations. Inspections prevent and discourage livestock theft by verifying ownership, identifying brand liens, and ensuring compliance with many other state and federal laws. Visually inspects each animal for brands, earmarks, physical characteristics, and other identification criteria to determine ownership, reproductive status, and breed. Tallies number of head by sex, breed, and brand, and records information in tally book or local inspection slip. This will require roping and clipping animals when brands are difficult to read or are covered by hair. The inspector must also observe for rebranding and potential brand alteration (if a brand is suspect, it would be referred to the District Investigator).
- b. Reviews bill of sale to ensure legality and adequate description of livestock, records bill of sale.
- c. Determines proper ownership of stock by entering recorded brands into the brands database, ensuring retrieved record is identical to recorded brand, checking recorded ownership against seller check-in ticket, determining if those signing bill of sale are authorized to do so, and retrieving and recording any lien information. Consults with Supervisor or other Inspectors when ownership resolution is unclear or disputed.
- d. Notifies supervisor or other inspectors of livestock which the inspector believes is stolen or upon which brands have been altered or obliterated or which does not conform to the description contained on the tally sheet furnished by the shipper or to the description contained in any certificate of inspection or release issued before shipment or removal of the livestock. Searches

2. Field Inspection: 10%

This position must possess the ability to interpret regulations (MCA, ARM, State policy, Packers and Stockyards regulations, and others), comprehend these regulations, apply them to the wide array of real-world situations that arise in the livestock industry, and be able to communicate to producers and execute these regulations while maintaining positive, cohesive relationships with coworkers, the public, and livestock market owners. The position must also possess knowledge of anatomy and physiology of livestock (cattle, sheep, horses - including reproductive stages and breeds), brands, lending institution and departmental requirements regarding liens and mortgages, livestock industry standards, knowledge and ability in the handling and care of livestock, roping and clipping, and the ability to operate a motor vehicle.

3. Resolving Discrepancies in Livestock Ownership: 15%

Participates in resolving ownership disputes/uncertainty to determine the proper ownership of cattle and ensure funds being held on the cattle are distributed to the proper owner. Uncertain ownership can be the result of a variety of possible situations including misbranding, rebranding, no brand, liens, or mortgages. This requires knowledge of proof of ownership legal requirements, the operation of a personal computer and the state brand database. The position will be expected to seek assistance from

the supervisor and/or Helena staff on difficult ownership determinations involving the interpretation of legal documents.

- a. Examines and identifies all marks and brands on the animal, takes pictures of the animal, and records any other pertinent data which may be used to ascertain ownership. As complete a record as possible must be established as the animal may have already been sold or slaughtered prior to the time actual ownership is established. The stock inspector may either at once or at any time within 15 days sell the livestock at a licensed livestock market or in the open market for the best available price and remit the proceeds, less the cost of keeping and sale, to the department together with a full description of the livestock sold, giving marks and brands, if any, and a statement of the reason for the seizure and sale. The proceeds shall be deposited by the department with the state treasurer and credited to the department fund.
 - b. Notifies commission company that the proceeds from sale of an animal whose ownership is uncertain must be held until ownership is ascertained.
 - c. If the animal is branded with a brand registered to someone other than the individual attempting to sell the animal, the Inspector will contact the registered owner to determine if the animal is truly theirs, and if so what they would like to do with it (sell it or have it returned), or if it is a misbrand. This duty may require contacting supervisors or using judgement to determine if an animal should be held at the yard, or if the animal should be sold and the proceeds held. This determination is based on the incumbents knowledge of the type of animal (e.g. if it is a dry cow or of good breeding stock), and what is generally the practice with these type of animals.
 - d. Resolves issues of misbranding by attaining waivers from the seller and the individual to whom a brand was registered, this also requires ensuring that those who release rights to an animal are authorized to do so and that there are no liens or mortgages on the animal, by searching the brands database and calling shippers of animals and owners of brands.
 - e. Contacts supervisor or other Department staff for assistance with difficult ownership determinations involving the review of documents such as divorce decrees or wills. Gathers information as required for determinations to be made.
 - f. Report any and all livestock violations.
- 4. Releasing Holds: 10%** Releases livestock and proceeds on livestock held to instruct the commission company on how to pay proceeds while ensuring accuracy of tally information and the proper distribution of proceeds to owners using knowledge of basic mathematics and Department and commission company policies and procedures.
- a. Transfers recorded information from brand files to tally, including mortgage information on secured property.
 - b. Reconciles commission company sale records against department tallies. Resolves discrepancies by re-inspecting/tallying stock, working with commission company to determine accuracy of records, reviewing recording information of other Livestock Inspectors.
 - c. Writes release to buyer after sale listing head counts, brands, sex, and location of each brand.
 - d. Collects fees and Beef Council moneys paid by the owner or the person for whom the release is paid. The fees and check-off are collected either from the commission company at auctions or directly from the owner/shipper at local & feedlot sales. Fees are to be deposited with the Department.

- 5. Issuing Permits: 5%** Issues transportation and market consignment permits to owners and shippers to ensure the proper inspection of animals before transfer and to ensure compliance with state law requiring permits. This duty involves conducting an inspection and collecting fees as described above. In addition

to ownership criteria, this will require ascertaining and documenting the description of land to which the livestock will be moved, the date and time issued, the place of origin and place of destination of the shipment, the name and address of the owner and the person shipping the livestock, a description of the vehicle used including the license number, and any other information required by the Department.

6. Estray Field Calls: 3% Provides on-call coverage for incidents within the scope of the Department's responsibility such as stray cattle and highway accidents involving livestock transportation to ensure the safety of the public and stock using knowledge of stock handling methods and techniques and State and Department rules and regulations.
 - a. Responds to calls from the public, highway patrol, and local law enforcement regarding stray animals or accidents. Travels to site and ropes and contains animals.
 - b. Inspects stock to determine ownership. If ownership is not evident, compiles documentation (e.g. earmarks, hair, etc.) Regarding animal to be used later in ownership determination.
 - c. Communicates with local land owners to attempt to identify ownership, or find a place to contain the animal(s) until the owner can be located.
7. Other: 2%
8. Maintains department brand, transfer, and mortgage information and provides weekly and monthly tally and fee reports to ensure that accurate and current information is available for determining ownership, identifying liens and mortgages, and providing information for the Helena office for use in reconciling fees and tracking total livestock sales using knowledge of the statewide brand recording system, established reporting formats, and arithmetic.

Supervision Received:

The market inspector is supervised by the market supervisor.

Supervision Exercised:

This position does not supervise any FTE.

Required Skills:

1. Knowledge of State and Federal livestock laws and regulations.
2. Brands, the state brand recording system, and brand ownership laws.
3. Anatomy and physiology of stock (cattle, sheep, horses - including reproductive stages and breeds).
4. Lending institution and departmental requirements regarding liens and mortgages
5. Stock handling methods and techniques and livestock industry standards.
6. Must have at least basic skill level and understanding of Microsoft Word, Excel and Outlook:
7. Must be able to follow standard operating procedures and training plans with diligent attention to detail.
8. Must have knowledge and ability in operation of custom software systems:
 - a. Brand database (Axiom) and Fort Supply Central Office
9. Must aptitude and skill in regulatory customer service:
 - a. High standards of professionalism,
 - b. Polite but firm conduct,
 - c. Displays a patient, deliberate, thorough, helpful, kind, understanding demeanor when explaining regulations.
10. Must possess expert personal management skills:
 - a. Excellent verbal communication and reading skills.
 - b. Analytical thought processes, independent decision making and problem solving abilities.
 - c. Ability to support division priorities and workflow with professional direction to meet established turnaround times and fit the culture of the office.
11. Must be committed to continuous improvement:
 - a. Self-motivated to complete ongoing training, competency assessment and proficiency testing programs.

- b. Willing to receive constructive feedback and participate in audits, evaluations and corrective actions.
 - c. Willing to research opportunity for and complete continuing education and peer collaboration.
12. Must follow all Brands Enforcement, department and state standards of conduct:
- a. Dedication to maintaining professional ethics and standards of service.

Ideal Skills:

- 1. Excellent livestock handling skills.
- 2. Advanced skills in regulatory customer service.
- 3. Advanced skills in custom software systems and Microsoft Office applications.
- 4. Background includes work in and understanding of the Montana cattle industry.
- 5. Familiarity with Montana livestock regulations and brand liens.

Working Conditions & Physical Requirements:

Essential functions of the position involve physical demands related to standing, walking and running for long periods of time (may work as much as 10 hours or more during shipping season); the ability to handle livestock, and move quickly, climb fences, etc. in order to avoid serious injury, the ability to rope and clip animals, ride horses, and operate a motor vehicle. Working conditions involve continued exposure to extreme weather conditions, dust, and unpleasant conditions encountered in slaughterhouses and in stockyards. There is also a serious risk of injury present in the performance of the position. The position will work with unpredictable range stock, and must have extensive experience working in this environment in order to take the necessary precautions, and be aware of and immediately recognize dangerous situations. Duties related to inspections at remote locations and rounding up stray stock involve uncontrolled circumstances and a significant risk assumed by the incumbent.

Special Requirements:

- ☐ Fingerprint check
- X Background check
- X Valid driver's license

Signatures

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

Employee	Title	Date
	Mortgage Clerk	
Laura Hughes	Helena Office Lead Worker, Market Auditor	

Lead Worker	Title	Date

MVDL Administrative Approval	Title	Date
Leslie Doely		

State of Montana Human Resources Review

Position Code Title:

Position Code Number:

Pay Band:

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

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

Signature	Title	Date
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Original to Helena HR; Copy on file with Division Administrator

Doc ID:			Pages:	5
Revision Date:	10/23/2017		Revised By:	Leslie Doely
Approve Date:			Approved By:	
Supersedes Date:	All previous		Archived Version By:	
Adopt Date:			Adopted By:	
Review Date:			Reviewed By:	

STATE OF MONTANA POSITION DESCRIPTION

Department: 5603, Livestock
Division and Bureau: Brands Enforcement
Name: Compliance Tech Band 3
Section and Unit: Helena Office
Position Working Title: Cattle Inspection Clerk
Position Number: 563000005 & 563000060
Weekly Hours: 2.0 FTE

The Brands Enforcement Division strives to provide a workplace which fosters employee safety, wellbeing and commitment. The specific items listed in this position description are not intended to be all-inclusive; they represent typical elements and criteria considered necessary to perform the position successfully.

Division Description:

The Brands Enforcement Division performs professional law enforcement and investigative work tracking livestock ownership and deterring and/or solving of related criminal activities.

Position Overview:

This position is responsible for receiving, assessing, scanning, data entry, compliance and filing of cattle movement documentation. The position is required to answer the main phone line as needed and provide quality assistance to customers and coworkers. The position performs frequent research for public records requests, staff research queries, and other ad-hoc reports as needed. Working hours are 8:00 AM to 5:00 PM.

Required Qualifications:

A minimum of a high school diploma or equivalent and at least two years in a similar office environment with daily customer service and computer operation is required.

Ideal Qualifications:

Preferred qualifications include an Associate's Degree, at least 4 years' experience in a similar office environment, exceptional computer skills, and a thorough understanding of the livestock industry and Montana livestock regulations.

Principal Duties and Responsibilities:

1. Data Entry and Document Scanning: 40%

This position receives, scans and enters multiple types of official cattle movement documentation, including cattle inspections, permits, and supplemental documentation into the central Fort Supply inspection database. This duty requires knowledge of the Fort Supply

software, brand database, alpha/numeric and date filing systems, livestock characteristics, livestock brand identification codes, use of Microsoft Word, Outlook, and Excel, and knowledge and understanding of laws and regulations regarding livestock movement as outlined by the state statutes and Administrative Rules of Montana.

- a. Inputs information from submitted documents into the Fort Supply database to record sales, movement, headcounts, and brands of livestock.
- b. Scans all paper documentation and attaches to the electronic record.
- c. Files all paper documentation according to office procedures.

2. Compliance: 25%

During the data entry and document scanning process, this position evaluates each document for compliance with Montana livestock inspection and movement regulations. This duty requires knowledge of the Fort Supply software, brand database, alpha/numeric and date filing systems, livestock characteristics, livestock brand identification codes, use of Microsoft Word, Outlook, and Excel, the ability to communicate verbally and in writing, and knowledge and understanding of livestock movement laws and regulations as outlined by the state statutes and Administrative Rules of Montana.

- a. Examines each submitted form and supporting documents to verify the information submitted is accurate, legible, true, and complete as required using knowledge of federal and state law, policies, and regulations and the ability to discern errors.
- b. Examines each submitted form for altered information to explore the possibility of forged documents which may result in investigation of unlawful actions.
- c. Examines each submitted market consignment permit to verify the livestock's intended point of destination is a designated shipping point in the state of Montana.
- d. Compares owner and seller names, date, brands, species, and headcount information on forms with data on supporting documents to see that the transaction is in compliance with laws by comparing data for parallelism.
- e. Determines if changes of ownership of livestock are taking place by examining for evidence that beef council money was collected and bills of sale and proof of ownership repossessed.
- f. Compares dates on bill of sale and inspection to determine if a change of ownership violation has been committed.
- g. Examines signatures on bills of sale and compare with handwriting of inspector to see that signature has not been forged. Discovery of similarities in handwriting results in investigation of inspector's actions and integrity.
- h. Verifies that the signature on the bill of sale or proof of ownership matches an authorized bill of sale signer recorded in brands database.
- i. When noncompliance is discovered, determines what type of correspondence is suitable to correct the error by considering what supporting documents are missing, what information is incorrect or incomplete, who needs directional assistance, and from whom the assistance should be given by using problem solving skills.

- i. If a written request to a District Investigator will suffice, an email describing the noncompliance and advising of actions to be taken is composed and printed using the Fort Supply database.
 - ii. If a verbal request to a District Investigator or a local inspector will suffice, a phone call is made to him or her describing the error discovered and advising of actions to be taken.
- j. Receives submitted response to noncompliance, determines if corrections have been made, edits inspection information and enters the response in the inspection database. If correct paperwork has still not been picked up by District Investigator, reissues a letter and sends back to him or her.
- k. Maintains a file for noncompliance correspondence for reference used to track redundant errors. If a local inspector makes redundant errors over a long period of time, addresses the problem with his or her District Investigator and discusses solutions.

3. Research: 15%

Receives requests from coworkers and the public to research cattle inspection data, provide copies and/or duplicate inspections. This position researches, retrieves, compiles and distributes requested information according to office policies and procedures.

4. Inspection Audit: 10%

Composes and prepares audits requested by the Brands Enforcement Administrator as requested to determine if more than 500 inspectors are in compliance with laws, regulations, policy and procedure. This requires the expertise to manipulate the database, generate reports, and interpret results.

- a. Reconciles the documents returned from the District Investigators by inputting any additional information into the database of missing forms or information for each individual inspector.
- b. Brands Enforcement Administrator is notified of irregularities and missing forms in noncompliance of department policy.

5. Administrative Support: 10%

- a. Shares phone duties on a multi-line phone with the Administrative Assistant and Mortgage Clerk for the Brands Enforcement Division. Provides backup for other Helena office positions.
- b. Maintains paper and electronic records for cattle inspection documents per Department policy.
- c. Cross trains in other sections and performs to that section's standards in areas of cross training; completes other tasks as assigned by the Administrator.

Supervision Received:

The Cattle Inspection Clerks are supervised by the Division Administrator.

Supervision Exercised:

This position does not supervise any FTE.

Required Skills:

1. Must have at least intermediate skill level and understanding of Microsoft Word, Excel and Outlook:
 - a. Advanced formatting, mail-merge, formatting tables (such as for forms) in Word,
 - b. Some understanding of formulas, pivot tables, charts/graphs, sort/filter features in Excel,
 - c. Calendar, tasks, reminders, assigning tasks, managing multiple inboxes in Outlook.
2. Must be able to follow standard operating procedures and training plans with diligent attention to detail.
3. Must have knowledge and ability in operation of custom software systems:
 - a. Brand database (Axiom) and Fort Supply Central Office
4. Must aptitude and skill in regulatory customer service:
 - a. High standards of professionalism,
 - b. Polite but firm conduct,
 - c. Displays a patient, deliberate, thorough, helpful, kind, understanding demeanor when explaining regulations.
5. Must have data entry and review skills to process mortgage filings/renewals/terminations/continuations.
6. Must possess expert personal management skills:
 - a. Excellent verbal communication and reading skills.
 - b. Analytical thought processes, independent decision making and problem solving abilities.
 - c. Ability to support division priorities and workflow with professional direction to meet established turnaround times and fit the culture of the office.
7. Must be committed to continuous improvement:
 - a. Self-motivated to complete ongoing training, competency assessment and proficiency testing programs.
 - b. Willing to receive constructive feedback and participate in audits, evaluations and corrective actions.
 - c. Willing to research opportunity for and complete continuing education and peer collaboration.
8. Must follow all Brands Enforcement, department and state standards of conduct:
 - a. Dedication to maintaining professional ethics and standards of service.

Ideal Skills:

1. Advanced skills in custom software systems and Microsoft Office applications.
2. Background includes work in and understanding of the Montana cattle industry.
3. Familiarity with Montana livestock regulations and brand liens.

Working Conditions & Physical Requirements:

- Work is performed in an office environment.
- Repetitive motion and long periods of standing or sitting may be required.
- Some lifting may be required.

Special Requirements:

- ☐ Fingerprint check
- X Background check
- ☐ Valid driver's license

Signatures

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

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

Brands Enforcement Division Administrator

Administrator	Title	Date
---------------	-------	------

Administrative Approval	Title	Date
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State of Montana Human Resources Review

Position Code Title:

Position Code Number:

Pay Band:

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

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

Signature	Title	Date
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Original to Helena HR; Copy on file with Division Administrator



Board of Livestock Meeting

Agenda Request Form

From: Evan Waters		Division/Program: Centralized Services		Meeting Date: October 24, 2017		
<u>Agenda Item:</u> Staff hire – Accounting technician – Accounts Payable						
Background Info: The accounts payable technician accepted a position in the Brands Division leaving the AP open as of October 30, 2017. There will be no major change to the position description and will not be reviewed for change in band of pay.						
Recommendation: hire						
Time needed: CONSENT AGENDA	Attachments:	Yes X	No	Board vote required?	Yes X	No
<u>Agenda Item:</u>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No
<u>Agenda Item:</u>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
<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

**STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
STATE PERSONNEL DIVISION**

**POSITION
DESCRIPTION**

***** PART I IDENTIFICATION *****

CURRENT CLASSIFICATION: Code: 433313 Title: Accounting Technician Pay Band 3

AGENCY: Agency Code: 5603 Position No: 56300003

Department
Livestock

Division
Centralized Services

ADDRESS:

Building & Address
P.O. Box 202001
Scott Hart Building
Room #312

City Zip Code
Helena 59620

Telephone
444-4993

FUNCTIONAL DESCRIPTION OF THE WORK UNIT:

The Department of Livestock is responsible for control and eradication of animal diseases, preventing the transmission of animal diseases to humans, and protecting the livestock industry from theft and predatory animals. The Board of Livestock consists of seven members with the Chairman appointed by the Governor. The Board hires the Executive Officer. The Executive Officer reports directly to the Board and supervises the Division Administrators. The Board and the Executive Officer hires Division Administrators. The Divisions of the Department are 1) Centralized Services, 2) Diagnostic Laboratory, 3) Animal Health, 4) Meat, Milk, and Egg Inspection, and 5) Brands Enforcement. Attached Boards include: Livestock Crime stoppers Commission, The Board of Milk Control, and the Livestock Loss Board.

***** PART II JOB DESCRIPTION *****

Job Overview:

The Accounting Technician is located in the Centralized Services Division and reports directly to the Accounting Manager. The Centralized Services Division provides management services to the entire department. These services include; budgeting, accounting, personnel management, information technology, purchasing, general services and supplies and the management of the Milk Control Bureau and the Livestock Loss Reduction and Mitigation Board.

This position is responsible for the proper allocation of expenditures and the data entry of accounts payable

(A/P) vouchers, vendor file maintenance and audits state credit cards and provides backup for accounts receivable, Beef Council and payroll as needed. This position calculates estimated expense accruals and prepaid expenses for such expenses as the Diagnostic Laboratory's personal services recharges and utilities. This position assists payroll accounting technician in preparation of the department employees' travel and other expense reimbursement.

Major Duties or Responsibilities (Essential Functions):

- A. Accounting** **80%**
- Reviews A/P invoices for appropriate approval as part of the agency's internal control process. Process A/P vouchers for payments to vendors. This includes paying by inter unit journals. Initiate all agency A/P inter-unit journals to pay other state agencies for such things as rent, motor pool leases, legal/attorney fees, etc. Maintain and update spreadsheets to allocate expenses charged by other state agencies.
 - Review invoices for addition/multiplication errors. Prepares A/P voucher payments and reconciles vouchers to invoices for accuracy.
 - Allocate voucher expenditures to the appropriate fiscal year appropriation, account codes, organizations, funds and subclasses. This requires communication with the various division administrator/managers in the department and may require further research on the expenditure. Obtains approval of expenditures from various division administrator/managers.
 - Research questioned expenditures with division administrators/managers. Requires comparing posted expenses/vouchers and correlating invoices. Make correcting journal entries when needed. Requires constant communication with administrator/managers throughout the department.
 - Communicate with other state agencies and outside vendors to resolve payment discrepancies.
 - Maintains copies of accounts payable vendor files by fiscal year. This increases efficiency in referencing expenditures when a request is made of certain expenses.
 - Reconcile expenditure coding in SABHRS to coding on invoices and statements. Submit individual statements to department personnel that had used state credit cards to verify charges and purchases. Credit card users must acknowledge that the statements are correct via email or signature. Gather receipts for all charges and reconcile receipts to statements. Communicate to employees the State and Agency policies on the procurement card use to ensure compliance.
 - Review the monthly ITSD-Network monthly charge and prepare inter-unit journal. Obtain monthly statement from ITSD and convert to excel, allocate expenses to appropriate programs within the department. Communicate with DOL IT supervisor to ensure all charges are properly allocated to each program. Reconcile email accounts to the department's employees to ensure the department does not pay for terminated employees. Reconcile charges that are not allocated to programs.

- Obtain state wide travel policy updates and communicates to all department employees. Responds to questions regarding travel policies and rates. Audits all travel claims and expense reimbursements in accordance with the State and Agency travel policies. Allocates and codes all expense reimbursements to appropriate expense categories in preparation for vouchering and payroll submission.
- Research and reconcile agency gas credit card charges. Using the Write Express database file and SABHRS, research each expense on the department's monthly invoice. Analyzes the expenses by referencing the fiscal year appropriation, account code, organization, fund and subclass.
- Create and/or process general ledger journals as needed.
- Issues refunds that Brands Division, Animal Health Division, Livestock Loss Board, Milk Control Bureau, Per Capital Fee and the Diagnostic Laboratory may request.
- Run Statewide Accounting, Budgeting and Human Resource System (SABHRS) budget and revenue status reports and expenditure queries as needed.
- Review expense ledgers for accuracy and responds to Inter Unit Journals initiated by other agencies.
- Calculate and journal monthly expense accruals for the Diagnostic Laboratory. Includes monthly allocation of the lab's recharge expenses and utility charges from Montana State University.
- Cancels and reissue warrants as needed.
- Must be available for fiscal year-end process/closing of books. Assist accounting supervisor and division administrator to assure sufficient appropriations will be available for year-end payments. Works with all division managers to ensure all invoices have been accounted for in the proper fiscal year. Prepare and process all A/P vouchers before fiscal year closes.
- Reviews accounts payable vouchers for appropriate approval as part of the agencies internal control process prior to paying.
- Audits the State procurement card expenditures on the US Bank website and reallocates expenditures monthly. Researches each expenditure on the statements to determine the proper allocation by fiscal year appropriation, account code, organization, fund and subclass. Make correcting journal entries if necessary. Send reminders to employees concerning the State and Agency policy on the procurement card use to ensure compliance.
- Audits payment requests for travel and expense reimbursement claims in accordance with the State and Agency travel policies. Codes these claims for the payroll accounting technician biweekly. These are entered into the State Accounting Budgeting and Human Resource System (SABHRS) so that the reimbursement can be made each pay-period.

- Research and reconcile agency gas credit card charges. Using the WexOnline database and SABHRS, research each expense on the department's monthly invoice. Analyze expenses by referencing the fiscal year appropriation, account code, organization, fund and subclass. Make correcting journal entry when needed.
- Process general ledger journal entries as needed.
- Runs Statewide Accounting, Budgeting and Human Resource System (SABHRS) budget and revenue status reports and expenditure queries as needed.
- Maintains the electronic vendor files for 1099 purposes, reconciles 1099 amounts to DOA files. This responsibility requires a thorough knowledge of the 1099 regulations issued by the Department of Administration (DOA) and the IRS and a thorough knowledge of the SABHRS 1099 system within the A/P module.
- Provide administrator/managers with expenditure details upon request.
- Backup for bi-weekly payroll functions when needed. Requires knowledge to complete payroll process to meet bi-weekly deadline to submit the payroll report to Central Payroll.

B. Miscellaneous

- Performs other duties as assigned.
- Mail room secondary backup.
- Assists in procedure development
- Deliver deposits to the Department of Administration Treasury Division when required.

Supervision:

The incumbent has no supervision responsibilities.

Qualifications:

Education and Experience

- Associates degree in Accounting or 5+ years A/P experience
- Knowledge of Microsoft Office (Excel, Word, Outlook)
- Operate general office equipment (copier, calculator, printer/scanner, etc.)
- Filing

Competencies

Knowledge of:

- Accounting and internal control policies and procedures; specifically related to reconciling accounts, accounts payable and accounts receivable processes;
- Automated accounting systems, as well as Microsoft Office products with Excel skills;
- State and federal regulations as they relate to state government organizations.

Ability to:

- Interpret, research, develop accounting policies and/or problems;
- Communicate effectively and diplomatically, both verbally and in writing with other staff members, agencies, and members of the public;
- Identify organizational and customer needs and prepare and carries out strategic plans as necessary;
- Resolve problems using critical thinking skills;
- Prioritize workload and work on multiple tasks simultaneously while remaining flexible;
- Effectively work both in a team environment and independently to achieve objectives and timelines;
- Adapt to changing conditions and work responsibilities.

Special Requirements:

Safety Responsibilities

As an employee:

1. *Complies with the Department's Safety Program as outlined in its Workplace Safety Policy.*
2. *Observes all safety rules and applies accident prevention principles while performing duties.*
3. *Reports all workplace accidents or injuries to the supervisor or designee.*

As a supervisory or management employee:

1. *Complies with the Department's Safety Program as outlined in its Workplace Safety Policy.*
2. *Observes all safety rules and applies accident prevention principles while performing duties.*
3. *Reports all workplace accidents or injuries to the supervisor or designee.*
4. *Maintain safe working conditions within area of supervision.*
5. *Report all workplace accidents and injuries to the Human Resource Office within 24 hours.*

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor

Title

Date

Administrative Review

Title

Date

My signature below indicates that I have read this job description.

Employee

Title

Date

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

STATEMENT OF WORK

Agreement Number:
Montana Department of Agriculture
Helena, MT 59620-0201

Project Name: 2017 Montana Livestock County Estimates

Montana Department of Livestock (Cooperator) & National Agricultural Statistics Service (NASS)
Cooperative Agreement

Statement of Mutual Interest:

To establish and maintain a cooperative program to consolidate and coordinate activities between the Cooperator and NASS for the collection, analysis and publication of statistical data for the State of Montana. The program will promote economy and efficiency of data collection efforts, minimize respondent burden and avoid duplication of effort.

Location:
State of Montana

USDA NASS agrees to:

- A. Collect, analyze and publish statistical data as requested by the Cooperator and agreed upon by NASS to include the Montana Livestock County Estimates Program.
- B. County Estimates will be published for Milk Cows, Sheep and Lambs, and Hogs that meet NASS disclosure standards.

The Cooperator agrees to:

- A. Provide funds equal to \$2,600 to defray the total cost (salaries, services, travel, equipment, supplies, printing costs, etc.) of conducting the supplemental state program of work in gathering, compiling, and publishing the additional agricultural statistics described above.

Mutual Agreements:

The estimated budget, Form REE-454, is hereby incorporated into the agreement. NASS will perform the work outlined above. NASS will perform the work outlined above.

Bill Meyer-Director, Mountain Regional Field Office

Date

Mike Honeycutt – Executive Officer, MT Dept of Livestock

Date

Milk Cows & Heifers That Have Calved Inventory by Counties, January 1, 2014-2016

County and District	2014	2015	2016	Rank
NORTHWEST				
Deer Lodge	--	--	--	
Flathead	--	--	--	
Granite	--	--	--	
Lake	600	400	300	11
Lincoln	--	--	--	
Mineral	--	--	--	
Missoula	--	--	--	
Powell	--	--	--	
Ravalli	1,200	1,200	900	6
Sanders	--	--	--	
NORTH CENTRAL				
Blaine	100	100	100	17
Chouteau	--	--	--	
Glacier	1,000	1,000	1,100	3
Hill	--	--	--	
Liberty	500	500	500	7
Phillips	--	--	--	
Pondera	900	900	1,000	4
Teton	400	400	400	8
Toole	500	500	300	11
NORTHEAST				
Daniels	--	--	--	
Dawson	--	--	--	
Garfield	--	--	--	
McCone	--	--	--	
Richland	--	--	--	
Roosevelt	--	--	--	
Sheridan	--	--	--	
Valley	--	--	--	
CENTRAL				
Broadwater	--	--	--	
Cascade	1,300	1,300	1,200	2
Fergus	400	400	400	8
Golden Valley	--	--	--	
Judith Basin	--	--	--	
Lewis & Clark	100	100	100	17
Meagher	--	--	--	
Musselshell	--	--	--	
Petroleum	--	--	--	
Wheatland	--	--	--	
SOUTHWEST				
Beaverhead	--	--	--	
Gallatin	4,200	4,400	4,500	1
Jefferson	--	--	--	
Madison	--	--	--	
Silver Bow	--	--	--	
SOUTH CENTRAL				
Big Horn	--	--	--	
Carbon	--	--	--	
Park	200	100	100	17
Stillwater	--	--	--	
Sweetgrass	--	--	--	
Treasure	--	--	--	
Yellowstone	--	--	--	
OTHER COUNTIES	2,600	2,700	3,100	
MONTANA	14,000	14,000	14,000	

-- Not published to avoid disclosure of individual information.

All Sheep & Lambs Inventory by Counties, January 1, 2014-2016

County and District	2014	2015	2016	Rank
NORTHWEST				
Deer Lodge	600	600	600	42
Flathead	400	400	400	47
Granite	400	400	400	47
Lake	1,700	1,700	2,000	29
Lincoln	400	400	400	47
Missoula	1,300	1,300	1,400	34
Powell	400	400	400	47
Ravalli	2,400	2,300	2,500	23
Sanders	600	600	600	42
NORTH CENTRAL				
Chouteau	1,200	1,200	1,600	32
Glacier	1,200	1,200	1,500	33
Hill	600	600	600	42
Phillips	5,400	5,300	5,900	14
Pondera	4,300	4,200	4,700	16
Teton	6,200	6,000	6,900	11
Toole	2,200	2,100	2,500	23
NORTHEAST				
Daniels	100	100	100	52
Dawson	2,000	2,000	1,800	31
Garfield	16,800	16,400	17,400	4
McCone	6,300	6,100	7,100	9
Richland	3,900	3,800	4,300	18
Roosevelt	800	800	800	41
Sheridan	1,000	1,000	1,100	38
Valley	1,400	1,400	1,100	38
CENTRAL				
Cascade	5,600	5,500	6,100	13
Fergus	2,600	2,500	2,400	27
Golden Valley	16,800	16,400	18,500	2
Judith Basin	6,300	6,100	7,000	10
Lewis & Clark	2,800	2,700	2,900	21
Musselshell	2,500	2,400	2,500	23
Wheatland	11,800	11,600	11,100	6
SOUTHWEST				
Beaverhead	16,200	15,900	15,800	5
Gallatin	1,800	1,800	2,000	29
Jefferson	800	800	900	40
Madison	3,200	3,100	3,500	19
Silver Bow	200	200	200	51
SOUTH CENTRAL				
Big Horn	500	500	600	42
Carbon	6,900	6,700	7,500	8
Park	2,300	2,200	2,500	23
Stillwater	14,400	14,000	17,600	3
Sweetgrass	4,000	3,900	4,400	17
Yellowstone	2,400	2,300	2,700	22
SOUTHEAST				
Carter	24,500	24,000	25,000	1
Custer	4,500	4,400	4,800	15
Fallon	1,700	1,700	1,400	34
Powder River	8,900	8,700	9,000	7
Prairie	800	800	500	46
Rosebud	1,400	1,400	1,200	37
Wibaux	200	200	100	52
OTHER COUNTIES	15,300	14,900	13,700	
MONTANA	220,000	215,000	230,000	

Hogs and Pigs Inventory by Counties, 2013-2015

County and District	2013	2014	2015	Rank
NORTHWEST				
Flathead	1,100	1,200	1,200	16
Lake	300	300	300	18
Ravalli	300	300	300	18
Sanders	100	100	100	25
NORTH CENTRAL				
Glacier	21,000	22,000	22,000	2
Liberty	14,800	15,800	15,700	4
Phillips	200	200	200	22
Pondera	22,500	23,500	23,500	1
Toole	13,700	14,600	14,500	5
CENTRAL				
Cascade	18,500	19,600	19,400	3
Fergus	300	300	300	18
Judith Basin	200	200	200	22
Wheatland	11,200	11,900	11,800	6
SOUTHWEST				
Beaverhead	100	100	100	25
Gallatin	300	300	300	18
Jefferson	100	100	100	25
SOUTH CENTRAL				
Carbon	200	200	200	22
Stillwater	--	100	100	25
OTHER COUNTIES	61,100	65,200	64,700	
MONTANA	166,000	176,000	175,000	

-- Not published.

Frequently Asked Questions (FAQs)

Use these FAQs to provide information about the census and/or share them as weekly or monthly “Did you know” tidbits in your organization’s communications.

1. What is the Census of Agriculture?

The Census of Agriculture is a complete count of U.S. farms and ranches and the people who operate them. Even small plots of land – whether rural or urban – growing fruits, vegetables, or raising food animals count, if \$1,000 or more of such products were raised and sold, or normally would have been sold, during the census year.

The Census of Agriculture, taken only once every five years, looks at land use and ownership, operator characteristics, production practices, income and expenditures. For America’s farmers and ranchers, the Census of Agriculture is their voice, their future, their opportunity.

2. Why is the Census of Agriculture important?

The Census of Agriculture provides the only source of uniform, comprehensive and impartial agricultural data for every county in the nation. Through the Census of Agriculture, producers can show the nation the value and importance of agriculture, and they can help influence the decisions that will shape the future of American agriculture for years to come. By responding to the Census of Agriculture, producers are helping themselves, their communities, and all of U.S. agriculture.

3. Who uses Census of Agriculture data?

Census of Agriculture data are used by all those who serve farmers and rural communities – federal, state and local governments, agribusinesses, trade associations, and many others.

- Farmers and ranchers can use Census of Agriculture data to help make informed decisions about the future of their own operations.
- Companies and cooperatives use the facts and figures to determine the locations of facilities that will serve agricultural producers.
- Community planners and local governments use the information to target needed programs and services to rural residents.
- Legislators use the numbers from the census when shaping farm policies and programs.

4. How is the Census of Agriculture conducted?

The National Agricultural Statistics Service (NASS) will mail questionnaires for the 2017 Census of Agriculture to farm and ranch operators in December 2017 to collect data for the 2017 calendar year. Completed forms are due by February 5, 2018. The most convenient way to complete the census is online at www.agcensus.usda.gov. Alternately, you can return your forms by mail.

5. Must I respond to the Census of Agriculture?

Yes. United States law (Title 7 USC 2204(g) Public Law 105-113) requires all those who receive a Census of Agriculture report form to respond even if they did not operate a farm or ranch in 2017.

6. What if I only have a small operation or do not participate in government farm programs, do I have to fill out a Census of Agriculture form?

The Census of Agriculture is the responsibility of *every* individual who produces or grows any agricultural product, including field crops, fruits, vegetables, floriculture, and livestock, regardless of the size or type of operation. For Census of Agriculture purposes, a farm is any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the census year.

7. What if I did not receive or I lost my Census of Agriculture form?

If you have questions, need more information, or need assistance completing your Census of Agriculture form, call toll-free (888) 424-7828 or visit www.agcensus.usda.gov.

8. When will 2017 Census of Agriculture results be announced?

NASS plans to release Census of Agriculture data, in both electronic and print formats, beginning in February 2019. Detailed reports will be published for all counties, states and the nation.

9. Where can I find Census of Agriculture data?

Census of Agriculture data is available through the local NASS field office in your area and at many depository libraries, universities and other state government offices. It is also available online at www.agcensus.usda.gov. For additional information on the Census of Agriculture and other NASS surveys, call the Agricultural Statistics Hotline at (800) 727-9540.

Montana Department of Livestock
Meat and Poultry Inspection Bureau

Appeals Guideline

DRAFT August 30, 2017, version

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

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

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

Chain of Command

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

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

Appeal Process

What may be appealed?

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

Who may appeal?

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

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

How must appeals be made?

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

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

What is not an appeal?

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

Requests for consideration of actions that:

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

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

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

When must appeals be made?

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

What must be included in an appeal?

The regulated party must provide in the initial appeal:

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

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

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

What must be demonstrated in an appeal?

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

When will an appeal be decided?

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

How will an appeal be decided?

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

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

Department Handling of Appeals

Process

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

Appeal File

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

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

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

Legal Counsel

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

Judicial Review

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

Resources

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



Board of Livestock Meeting

Agenda Request Form

From: George Edwards		Division/Program: LLB			Meeting Date: 10/24/17		
<u>Agenda Item:</u> Livestock Loss Board							
Background Info: Report on livestock loss claims							
Recommendation:							
Time needed: 10 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
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:		Attachments:	Yes	No	Board vote required:	Yes	No

October 23 2017

Montana LLB
PO Box 202005
Helena MT 59620

www.llb.mt.gov

George Edwards
Executive Director
(406) 444-5609

gedwards@mt.gov

Counties	Cattle	Sheep	Goats	Guard	Horse	Swine	Totals	Payments
Beaverhead	16	2					18	\$17,611.60
Carbon	13						13	\$14,298.30
Gallatin	1						1	\$1,088.59
Glacier	10						10	\$9,720.30
Judith Basin	4						4	\$4,120.72
Lake	1					4	5	\$1,679.59
L&C	8	1					9	\$8,762.10
Lincoln		8					8	\$2,086.05
Madison	14						14	\$24,122.02
Park	2						2	\$1,720.43
Pondera	5	2					7	\$5,836.30
Powell	10						10	\$10,248.54
Ravalli	2						2	\$2,130.10
Sanders	1	2					3	\$1,486.59
Silver Bow	1						1	\$906.69
Teton	12		5				17	\$16,428.81
Totals	100	15	5	0	0	4	124	\$122,246.73

Wolves

Confirmed	44	3				
Probable	5	2				
Value	\$48,549.24	\$2,511.40				
Owners	20	3				

Grizzly Bears

Confirmed	31	9	5			
Probable	20	1				4
Value	\$72,369.35	\$2,561.55	\$762.50			\$643.16
Owners	22	2	1			2



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee	Division/Program: Milk Control Bureau	Meeting Date: 10/24/2017
<u>Agenda Item:</u> Milk Control Bureau – General Updates		
• Number of proposals received for the milk control study and upcoming board meeting scheduled for Nov. 8 to score the proposals • Release of the FY2017 Milk Market Administration and Industry Report		
Recommendation:		
Time needed: 10 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 ☐
<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: Evan Waters		Division/Program: Centralized Services		Meeting Date: 10/24/2017		
<u>Agenda Item:</u> Standard Budgets						
Background Info: Report the information and process DOL management will use to create standard budgets at division and/or bureau level and attached boards. Divisions: CSD and Brands. By Bureau: Animal Health, DSA, Federal Umbrella, Milk & Egg Inspection/Egg Grading, Meat Inspection. Attached boards: Livestock Loss Board and Milk Control Board						
Recommendation: n/a						
Time needed: 15 min		Attachments:		Yes X	No	Board vote required? Yes No X
<u>Agenda Item:</u> Expenditure Projections						
Background Info: Report expenditure projections by division and/or bureau and attached boards.						
Recommendation: n/a						
Time needed: 30 min		Attachments:		Yes X	No	Board vote required Yes No X
<u>Agenda Item:</u> Budget Status report						
Background Info: Report expenditure to budget comparison report by division and/or bureau and attached boards. This report also compares current YTD expenditures to prior same-period expenditures.						
Recommendation: n/a						
Time needed: 5 min		Attachments:		Yes X	No	Board vote required: Yes No X
<u>Agenda Item:</u> Year-to-Date Revenue comparison						
Background Info: Report YTD revenues and compare to prior same-period revenues						
Recommendation:						
Time needed:		Attachments:		Yes	No	Board vote required: Yes No
<u>Agenda Item:</u>						
Background Info:						
Recommendation:						
Time needed:		Attachments:		Yes	No	Board vote required: Yes No



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte	Division: Milk & Egg Bureau	Meeting Date: 10/24/17
<u>Agenda Item:</u>		
General updates (Roy Hall UEP Audits, etc.)		
Recommendation:		
Time needed: 15 min	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



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel		Division/Program: Meat and Poultry Inspection			Meeting Date: October 24, 2017		
<u>Agenda Item:</u> Report on State Meat Inspectors meeting							
Background Info: Discuss the content of the National Association of State Meat and Food Inspection Directors meeting that will take place on October 16 and 17. The meeting is being held in San Diego.							
Recommendation:							
Time needed: 10 min		Attachments:	Yes	No X	Board vote required?	Yes	No X
<u>Agenda Item:</u> General Updates							
Background Info: I will provide an overview and general updates on meat inspection.							
Recommendation:							
Time needed: 10 min		Attachments:	Yes	No X	Board vote required	Yes	No X
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:		Attachments:	Yes	No	Board vote required:	Yes	No
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:		Attachments:	Yes	No	Board vote required:	Yes	No
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:		Attachments:	Yes	No	Board vote required:	Yes	No



Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski	Division/Program: Animal Health Bureau	Meeting Date: 10/24/2017
Agenda Item: General Updates		
• Brucellosis – Update on affected herds • Tuberculosis (TB) – Update on status of Montana trace out herd		
Time needed: 15 Minutes	Attachments:	Board vote required

Agenda Item:		
Time needed: Admin. Consent	Attachments:	Board vote required

Agenda Item:		
Time needed: Admin. Consent	Attachments:	Board vote required

Agenda Item:		
Time needed: 15 minutes	Attachments:	<u>NO</u>



Board of Livestock Meeting

Agenda Request Form

From: Dr. Steve Smith		Division/Program: MVDL		Meeting Date: 10/24/17		
<u>Agenda Item:</u>						
Background Info: General updates (travel follow-up, hiring update, legislative meetings).						
Recommendation:						
Time needed: 15 min	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



Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely	Division/Program: Brands Enforcement	Meeting Date: 10/24/2017
<u>Agenda Item:</u> Brand Policy and Procedures		
Background Info: Presentation of 2013 Board-approved policy for new brands and transfers with suggested changes.		
Recommendation: Existing procedures may need to be added to policy.		
Time needed: 20 minutes	Attachments: Yes	No Board vote required? Yes No
<u>Agenda Item:</u> Requests to Hire		
Background Info: • Announcement of recent personnel changes • Request to hire for Darcy Anderson retirement • Request to hire for field vacancy in Billings market created by internal hire		
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



MINUTES BOARD OF LIVESTOCK MEETING

MAY 21 & 22, 2013
LIVESTOCK CONFERENCE ROOM 319
301 N ROBERTS, HELENA, MT

BOARD MEMBERS PRESENT:

Jan French, Chair, cattle producer
Ed Waldner, swine producer
John Lehfeldt, sheep producer
John Scully, cattle producer

Brett DeBruycker, cattle producer
Jeffery Lewis, dairy producer
Linda Nielsen, cattle producer

STAFF PRESENT:

Christian Mackay, executive officer
Dr Bill Layton, veterinary diagnostic lab
Dr Marty Zaluski, animal health
Steve Merritt, public information
Dr Eric Liska, animal health

Sherry Rust, executive assistant
Gary Hamel, meat inspection
Marty Clark, brands enforcement
Dan Turcotte, milk & egg bureau

PUBLIC PRESENT:

Gary Wold, Montana Cattlemen's Assn.
Ariel Overstreet, MSGA
Brent Roeder, Montana Woolgrowers Assn.

Les Graham, MLMA
Dr. Jeanne Rankin, MSU Extension
Quentin Kujala, Fish, Wildlife & Parks

1:00 PM

CALL TO ORDER:

TUESDAY, MAY 21, 2013

ADMINISTRATIVE ITEMS

Chair Jan French introduced John Scully, newly appointed board member representing cattle producers.

Board Communications:

- Jan French, Hobson
 - received at least one inch of rains but very dry prior to that
 - grass greened up nicely, hope it stays
 - can see a little snow in the mountains
- Jeff Lewis, Corvallis
 - feed is high, sales are low
 - not much moisture, but looks good in the mountains
- Ed Waldner, Chester
 - hog markets are pretty good
 - feed is high
 - very dry
 - hay is behind - froze every night in May

MINUTES BOARD OF LIVESTOCK MEETING

Brands Enforcement, John Grainger

- Updated local inspector handbooks
 - data placed on CDs for a total cost of less than \$800
 - also contains all brand laws and state brand book
 - local inspectors can go to their extension office to have a printed copy of the handbook and adjoining county brand books
 - hard copy of the handbook would have cost in excess of \$7,000 including mailing
- Action Item #2 Amendment to brand office procedure
 - two words proposed - changes in red on handout
 - transfers can cost as much in processing time as new brand
 - added non-refundable portion

Brett DeBruycker moved to authorize the changes as proposed. Jeff Lewis seconded. The motion carried unanimously.

- Action Item #3 Clearing held proceeds older than 2 years
 - estray money is held and the department does its best to clear them
 - no changes have been made to this rule since 1983
 - request direction from the board
 - regarding claims older than 2 years
 - majority are held at market 30 days then forwarded to Helena
 - active claims pending at the end of 2 years will be separated out
 - holds never responded to - funds will revert back to department operating budget
 - propose a rule that new claims made after 2 years are no longer valid
 - the board agreed to denial of new claims after the 2 year period
- Out of state producer/buyer's request
 - a lot of Wyoming and South Dakota put together cattle from Montana
 - it is illegal to put their Wyoming or South Dakota brand on while cattle are in Montana
 - department issues a seasonal brand now
 - requests from these people is to be allowed to put their (WY or SD) brand on their cattle prior to moving them out Montana
 - wanting the convenience of branding (with their own brand) while cattle are in the feedlot, then moving to grass in another state
 - are requesting a formalized procedure
 - John's comment it that granting this request would create issues for Montana producers
 - the law is that they cannot brand with an out of state brand and graze in Montana
 - those coming in with an out of state brand have an inspection
- District boundary and FTE revisions
 - Christian reviewed district inspectors' record of actions in course of duties

MINUTES BOARD OF LIVESTOCK MEETING

- cattle inspected in the past 10 years were 110,000 less than in the previous 10 year period
- brand inspection revenue down to 55% of total budget- lowest point - balance is per capita
- made cuts in the markets, office personnel, but not to the district men
- 18 current district men - Choteau County has their own man
- have looked at several options
 - 3 vacancies right now (Larry, Missoula, and Glasgow) and Gary Anderson is retiring out of another district
 - could cut districts to 15 (or 16)
 - market managers that have been through the law academy could be used in districts (for less busy markets)
 - could have assistant district men to cover in the large districts -using law enforcement accredited market managers - 5 market people are accredited now
 - possibly \$144,000 savings per year --\$95,000 would get market people up to 80%
 - could utilize 2 bison people year around - started using them more last year to help with enforcement, testing, markets
 - in larger districts with assistant district man - use market supervisors in that position with major crimes/investigations done by district man - assistant assuming lighter duties
- for changes to work must have
 - cooperation of employees
 - industry support and cooperation
- annual district man meeting is set for June
 - can work with district men to finalize the districts should the board agree
 - each district man will give their input on the change
 - pick and option and sit down with each man on his district

Brett DeBruycker moved to go ahead with the idea, devise a map with district men input and bring back recommendations to July meeting.

Motion died for lack of second.

- Action Item #5 Set brand inspection fee
 - motion passed in January with the intent to raise fees pending legislative actions
 - legislature did not cut the recommended 8 (brands) employees so department must raise fees to balance the budget
 - rerecord and new brand and transfer funds can only be used at 10% per year
 - inspection fees can be used as received
 - a raise to \$.75 for inspections will bring in \$350,000 to the department and \$435,000 to local inspectors

**MINUTES
BOARD OF LIVESTOCK MEETING**

- during rerecord years board policy has been to allow transfer and rerecord in one transaction at a single fee - per legal counsel transfers must be a separate charge
- 2003 was the last inspection fee increase (to 50 cents)

John Scully moved to increase new brand and transfers to \$200, effective immediately. Brett DeBruycker seconded. The motion carried unanimously.

Ed Waldner moved to increase brand inspection fees to 75 cents from 50 cents. Linda Nielsen seconded. The motion carried with John Scully voting no.

- USDA Wildlife Services, John Steuber
 - coyote numbers are higher than ever recorded
 - confirmed colt killed by coyotes near Augusta
 - wolf work is going up - 2012 was more than 2011 and more this year
 - grizzly work has doubled over last year - more time consuming even than wolves
 - feral hogs - if and when it is needed Wildlife Services will cooperate
 - nationwide funding in the president's budget for feral hog control
- Board discussion of Christian Mackay attending leadership conference at a cost of approximately \$3,000.

Brett DeBruycker moved to authorize Mr. Mackay to attend the conference as discussed. Ed Waldner seconded. The motion carried unanimously.

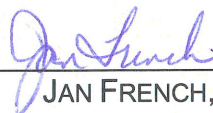
PUBLIC COMMENT

NEXT BOARD MEETING

TUESDAY & WEDNESDAY
JULY 23 & 24, 2013
SCOTT HART BUILDING
301 N ROBERTS ROOM 319
HELENA, MT

12:57 P.M.

ADJOURNMENT



JAN FRENCH, CHAIR

RERECORDING OF BRANDS

1. Each 10th year after 1921 is the year for rerecording artificial marks and brands
2. The brand owner is responsible for rerecording the brand during the rerecord year.
3. Brands that are transferred during the rerecord year are allowed to rerecord and transfer for one fee.
 - a. The transfer must be completed within the rerecord year to not have the transfer fee applied
4. Brands that are not rerecorded (or being processed by the brand recorder) prior to the rerecord deadline are no longer the property of the last recorded brand owner and become available for application
 - a. Certain brands, if allowed to expire, will not be reissued per brand recorder policy. Example: single iron brands.
 - b. After the period for recording brands has ended, those brands which were previously recorded but were not rerecorded will not be available to anyone except the original owner for a period of 90 days following the closing of rerecord.
5. If the department receives a rerecord notice, which in the opinion of the department is different than the previous recording, it shall verify the ownership or treat it as if it were a transfer of the brand.

BRANDS REVIEW ADVISORY COMMITTEE

1. The committee is made up of the executive officer, brands division administrator, assistant administrator, brands recorder, and district investigator.
2. The committee shall meet as necessary to review brand applications that have conflicts per brand recorder research.
3. This committee makes recommendations to the brand recorder to assist in the resolution of issues and conflicts including those not specifically addressed in the department's brand recording practice statement.

SCATTER BRANDS

1. Scatter brands are brands where an identical character or characters must be located on more than one position on an animal.
2. The use of scatter brands is inconsistent with the department's policy and responsibility of providing easily recognized and distinguishable brands to all livestock owners.
3. Scatter brands will not longer be issued; those on record will be continued subject to their cancellation where possible.

FEEDLOT BRANDS

1. Feedlot brands may be available, subject to the following:
 - a. the use of the brand is restricted to the specific feedlot registering the brand;
 - b. the brand may be recorded on either hip near the tail head;

- c. the recorded feedlot brand cannot be less than 2" in height.

JAW & NECK BRANDS

1. Except for Department of Livestock Animal Health Division use, jaw and neck brands for cattle shall not be issued.

BRAND POSITION

1. Brands will be recorded by position.
 - a. Each position shall be a separate brand.
 - b. Positions are available on horses, cattle, hogs, bison and sheep:
2. Horse Positions: There are eight primary positions available on horses:
 - a. left thigh or right thigh
 - b. left shoulder or right shoulder
 - c. left jaw or right jaw (not worked for conflicts unless requested)
 - d. left neck or right neck (not worked for conflicts unless requested)
3. Cattle Positions: There are six primary positions available for cattle:
 - a. left hip or right hip
 - b. left rib or right rib
 - c. left shoulder or right shoulder (not worked for conflicts unless requested)
4. Hogs: Brands on hogs will be by request only and issued on a case by case basis.
5. Bison Positions: There are four primary positions available for bison:
 - a. Left or Right Hip
 - b. Left or Right Rib
6. Sheep: Paint brands will be issued for positions on left/right rib, left/right hip, left/right shoulder and back

SIZE OF BRAND

1. The department recommends 4 inches in length with a quarter inch face for cattle and 2.5 inches in length for horses.
2. Owners of brands who received them by transfer from a previous owner and not by department designation may continue to use the former size but if changed, must comply with the department's rule

Prescribed Practice For Recording, Transferring and Rerecording of Brands

These rules are put into practice to implement the provisions of Title 81-1-102, MCA which allows the department to create and administer a program for recording, rerecording and transfer of livestock brands. The prescribed practices provide clarification and continuity of policies and procedures previously used as guidelines.

RECORDING AND TRANSFERRING OF BRANDS

All Montana brands must be issued through the Department of Livestock Brand Recording office.

1. Brand fees are set by the Board of Livestock as authorized by state statute.
2. Application forms for new brands are available on the department website, at the brand office in Helena, and at brand offices located in livestock auction yards.
 - a. The application and appropriate fee must be submitted to the brand recorder for processing. Mailed Applications will be processed in the order in which they are received. Walk-in applications will be processed on a first come, first serve basis.
 - b. Refunds Policy
 - i. Fifty percent of the fee to record **or transfer** a brand is non-refundable
 - ii. If the applicant fails to respond to Brand Office correspondence for a period of six months, the entire brand recording fee becomes non-refundable
 - c. The brand recorder shall process the application in the following manner
 - i. deposit fee
 - ii. check for conflicts in the order listed on the application
 1. the applicant must list ideas for brands in preferential order
 - a. the first brand on the application that does not have any conflicts with existing brands will be issued to the applicant
 - iii. issue brand and/or communicate results with applicant
 1. If none of the applicant's submissions are available, the Brand Recorder may check a similar brand for conflicts and offer it as an alternative
 2. If an available brand was not on the original application, the applicant must complete a new application containing the exact image and location of the brand presented as available
 3. The applicant will have 10 working days from the date of the offer letter to accept an available brand, whether it was submitted on the original application or offered as an alternative, after which the brand must be rechecked for conflicts.
 - d. One Certificate may contain up to three different species with one position each.
 - i. And Freeze Brand for Cattle per ARM 32.18.109
3. All brand transfer requests must be submitted with the appropriate fee to the brand recording office:
 - a. completion of the request for transfer (Assignment of Brand - located on the reverse side of the official brand certificate) must include the notarized signatures of the original owners as listed on the front of the official brand certificate;
 - b. if the original owner of the transferring brand is deceased a copy of the death certificate or personal representative papers or appropriate documentation must be provided to complete the transfer;

- i. Certified copies may be required at the department's discretion to assure the authenticity of the documents.
- c. the new owner names must be listed exactly as they will appear on the new certificate issued upon completion of transfer process by the brand recorder
- d. The brand owner name on applications and transfers must consist of individuals or entities with documentable proof of identity:
 - i. individuals must use legal names;
 - ii. businesses and trusts must be registered with the MT Secretary of State's office, or provide proof of registry with another state;
- e. Where multiple individuals or entities appear on a brand owner name, either "and" or "or" must be used between owner names. No other notation or description is allowed (ex. DBA, hyphens, commas, parentheses, in care of, "and/or").
- f. transfer fees apply as per 32.18.107 ARM;
 - i. to ensure that fees are commensurate with cost, owners may be charged additional fees as a result of their errors in transfer paperwork
- 4. Fees for new brands or transfers shall not be prorated.
- 5. Changes to image, species, or position require submission of a new brand application
- 6. Notwithstanding any other provision or policy, a brand will not be held or checked for conflicts by phone.
- 7. All forms or model letters issued for purposes of recording brands or clarifying brand recording requirements are considered part of the brand rules and practices of the Board of Livestock.
- 8. The Department of Livestock, as one of its primary duties to the livestock industry, provides distinguishable with reasonable certainty from all other marks and brands recorded or rerecorded to applicants.
 - a. Departmental employees, having continual access to brand books and being acquainted with the communities in which they live and work, generally have advance opportunity to acquire desirable brands.
 - b. Considering the service the department provides employees shall not take unfair advantage of this opportunity:
 - i. employees may not record more than three brands at any time;
 - ii. employees may not record brands by phone;
 - iii. employees may not record for others in any manner;
 - iv. employees may not record any brand which has not been available for recording less than sixty days;
 - v. employees attempting to circumvent these rules are subject to disciplinary action.



NEW BRAND CONFLICT CHECK:

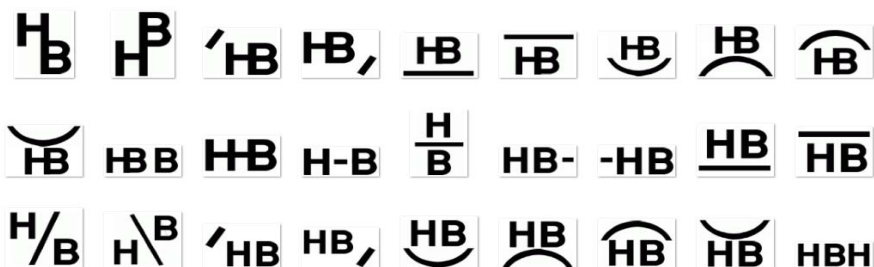
APPLICATION PROCESSING:

If none of your choices pass the conflict check, you will receive a letter with two options: 1) submit a W-9 form to receive half (\$100) of your application fee back, or 2) submit additional choices to be checked for conflict. If MDOL receives no response for six months following the date of this letter, your application is nullified and no fees will be reimbursed.

Acceptable Brand Characters

- A, B, C, D, E, F, H, J, K, L, M, N, O, P, R, S, T, U, V, W, X, Y, Z,
- 2, 3, 4, 5, 6, 7, 8, 9
- Box, Diamond, Heart, Triangle
- bar, slash, quarter circle (only in the formats shown below)

- The 'H' and 'B' in example brands (right) may be replaced with any of the Acceptable Brand Characters listed above.
- Individual characters may be rotated 90° either direction ("lazy" orientation).



**** When recording a brand to a corporation, partnership, or LLC, the entity MUST be registered with Montana Secretary of State (sos.mt.gov). Bill of sale signers must be listed on the application to designate who can sell branded livestock.**

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

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

Almy conflicts attached. These
are all the active brands that
could conflict. None are in a
County touching Custer County, but
Almy didn't actually put a County
of range lol.

7/17/2017

Dear Sirs,

In the early 1960's my then partner Loren Ratcliff and I applied for and were awarded the

JAL brand-left rib possibly, left hip as well. We, (Almy & Ratcliff) incorporated ourselves into
Keystone Ranches Inc. circa 1962. I bought the Ratcliff shares circa 1963.

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

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

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

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

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

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

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

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

Kind regards,



William Almy

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

RECEIVED

JUL 20 2017

Dept of Livestock
Helena, Montana



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 140857

Brand Status: Active Certificate No: 11-031378



Certificate Date: 8/9/2011

Species: CATTLE

Location: LEFT RIB

Brand ID: 140857 Paint Color:

Identifying Marks: - -

Livestock Range(s): 19

Major Char: L Minor Char: A 3rd Char: Seq: 45

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): I X RANCH CO A CORP

Owner Type: B

Owner No: 16426

First Name: RICH

Last Name: ROTH

Phone: 406-378-3228

SSN/EIN: ROTH

Physical Address

Address: BOX 489

Zip Code: 59520

City: BIG SANDY

ST: MT

Country: USA

Mailing Address

Address: BOX 489

Zip Code: 59520

City: BIG SANDY

ST: MT

Country: USA

Signer Information

First Name

Middle Initial

Last Name

Status

STEPHEN

ROTH

A

Other Recordings /
Certificates

Brand Id

Major Ch.

Minor Ch.

Third Ch.

Species

Location

Linked

140858



L

A

HORSES

LEFT SHOULDER

Liens

FILING No.

CREATED

EXPIRE

Lien

Lender Code

REFERENCE

GIS Information

LATITUDE

LONGITUDE

DESCRIPTION



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 140859

Brand Status: Active Certificate No: T1-012769



Certificate Date: 2/3/2011

Species: CATTLE

Location: LEFT HIP

Brand ID: 140859 Paint Color:

Identifying Marks: - -

Livestock Range(s): 17

Major Char: L Minor Char: A 3rd Char: Seq: 46

Scatter Brand Info

Major Char

Position

Hog Tattoo

Joint owners with rights of survivorship

Owner Information

Owner(s): LESLIE R CRUSCH OR RAFE K CRUSCH

Owner Type: I

Owner No: 415944

First Name:

Last Name:

Phone:

SSN/EIN:

Physical Address

Address: PO BOX 1

Zip Code: 67748-0001

City: OAKLEY

ST: KS

Country: USA

Mailing Address

Address: PO BOX 1

Zip Code: 67748-0001

City: OAKLEY

ST: KS

Country: USA

Signer Information

First Name	Middle Initial	Last Name	Status
RAFE	K	CRUSCH	A
LESLIE	R	CRUSCH	A

Other Recordings /
Certificates

Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
140860	L	A		HORSES	LEFT SHOULDER	

Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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Brand History



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 140844

Brand Status: Active Certificate No: 11-011381

JA-

Certificate Date: 1/31/2011

Species: CATTLE

Location: LEFT RIB

Brand ID: 140844 Paint Color:

Identifying Marks: - -

Livestock Range(s): 8

Major Char: L Minor Char: A 3rd Char: Seq: 30

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): ALICE DICKERSON OR ROBERT E DICKERSON JR

Owner Type:

Owner No: 118840

First Name:

Last Name:

Phone:

SSN/EIN:

Physical Address

Address: 45 SHERIDAN DR

Zip Code: 17331

City: HANOVER

ST: PA

Country: USA

Mailing Address

Address: 45 SHERIDAN DR

Zip Code: 17331

City: HANOVER

ST: PA

Country: USA

Signer Information	First Name	Middle Initial	Last Name	Status
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Other Recordings / Certificates	Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
	140845	JA-	A		HORSES	LEFT THIGH	

Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 205647

Brand Status: Active Certificate No: N2-055282-A

AL

Certificate Date: 5/10/2012

Species: CATTLE

Location: RIGHT RIB

Brand ID: 256499 Paint Color:

Identifying Marks: - -

Livestock Range(s): 24, 11

Major Char: A Minor Char: L 3rd Char: Seq: 58

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): LANE ALLEN & KATHLEEN ADAMS

Owner Type: I

Owner No: 426548

First Name:

Last Name:

Phone: 406-353-2506

SSN/EIN:

Physical Address

Address: PO BOX 273

Zip Code: 59526-0273

City: HARLEM

ST: MT

Country: USA

Mailing Address

Address: PO BOX 273

Zip Code: 59526-0273

City: HARLEM

ST: MT

Country: USA

Signer Information

First Name

Middle Initial

Last Name

Status

Other Recordings /
Certificates

Brand Id

Major Ch.

Minor Ch.

Third Ch.

Species

Location

Linked

256499

AL

A

L

HORSES

RIGHT THIGH

Liens

FILING No. CREATED

EXPIRE

Lien

Lender Code

REFERENCE

1 4/17/2013

4/1/2018

MT DEPT OF AGRICULTURE
HELENA

1227

67940

GIS Information

LATITUDE

LONGITUDE

DESCRIPTION

Brand History



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 101486

Brand Status: Active Certificate No: 11-000896

-AL

Certificate Date: 1/20/2011

Species: CATTLE

Location: RIGHT HIP

Brand ID: 101486 Paint Color:

Identifying Marks: - -

Livestock Range(s): 49

Major Char: A Minor Char: L 3rd Char: Seq: 25

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): CHRIS G. DRAKE

Owner Type: I

Owner No: 99747

First Name: CHRIS

Last Name: DRAKE

Phone:

SSN/EIN: DRAKE

Physical Address

Address: 30 GRIZZLY MEADOW RD

Zip Code: 59027

City: EMIGRANT

ST: MT

Country: USA

Mailing Address

Address: 30 GRIZZLY MEADOW RD

Zip Code: 59027

City: EMIGRANT

ST: MT

Country: USA

Signer Information	First Name	Middle Initial	Last Name	Status
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Other Recordings / Certificates	Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
	101487	-AL ^A	L		HORSES	RIGHT THIGH	

Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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Brand History



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 136775

Brand Status: Active Certificate No: 11-033301

JA

Certificate Date: 9/21/2011

Species: CATTLE

Location: RIGHT HIP

Brand ID: 136775 Paint Color:

Identifying Marks: - -

Livestock Range(s): 58

Major Char: J Minor Char: A 3rd Char: Seq: 20

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): JEFFREY ROBERT ALLING

Owner Type: I

Owner No: 130396

First Name: JEFFREY

Last Name: ALLING

Phone: 662-851-3250

SSN/EIN: ALLING

Physical Address

Address: 106 LEE CREEK COVE

Zip Code: 38611

City: BYHALIA

ST: MS

Country: USA

Mailing Address

Address: 106 LEE CREEK COVE

Zip Code: 38611

City: BYHALIA

ST: MS

Country: USA

Signer Information	First Name	Middle Initial	Last Name	Status
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Other Recordings / Certificates	Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
	136777	JA	J	A	HORSES	LEFT SHOULDER	

Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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Brand History



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 136776

Brand Status: Active Certificate No: 11-001900

JA

Certificate Date: 1/20/2011

Species: CATTLE

Location: RIGHT RIB

Brand ID: 136776 Paint Color:

Identifying Marks: - -

Livestock Range(s): 6

Major Char: J Minor Char: A 3rd Char: Seq: 20

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): ALBERDA ANGUS

Owner Type:

Owner No: 68620

First Name:

Last Name:

Phone:

SSN/EIN:

Physical Address

Address: 8500 RIVER ROAD

Zip Code: 59718

City: BOZEMAN

ST: MT

Country: USA

Mailing Address

Address: 8500 RIVER ROAD

Zip Code: 59718

City: BOZEMAN

ST: MT

Country: USA

Signer Information	First Name	Middle Initial	Last Name	Status
	GEORGE		ALBERDA	A
	DOUG		ALBERDA	A

Other Recordings / Certificates	Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
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Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 136778

Brand Status: Active Certificate No: T6-065489

JA

Certificate Date: 7/11/2016

Species: CATTLE

Location: LEFT HIP

Brand ID: 136778 Paint Color:

Identifying Marks: - -

Livestock Range(s): 6, 49, 40

Major Char: J Minor Char: A 3rd Char: Seq: 21

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): CAROL A METCALF OR REMI METCALF OR RENEE THILL

Owner Type: I

Owner No: 449317

First Name:

Last Name:

Phone:

SSN/EIN:

Physical Address

Address: 11143 KELLY CANYON RD

Zip Code: 59715

City: BOZEMAN

ST: MT

Country: USA

Mailing Address

Address: 11143 KELLY CANYON RD

Zip Code: 59715

City: BOZEMAN

ST: MT

Country: USA

Signer Information

First Name

Middle Initial

Last Name

Status

Other Recordings /
Certificates

Brand Id

Major Ch.

Minor Ch.

Third Ch.

Species

Location

Linked

Liens

FILING No.

CREATED

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Lender Code

REFERENCE

GIS Information

LATITUDE

LONGITUDE

DESCRIPTION

Brand History



MONTANA DEPARTMENT OF LIVESTOCK
BRANDS-ENFORCEMENT DIVISION
Brand Summary

Brand Summary Printed: 10/23/2017

Brand ID: 136779

Brand Status: Active Certificate No: T1-024683-A

JA

Certificate Date: 4/13/2011

Species: CATTLE

Location: LEFT RIB

Brand ID: 136779 Paint Color:

Identifying Marks: - -

Livestock Range(s): 3, 6, 10

Major Char: J Minor Char: A 3rd Char: Seq: 21

Scatter Brand Info

Major Char

Position

Hog Tattoo

Owner Information

Owner(s): PATES ENTERPRISES LP

Owner Type: B

Owner No: 418246

First Name:

Last Name:

Phone: 406-248-7771

SSN/EIN:

Physical Address

Address: PO BOX 30358

Zip Code: 59107

City: BILLINGS

ST: MT

Country: USA

Mailing Address

Address: PO BOX 30358

Zip Code: 59107

City: BILLINGS

ST: MT

Country: USA

Signer Information	First Name	Middle Initial	Last Name	Status
	RANDALL		PATES	A
	GARY		PATES	A

Other Recordings / Certificates	Brand Id	Major Ch.	Minor Ch.	Third Ch.	Species	Location	Linked
	136780	JA	J	A	HORSES	LEFT THIGH	

Liens	FILING No.	CREATED	EXPIRE	Lien	Lender Code	REFERENCE
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GIS Information	LATITUDE	LONGITUDE	DESCRIPTION
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Brand History

Montana Best Meats Hams

June 21, 2011

During the Federal Review under the auspices of Donna Potts-Gill and while reviewing the Fully Cooked Not Shelf Stable HACCP we discovered that some of the Hams did not fulfill the requirements on Recordkeeping as per their HACCP plan. All Hams did meet the total 15 hours for stabilization; however, some of the ham records were not completed for the 5 hour window cooling from 130 to 80°.

A NR was written by the IIC (Don Holwegner) and Supervisor (Ray Figgins) for HACCP Recordkeeping.

After gathering more information it was discovered that during the last 3 months, 45 lots of hams met the recordkeeping component; however, 28 hams did not record the 130 - 80°. The plant cooked the 28 hams, wheeled them in the cooler and left for the day. When the plant personal returned the next day the temperatures were all below the required 45° within 15 hours.

There were no codes or dates on the ham packages and we could not determine what hams met the requirements and which did not, so we tagged up all the hams in both coolers and freezers. Donna Potts-Gill told Ray to record all the units and weights. At this time the discussion of a Recall was discussed as per Directive 8080.1.

I told the plant it is most imperative for them to contact a Processing Authority (Dr. Jane Boles) for a determination of whether the product is safe to consume or not. Dr. Boles was out of state at the time.

I contacted Mission Mt. Lab to inquire if the plant could test ham products for *C. perfringens*. They said they could but a determination would have to be made statistically to insure a 99.999% pathogen free. In other words how much product would have to be sampled?

We discussed a possible Recall for the Hams in question.

On Thursday, June 23, 2011 I contacted Dr. Boles via cell phone. I relayed all the pertinent information and she determined that the product was safe as per the stabilization Scientific Documentation. She was still traveling but will stop the first chance and email me that the product is safe to consume (which was received that same day). At 4:10 pm on June 23, 2011 I received via email a statement that she determined the Hams were safe for consumers to eat. At this point in time all discussion of Recall had ceased as the product was determined to be safe to consume. She would not be in her office until Monday June 27, 2011 and would they send a formal letter along with Supporting Documentation stating the product is safe to consume (which she did at on Monday).

In the meantime the Recall subject was discussed and more information was gathered by the IIC, Ray Figgins and I up to the point of which the product was determined safe by Dr. Boles. The owner of Montana Best Meats (Henry Cook) did alert his customers that there maybe a forthcoming problem such as a Recall.

On Monday, June 27, 2011 the product was released and safe to consume.

The entire time from when the product was retained and then released was about 52 hours. The time frame for Verification by Mt. Meat Inspection is 3 days. Meanwhile, time was spent gathering information.

Mike Finnegan

EIAO/Training Officer

Montana Meat & Poultry Inspection

June 18, 2011

Duane Braaten
Farm to Market Pork
4290 Farm to Market Road
Kalispell, MT 59901

Farm to Market Pork processes bacon. The product is cooked to 132°F, showered in cold water for 6 minutes where the temperature of the meat drops slightly. The product is then moved to a cooler set to 34 - 36°F. It remains in this cooler for 1 ½ hours and then removed to the processing room where the skin is pulled from the bacon. The bacon is returned to a cooler set at 34 - 36°F where it remains for about 1 hour when some bellies are moved to the freezer to cool them prior to slicing and packaging. As the slicing process proceeds bellies from the cooler are moved to the freezer until all of the bacon is sliced and packaged. This process takes approximately 8 hours. All of the bacon that was processed is packaged in 1 pound vacuum packages and placed in a cooler.

On June 16 during a review it was found the HACCP plan did not contain a "stabilization" step. This resulted in the product in the plant being held until the safety of process could be evaluated. The stabilization process in Appendix B allows for a maximum of 15 hours for the product to reach 45°F. The processor does not have internal temperatures of this product, however, Amézquita et al. (2005) found that ham products weighing 4.4 - 13.2 pounds all cooled to less than 45°F within 15 hours. Even with the worse case scenario which had a 13.2 pound ham cooled with almost still air in a cooler set at 37°F. The bacon in question would weigh approximately 8 pounds and with a long slender configuration would chill much faster than would an ellipsoidal ham with a much larger diameter. Furthermore, Wang and Sun (2002) reported brick shaped and ellipsoidal product cooled fastest compared to other shapes. They also reported that the rate of cooling is dependent on the shortest diameter. These researchers found rapid chilling with 2 inch diameter which is approximately what the bacon thickness would be. The process the plant used would result in the size of the product being reduced to less than 1 pound within 8 hours. Amézquita et al. (2005) reported that much larger products can be reduced to less than 45°F within the time frame dictated by Appendix B. Additionally, Haneklaus et al. (2011) concluded product containing at least 100 ppm of nitrite had up to 21 hours to reach 45°F before *Clostridium perfringens* would be a problem.

The published research supports this product would reach 45°F long before 21 hours which would make the product safe to consume.

Department
of
Animal and Range
Sciences

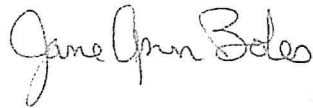
Duane Ann Boles
Food Scientist
Linfield Hall
Box 172900
Kalispell, MT 59717

(406) 994-7352
(406) 994-5589
dabo@montana.edu
alrange.montana.edu

Furthermore, this bacon is not fully cooked and consumers would further cook the product before consuming.

If you have any questions or need clarification of a scientific article please contact me.

Sincerely



Jane Ann Boles, PhD

A. Amézquita, L. Wang, C. L. Weller 2005. Finite element modeling and experimental validation of cooling rates of large ready-to-eat meat products in small meat-processing facilities. *ASAE Vol. 48(1): 287-303.*

L. Wang and D. Sun. 2002. Evaluation of performance of slow air, air blast and water immersion cooling methods in the cooked meat industry by finite element method. *Journal of Food Engineering 51:329-340.*

A. N. Haneklaus, K. B. Harris,* M. M. Rquez-Gonza' Lez, L. M. Lucia, A. Castillo, M. D. Hardin, W. N. Osburn, and J. W. Savell. 2011. Alternative cooling procedures for large, intact meat products to achieve stabilization microbiological performance standards. *Journal of Food Protection 74(1):101-105.*



3/18/2011

Joe Mihelic
Montana Division of Corrections

Dear Joe

Uncured roast beef according to Appendix B should be chilled between 130°F to 80°F within 1 1/2 hours and then continue cooling to 40°F in no more than 5 hours. Your roast beef chilled from 130°F to 80° in 1 1/2 hours and continued to chill to 48°F in a total of 8 1/2 hours when you found the product had not reached 40°F you placed it immediately in your blast freezer to completely freeze the product in no more than 20 minutes. This resulted in a total of 9 hours for the temperature to be below 40°F. This results in a non-compliance for your HACCP plan. The product you have processed can be considered safe and be used. Data reported by Haneklaus et al (2011) indicates that uncured beef roasts have up to 10 1/2 hours to get below 40°F before outgrowth of Clostridium perfringens is a problem. This data will support that the product produced is safe.

I have attached a copy of the paper so that you can use it to support your decision. If you have any questions please contact me.

Sincerely

Jane Ann Boles

Jane Ann Boles, PhD.

*Roast Beef, uncured
10.5 hours
and freeze - 20 mins*

Haneklaus, A.N., Harris, K.B., Marquez-Gonzalez, M., Lucia, L.M., Castillo, A., Hardin, M.D., Osburn, W.N. and Savell, J.W. 2011. Alternative cooling procedures for large, intact meat products to achieve stabilization microbiological performance standard. Journal of Food Protection 74:101-105.

Jane Ann Boles
Food Scientist
19 Linfield Hall
P.O. Box 172900
Bozeman, MT 59717-2900

tel (406) 994-7352
fax (406) 994-5589
jboles@montana.edu

January 5, 2007

DR JANE ANN BOLES
ANIMAL & RANGE SCIENCES
119 LINFIELD HALL
P.O. BOX 172900
BOZEMAN MT 59717-2900

Dear Dr. Boles:

I am writing the following as a Letter of Collaboration between Dr. Jane Boles, Montana State University, Meat Laboratory and the Montana Department of Livestock, Meat & Poultry Inspection program.

The MSU Meat Lab operates under a Grant of Inspection from the MT Department of Livestock. Dr. Jane Boles and her staff were granted inspection in February 2001. Since that time, Dr. Bole and the DOL have worked together to assist small and very small meat and poultry plants in Montana. Scientific as well as technical assistance has been provided to many small business operators throughout the state. The ability to access a local processing authority is a valued resource for many meat processors.

Through this proposed grant, MSU and DOL will be able to continue to provide valuable science expertise to the industry. We will be able to support and encourage food safety processes to ensure good manufacturing practices for small businesses based on science. We will be able to provide much needed supporting research and documentation for SSOP and HACCP plans used in food processing plants.

Our inspection program will assist Dr. Boles in identification of areas where further education is needed by the industry and contribute the regulatory perspective to the implementation of HACCP.

I believe the proposed projects will benefit many small and very small meat and poultry businesses in Montana and help to strengthen the Montana State Meat & Poultry Inspection program.

If I can provide any further information, please feel free to contact me at 406-444-5202.

Sincerely,

Carol A. Olmstead
Bureau Chief
Meat & Poultry Inspection
MT Department of Livestock

C: Dr. Jane Boles