

**DEPARTMENT OF LIVESTOCK  
DIAGNOSTIC LABORATORY  
COST ANALYSIS BY SECTION  
FISCAL YEAR 2016**

LABORATORY SECTION	Milk Laboratory Section	Clinical Pathology Laboratory Section	Clinical Microbiology - Bacteriology, Parasitology & Mycology Section	Serology Laboratory Section	Virology Laboratory Section	Histopatholog y/ Pathology Laboratory Section	Molecular Diagnostics Laboratory Section	Total Diagnostic & Milk Lab Expenses
<b>Direct Costs and Direct Overhead</b>								
Personal Services	\$ 68,377	\$ 75,377	\$ 110,331	\$ 80,279	\$ 106,823	\$ 306,737	\$ 99,450	\$ 847,374
Contract Services	9,792	7,932	12,139	8,086	8,095	12,130	12,139	70,313
Supply Expense	31,615	71,175	50,371	65,611	50,708	37,698	138,773	445,951
Communication	933	2,899	4,439	2,959	2,959	4,439	4,439	23,067
Travel	1,378	509	779	520	520	779	779	5,264
Rent	79	154	236	157	157	236	236	1,255
Repairs & Maintenance	11,931	16,177	4,068	2,522	2,394	17,536	16,184	70,812
Utilities	2,803	1,803	4,559	2,824	2,683	15,201	4,819	34,692
Recharges	4,862	3,128	7,908	4,899	4,654	26,370	8,360	60,181
Indirect Costs	1,025	1,615	2,474	1,649	1,649	2,474	2,474	13,360
Misc Expense	1,828	1,131	1,732	1,154	1,154	1,732	1,732	10,463
<b>Operating Costs</b>	<b>66,246</b>	<b>106,523</b>	<b>88,705</b>	<b>90,381</b>	<b>74,973</b>	<b>118,595</b>	<b>189,935</b>	<b>735,358</b>
Capital Leases	-	-	-	-	-	13,835	-	13,835
<b>Total Direct Costs and Direct</b>	<b>\$ 134,623</b>	<b>\$ 181,900</b>	<b>\$ 199,036</b>	<b>\$ 170,660</b>	<b>\$ 181,796</b>	<b>\$ 439,167</b>	<b>\$ 289,385</b>	<b>\$ 1,596,567</b>
<b>Administrative and Overhead</b>								
Personal Services	\$ 17,794	\$ 34,874	\$ 67,770	\$ 35,585	\$ 98,906	\$ 128,683	\$ 35,585	\$ 419,197
Contract Services	1,662	3,254	4,982	3,320	3,318	4,982	4,982	26,500
Supply Expense	801	1,568	2,401	1,600	1,599	2,401	2,401	12,771
Communication	607	1,189	1,820	1,213	1,212	1,820	1,820	9,681
Travel	-	223	341	227	227	341	341	1,700
Rent	42	27	68	42	40	226	72	517
Repairs & Maintenance	-	405	1,024	635	603	3,415	1,082	7,164
Utilities	649	418	1,055	654	621	3,520	1,116	8,033
Recharges	1,126	725	1,831	1,134	1,077	6,106	1,935	13,934
Indirect Costs	-	707	1,082	722	722	1,082	1,082	5,397
Misc Expense	237	464	710	473	473	710	710	3,777
<b>Operating</b>	<b>5,124</b>	<b>8,980</b>	<b>15,314</b>	<b>10,020</b>	<b>9,892</b>	<b>24,603</b>	<b>15,541</b>	<b>89,474</b>
Equipment	314	614	940	626	626	940	940	5,000
<b>Total Administrative and Overhead</b>	<b>23,232</b>	<b>44,468</b>	<b>84,024</b>	<b>46,231</b>	<b>109,424</b>	<b>154,226</b>	<b>52,066</b>	<b>513,671</b>
<b>Expended Cost per Section</b>	<b>157,855</b>	<b>226,368</b>	<b>283,060</b>	<b>216,891</b>	<b>291,220</b>	<b>593,393</b>	<b>341,451</b>	<b>2,110,238</b>
Less Equipment & Capital Leases	(314)	(614)	(940)	(626)	(626)	(14,775)	(940)	(18,835)
Annualized Equipment Cost over five years	30,324	21,653	12,365	10,047	6,328	40,340	40,761	161,818
<b>Cost per Section</b>	<b>\$ 187,865</b>	<b>\$ 247,407</b>	<b>\$ 294,485</b>	<b>\$ 226,312</b>	<b>\$ 296,922</b>	<b>\$ 618,958</b>	<b>\$ 381,272</b>	<b>\$ 2,253,221</b>
<b>Total Tests by Lab Section</b>	<b>23,256</b>	<b>87,919</b>	<b>11,148</b>	<b>102,911</b>	<b>20,221</b>	<b>6,955</b>	<b>7,745</b>	<b>253,200</b>
Average Cost / Test	\$ 8.08	\$ 2.81	\$ 26.42	\$ 2.20	\$ 14.68	\$ 88.99	\$ 49.23	\$ 8.90
Zoonotic/Public Health Tests	23,256	-	4,725	89,740	11,676	5,550	793	130,190
Total Zoonotic Testing	\$187,865.00	\$ -	\$ 124,815.36	\$ 197,347.60	\$ 171,403.68	\$ 493,894.50	\$ 39,037.92	\$ 1,214,364.06
Industry Economic Risk Tests	-	-	2,398	13,154	7,434	11	6,865	29,851
Total Industry Economic Risk Testing	\$ -	\$ -	\$ 63,345.45	\$ 28,927.02	\$ 109,131.12	\$ 978.89	\$ 337,951.23	\$ 540,333.70
Other Tests	-	87,919	4,025	17	1,111	1,394	87	93,159
Total Other Testing	\$ -	\$ 247,407.00	\$ 106,324.19	\$ 37.38	\$ 16,387.20	\$ 124,084.61	\$ 4,282.85	\$ 498,523.24

**DEPARTMENT OF LIVESTOCK  
DIAGNOSTIC LABORATORY  
REVENUE TO COST ANALYSIS BY SECTION  
FISCAL YEAR 2016**

LABORATORY SECTION	Milk Laboratory Section	Clinical Pathology Laboratory Section	Clinical Microbiology - Bacteriology, Parasitology & Mycology Section	Serology Laboratory Section	Virology Laboratory Section	Histopathology / Pathology Laboratory Section	Molecular Diagnostics Laboratory Section	Total Diagnostic & Milk Lab Expenses
Zoonotic Laboratory Revenues	\$ 112,415	\$ -	\$ 57,866	\$ 148,188	\$ 38,841	\$ 102,432	\$ 18,884	\$ 478,626
Zoonotic Testing Costs	(187,865)	-	(124,815)	(197,348)	(171,404)	(493,895)	(39,038)	(1,214,365)
Excess Costs over Revenues	<u>\$ (75,450)</u>	<u>\$ -</u>	<u>\$ (66,949)</u>	<u>\$ (49,160)</u>	<u>\$ (132,563)</u>	<u>\$ (391,463)</u>	<u>\$ (20,154)</u>	<u>\$ (735,739)</u>
Economic Impact Revenues	\$ -	\$ -	\$ 15,218	\$ 101,020	\$ 45,663	\$ 184	\$ 178,418	\$ 340,503
Economic Testing Costs	-	-	(63,345)	(28,927)	(109,131)	(979)	(337,951)	(540,333)
Excess Costs over Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (48,127)</u>	<u>\$ 72,093</u>	<u>\$ (63,468)</u>	<u>\$ (795)</u>	<u>\$ (159,533)</u>	<u>\$ (199,830)</u>
Other Testing Revenues	\$ -	\$ 147,442	\$ 53,363	\$ 36,633	\$ 22,022	\$ 49,481	\$ 32,146	\$ 341,087
Other Testing Costs	-	(247,407)	(106,324)	(37)	(16,387)	(124,085)	(4,283)	(498,523)
Excess Costs over Revenues	<u>\$ -</u>	<u>\$ (99,965)</u>	<u>\$ (52,961)</u>	<u>\$ 36,596</u>	<u>\$ 5,635</u>	<u>\$ (74,604)</u>	<u>\$ 27,863</u>	<u>\$ (157,436)</u>
Diagnostic Lab Fees by Section	\$ 112,415	\$ 147,442	\$ 126,447	\$ 285,841	\$ 106,526	\$ 152,097	\$ 229,448	\$ 1,160,216
Cost per Section	(187,865)	(247,407)	(294,484)	(226,312)	(296,922)	(618,959)	(381,272)	(2,253,221)
Excess Costs over Revenues	<u>\$ (75,450)</u>	<u>\$ (99,965)</u>	<u>\$ (168,037)</u>	<u>\$ 59,529</u>	<u>\$ (190,396)</u>	<u>\$ (466,862)</u>	<u>\$ (151,824)</u>	<u>\$ (1,093,005)</u>

Revenues above are lab fees collected from veterinarians and other users/customers of the lab.

The department paid milk laboratory expenses from milk inspection fees assessed to producers.

The diagnostic laboratory outsources specialized tests to other labs. The contracted laboratories charge the Montana Veterinary Diagnostic Laboratory. MVDL charges the client for these charges plus shipping and handling. These referral revenues are not included above.

**DEPARTMENT OF LIVESTOCK  
BRANDS ENFORCEMENT DIVISION  
PROGRAM AND BUDGET COST ANALYSIS**

**Program Importance:**

The primary purpose of Brands Enforcement is to protect Montana livestock interests from theft and other livestock crimes. This is accomplished through inspectors and law enforcement staff to encourage compliance and enforce regulations, and office staff to manage data and verify compliance.

**Legal Authorities:**

- Title 81 Chapter 3: Marks and Brands
  - The Board appoints inspectors and detectives within Brands Enforcement Division (BE) for purposes of supervising and protecting livestock interests of the state from theft.
  - BE maintains the official record of all brands (Part 1).
  - BE authorizes movement and verifies ownership of livestock through inspection and permits (Part 2).
- Title 81 Chapter 4: Containment of Livestock
  - BE takes estrays into possession, attempts to locate owners, disposes of animals, and disposes of proceeds in the manner prescribed (Part 6).
- Title 81 Chapter 5: Unlawful Transporting or Driving of Livestock
  - BE requires permits for the movement of sheep and bison and investigates any unauthorized movement of livestock from their customary range.
- Title 81 Chapter 8: Marketing
  - BE licenses and regulates livestock markets, livestock dealers, and security interests on branded livestock.
- Title 81 Chapter 9: Slaughter
  - BE inspects hides for ownership verification at licensed slaughter facilities (Part 1)
  - BE licenses hide dealers (Part 4).
- Title 81 Chapter 10: Horse Owner Amnesty
  - The Horse Owner Amnesty Act provides a method by which horse owners can surrender horses to BE when owners can no longer provide basic care.

### Position Classifications:

- a. Program Manager – Administrator (1.00 FTE)
- b. Program Manager – Assistant Administrator (0.50 FTE)
- c. Program Manager – Eastern and Western Area Supervisors (1.00 FTE)
- d. Livestock Crime Investigator (16.00 FTE)
- e. Livestock Inspector Supervisor (12 .00FTE)
- f. Livestock Inspector (14.61 FTE)
- g. Market Auditor (1.00 FTE)
- h. Compliance Technician – Brand Recorder (1.00 FTE)
- i. Compliance Technician – Inspection Clerk (3.00 FTE)
- j. Compliance Technician – Market Compliance Specialist (1.00 FTE)
- k. Compliance Technician – Mortgage Clerk (1.00 FTE)
- l. Administrative Assistant (1.00 FTE)

### Description of Duties

- a. Program Manager – Administrator:  
The Administrator maintains and improves organizational performance through development of performance management protocol, improving recruitment and training procedures, budget oversight, creation and evaluation of metrics to determine the effectiveness of resource allocation, communication with other agencies to anticipate industry trends or technological and procedural advances that may benefit BE. This is a law enforcement position requiring Montana POST certification.
- b. Program Manager – Assistant Administrator:  
The Assistant Administrator oversees and develops policies and procedures for all livestock market operations, participates in market personnel management, and negotiates and monitors market software contracts. This position also coordinates law enforcement staff compliance with state training requirements and assists other program managers in developing consistent procedural guidelines for law enforcement activities. The Assistant Administrator provides backup for Administrator as needed. This is a law enforcement position requiring Montana POST certification and is funded 50% by Animal Health Division.
- c. Program Manager – Eastern and Western Area Supervisors  
Two BE Area Supervisors manage the activities and performance of 16 livestock crime investigators. They monitor subordinate activity to ensure adherence to regulations and Department policies, and assist in investigations or multidistrict cases. They participate in the development of policies and procedures for law enforcement recruitment, training, and performance. This is a law enforcement position requiring Montana POST certification and is funded 50% by Animal Health Division.

- d. Livestock Crime Investigator:  
Investigators enforce federal and state livestock laws, conduct investigations in criminal activity, issue citations, perform surveillance to monitor and encourage compliance, inspect livestock, provide information to the public regarding livestock laws and issues, recruit, train and supervise deputy stock inspectors, assist other law enforcement agencies, and assist livestock markets. Each investigator is based within one of 16 geographic districts in the state. Two of the 16 FTE serve dual roles as livestock inspector supervisors. This is a law enforcement position requiring Montana POST certification.
- e. Livestock Inspector Supervisor:  
Livestock Inspector Supervisors directly oversee and supervise 1-2 livestock markets. They provide guidance and interpretation of state and federal livestock regulations for the public, livestock market owners, and other staff, interpret and apply livestock laws and departmental policies for their assigned market(s), coordinate coverage of major livestock sales and on-call dispatch activities, and oversee the collection of fees and beef council money. This position supervises 1-9 employees.
- f. Livestock Inspector:  
Livestock Inspectors inspect livestock to ensure that brand inspection, proof of ownership, security interest, and animal health requirements are met prior to change of ownership, slaughter, and transportation transactions through the use of specialized custom software and electronic devices. This position must develop positive relationships with the public, coworkers, and livestock market owners while strictly adhering to Montana regulations. The position reports to the Livestock Inspector Supervisor, and does not supervise others.
- g. Auditor:  
The market Auditor oversees adherence of federal and state financial requirements for the marketing of livestock (livestock markets, livestock dealers, and non-market sales). It reviews bonding instruments and bond claims, investigates complaints, performs audits of custodial and dealer accounts, and issues licenses and permits.
- h. Compliance Technician – Brand Recorder:  
The Brand Recorder is responsible for issuing, transferring, updating and maintaining all official Montana brand records, of which there are roughly 50,000. This position interacts with thousands of customers helping them understand complex brand laws. Brand ownership and transfers often involve interpretation of complex legal documents and require a detailed understanding of Montana inheritance laws, Title 81 statutes, Administrative Rules of Montana, and Departmental brand policies and procedures.
- i. Compliance Technician – Inspection Clerks:  
Two Cattle Inspection Clerks and one Horse Inspection Clerk are responsible for technical examination, data entry, and filing of all livestock inspection documents. They verify compliance with state & federal law, administrative rule, brands enforcement division policy, and interstate commerce agreements. These positions manipulate databases to prepare statistical and administrative analytical reports. They also instruct the public, state stock and deputy stock inspectors in applying state laws, regulations, and department policies and procedures. The Horse Inspection Clerk serves as a backup Brand Recorder.

- j. Compliance Technician – Market Compliance Specialist:  
The Market Compliance Specialist manages all data and compliance of documentation associated with licensed Montana livestock market transactions, inspections at licensed slaughter facilities, and special livestock sales. This position assesses ownership documentation to determine whether or not held proceeds or proceeds from estray sales may be released. It conducts extensive research to provide inspection information for staff and other entities as needed.
- k. Compliance Technician – Mortgage Clerk:  
The Mortgage Clerk creates, renews, transfers and terminates livestock brand mortgages. The position is one of two backup brand recorders, and is required to answer brand customer questions. It compiles numerous reports (Lost-Strayed-Stolen livestock, monthly mortgage summary, truck stops, and other ad-hoc reports as needed), and assists other personnel with data entry, filing and other duties as needed.
- l. Administrative Assistant:  
The Administrative Assistant performs a variety of duties including general office management, acting as receptionist for the Helena office, drafting documents, compiling information and reports, organizing, filing, assisting customers and staff, and facilitating a functional office environment. It is the primary contact for all inquiries from the public and field staff.

**Operational Details**

BE is funded with state special revenues – Brand Fees and Per Capita Fees.

Service	Staff	General Program Description	Expense Description	2016 Actual
Helena	Administrator/program manager; administrative assistant; auditor; compliance technician  FTE 9.00	Oversees brands enforcement legal authorities; oversees federal and state requirements for marketing livestock; evaluate compliance with department policies.	Salaries	\$ 253,793
			Benefits	111,008
			Other Services	38,723
			Supplies & Materials	12,579
			Communications	13,714
			Travel	4,162
			Repairs & Maintenance	1,292
			Other Expenses	8,391
			<b>TOTAL</b>	<b>\$ 443,662</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Assistant Administrator/Central Area Program Manager	Program manager; Livestock crime investigator  FTE 0.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 40,877
			Benefits	17,879
			Other Services	657
			Supplies & Materials	1,804
			Communications	840
			Travel	292
			Rent	884
			Repairs & Maintenance	421
			Other Expenses	969
			<b>TOTAL</b>	<b>\$ 64,623</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Eastern Area Program Manager	Program manager; Livestock crime investigator  FTE 0.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 23,633
			Benefits	10,337
			Other Services	657
			Supplies & Materials	1,804
			Communications	840
			Travel	292
			Rent	884
			Repairs & Maintenance	421
			Other Expenses	969
			<b>TOTAL</b>	<b>\$ 39,837</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Western Area Program Manager	Program manager; Livestock crime investigator  FTE 0.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 27,006
			Benefits	11,812
			Other Services	657
			Supplies & Materials	1,804
			Communications	840
			Travel	292
			Rent	884
			Repairs & Maintenance	421
			Other Expenses	969
			<b>TOTAL</b>	<b>\$ 44,685</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Billings Market	Livestock inspector supervisor; livestock inspectors  FTE 8.00	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 285,656
			Benefits	124,943
			Other Services	10,515
			Supplies & Materials	20,234
			Communications	8,923
			Travel	1,593
			Utilities	1,954
			Repairs & Maintenance	6,575
			Other Expenses	7,128
			<b>TOTAL</b>	<b>\$ 467,521</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Chinook Market	Livestock inspector supervisor; livestock inspectors  FTE 0.96	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 25,000
			Benefits	10,935
			Other Services	1,262
			Supplies & Materials	2,428
			Communications	961
			Travel	497
			Utilities	235
			Repairs & Maintenance	789
			Other Expenses	855
			<b>TOTAL</b>	<b>\$ 42,962</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Dillon Market	Livestock inspector supervisor; livestock inspectors  FTE 0.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 23,153
			Benefits	10,127
			Other Services	657
			Supplies & Materials	1,265
			Communications	501
			Travel	425
			Utilities	122
			Repairs & Maintenance	411
			Other Expenses	446
			<b>TOTAL</b>	<b>\$ 37,107</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Glasgow Market	Livestock inspector supervisor; livestock inspectors  FTE 1.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 48,871
			Benefits	21,375
			Other Services	1,972
			Supplies & Materials	3,794
			Communications	1,502
			Travel	581
			Utilities	366
			Repairs & Maintenance	1,233
			Other Expenses	1,336
			<b>TOTAL</b>	<b>\$ 81,030</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Glendive Market	Livestock inspector supervisor; livestock inspectors  FTE 1.40	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 45,456
			Benefits	19,882
			Other Services	1,840
			Supplies & Materials	3,541
			Communications	1,402
			Travel	565
			Utilities	342
			Repairs & Maintenance	1,151
			Other Expenses	1,247
			<b>TOTAL</b>	<b>\$ 75,426</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Great Falls Market	Livestock inspector supervisor; livestock inspectors  FTE 2.15	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 68,066
			Benefits	29,771
			Other Services	2,826
			Supplies & Materials	5,438
			Communications	2,153
			Travel	682
			Utilities	525
			Repairs & Maintenance	1,767
			Other Expenses	1,916
			<b>TOTAL</b>	<b>\$ 113,144</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Lewistown Market	Livestock inspector supervisor; livestock inspectors  FTE 1.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 54,187
			Benefits	23,701
			Other Services	1,972
			Supplies & Materials	3,794
			Communications	1,502
			Travel	581
			Utilities	366
			Repairs & Maintenance	1,233
			Other Expenses	1,336
			<b>TOTAL</b>	<b>\$ 88,672</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Miles City Market	Livestock inspector supervisor; livestock inspectors  FTE 2.60	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 73,640
			Benefits	32,209
			Other Services	3,417
			Supplies & Materials	6,576
			Communications	2,603
			Travel	752
			Utilities	635
			Repairs & Maintenance	2,137
			Other Expenses	2,317
			<b>TOTAL</b>	<b>\$ 124,286</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Missoula Market	Livestock inspector supervisor; livestock inspectors  FTE 1.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 57,255
			Benefits	25,042
			Other Services	1,972
			Supplies & Materials	3,794
			Communications	1,502
			Travel	581
			Utilities	366
			Repairs & Maintenance	1,233
			Other Expenses	1,336
			<b>TOTAL</b>	<b>\$ 93,081</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Ramsay Market	Livestock inspector supervisor; livestock inspectors  FTE 2.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 75,383
			Benefits	32,971
			Other Services	3,286
			Supplies & Materials	6,323
			Communications	2,503
			Travel	737
			Utilities	611
			Repairs & Maintenance	2,055
			Other Expenses	2,227
			<b>TOTAL</b>	<b>\$ 126,096</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Sidney Market	Livestock inspector supervisor; livestock inspectors  FTE 2.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 72,276
			Benefits	31,518
			Other Services	3,286
			Supplies & Materials	6,323
			Communications	2,503
			Travel	737
			Utilities	611
			Repairs & Maintenance	2,055
			Other Expenses	2,227
			<b>TOTAL</b>	<b>\$ 121,536</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
Three Forks Market	Livestock inspector supervisor; livestock inspectors  FTE 1.50	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 40,569
			Benefits	17,744
			Other Services	1,972
			Supplies & Materials	3,794
			Communications	1,502
			Travel	581
			Utilities	366
			Repairs & Maintenance	1,233
			Other Expenses	1,336
			<b>TOTAL</b>	<b>\$ 69,097</b>



Service	Staff	General Program Description	Expense Description	2016 Actual
District #4	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 44,053
			Benefits	19,268
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 74,845</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #5	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 41,063
			Benefits	17,960
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 70,547</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #6	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 42,392
			Benefits	18,542
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 72,458</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #7	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 42,304
			Benefits	18,503
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 72,331</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #8	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 85,158
			Benefits	37,247
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 133,929</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #9	Program manager; Livestock crime investigator  FTE 0.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 23,153
			Benefits	10,127
			Other Services	657
			Supplies & Materials	1,804
			Communications	840
			Travel	292
			Rent	884
			Repairs & Maintenance	421
			Other Expenses	969
			<b>TOTAL</b>	<b>\$ 39,147</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #10	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 39,977
			Benefits	17,485
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 68,986</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #11	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 57,292
			Benefits	25,059
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 93,875</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #12	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 42,686
			Benefits	18,671
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 72,881</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #13	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 40,926
			Benefits	17,900
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 70,350</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #14	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 46,737
			Benefits	20,442
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 78,703</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #15	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 39,961
			Benefits	17,479
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 68,964</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #16	Program manager; Livestock crime investigator  FTE 0.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 20,575
			Benefits	8,999
			Other Services	657
			Supplies & Materials	1,804
			Communications	840
			Travel	292
			Rent	884
			Repairs & Maintenance	421
			Other Expenses	969
			<b>TOTAL</b>	<b>\$ 35,441</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #17	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 54,776
			Benefits	23,958
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 90,258</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #18	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 70,446
			Benefits	30,812
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 112,782</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #19	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 47,745
			Benefits	20,883
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 80,152</b>

Service	Staff	General Program Description	Expense Description	2016 Actual
District #25	Program manager; Livestock crime investigator  FTE 1.00	Investigates and enforces federal and state livestock laws.	Salaries	\$ 48,304
			Benefits	21,128
			Other Services	1,314
			Supplies & Materials	3,608
			Communications	1,679
			Travel	375
			Rent	1,768
			Repairs & Maintenance	842
			Other Expenses	1,938
			<b>TOTAL</b>	<b>\$ 80,956</b>

**Brands Enforcement by Function**

<b>Division Function</b>	<b>Staff</b>	<b>General Program Description</b>	<b>Expense Description</b>	<b>2016 Actual</b>
Helena/ Administrative	Administrator/program manager; administrative assistant; auditor; compliance technician  FTE 9.00	Oversees brands enforcement legal authorities; oversees federal and state requirements for marketing livestock; evaluate compliance with department policies.	Salaries	\$ 253,793
			Benefits	111,008
			Other Services	38,723
			Supplies & Materials	12,579
			Communications	13,714
			Travel	4,162
			Repairs & Maintenance	1,292
			Other Expenses	8,391
			<b>TOTAL</b>	<b>\$ 443,662</b>

<b>Division Function</b>	<b>Staff</b>	<b>General Program Description</b>	<b>Expense Description</b>	<b>2016 Actual</b>
District Livestock Crime Investigators	Program manager; Livestock crime investigator  FTE 17.50	Investigates and enforces federal and state livestock laws.	Salaries	\$ 879,064
			Benefits	384,491
			Other Services	22,995
			Supplies & Materials	63,140
			Communications	29,385
			Travel	7,085
			Rent	30,940
			Repairs & Maintenance	14,735
			Other Expenses	33,915
<b>TOTAL</b>	<b>\$ 1,465,750</b>			

<b>Division Function</b>	<b>Staff</b>	<b>General Program Description</b>	<b>Expense Description</b>	<b>2016 Actual</b>
Livestock Inspectors	Livestock inspector supervisor; livestock inspectors  FTE 26.61	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 869,512
			Benefits	380,218
			Other Services	34,977
			Supplies & Materials	67,304
			Communications	27,557
			Travel	8,312
			Utilities	6,499
			Repairs & Maintenance	21,872
			Other Expenses	23,707
<b>TOTAL</b>	<b>\$ 1,439,958</b>			

Operational Summary

Expense Description	2016 Actual	2017 Budget	2018 Request	2019 Request
Salaries	\$ 2,002,369	\$ 2,211,081	\$ 1,951,328	\$ 1,955,646
Benefits	875,717	957,886	1,089,357	1,091,184
Other Services	96,695	73,728	90,160	88,538
Supplies & Materials	143,023	134,417	107,141	113,920
Communications	70,656	75,101	73,688	73,688
Travel	19,559	30,691	30,691	30,691
Rent	30,940	62,720	64,611	65,347
Utilities	6,499	12,131	12,337	12,754
Repairs & Maintenance	37,899	36,520	36,520	36,520
Other Expenses	66,013	71,244	71,244	71,244
Fund Transfers	-	129,000	-	-
<b>TOTAL</b>	<b>\$ 3,349,370</b>	<b>\$ 3,794,519</b>	<b>\$ 3,527,077</b>	<b>\$ 3,539,532</b>

Brands  
Enforcement  
Division

FTE 53.11

PL – 11 Brands Enforcement Leased Vehicle	<u>FY 2018</u>	<u>FY 2019</u>
Fund Source: Per Capita Fee 02426	\$10,449	\$10,499

Description and Justification

Brands requests \$10,449 each year for leased vehicles. A large leased truck is requested based on current motor pool rates on 20,000 miles driven costing \$5,991 each year. In addition, Brands needs to pay one half the cost of an area manager's vehicle amounting to \$4,458 each year. The area manager travels in excess of 30,000 miles per year.



# Board of Livestock Meeting

## Agenda Request Form

From: Dan Turcotte		Division/Program: Milk Control Bureau			Meeting Date: 2/22/2017		
<b><u>Agenda Item:</u> Milk and Egg Bureau General Updates</b>							
Background Info: General Updates							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No <input checked="" type="checkbox"/>	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



# Board of Livestock Meeting

## Agenda Request Form

From: George Edwards		Division/Program: LLB			Meeting Date: 2/22/17		
<b><u>Agenda Item:</u> General Updates</b>							
Background Info: Legislation impacting the Livestock Loss Board							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

**2016 Losses - Feb 1, 2017**

Montana LLB  
 PO Box 202005  
 Helena MT 59620  
[www.lib.mt.gov](http://www.lib.mt.gov)

George Edwards  
 Executive Director  
 (406) 444-5609  
[gedwards@mt.gov](mailto:gedwards@mt.gov)

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama	Totals	Payments
Beaverhead	13	4		1			18	\$14,320.98
Carbon	18						18	\$19,149.64
Deer Lodge	1						1	\$1,006.39
Gallatin	2						2	\$2,107.36
Glacier	23						23	\$25,333.17
Granite	1						1	\$1,129.03
Lake	5						5	\$4,952.71
L&C	9						9	\$10,311.65
Lincoln	2						2	\$2,211.75
Madison	14						14	\$21,605.60
Missoula	1						1	\$1,198.08
Park	2						2	\$4,127.50
Pondera	13	52					65	\$26,306.27
Powell	9						9	\$8,996.46
Ravalli	6						6	\$6,663.05
Sanders	2						2	\$1,950.00
Silver Bow	1						1	\$764.15
Stillwater	4						4	\$4,260.50
Teton	3	1					4	\$3,325.96
Toole	2	13					15	\$5,475.37
Wheatland		6					6	\$878.46
<b>Totals</b>	<b>131</b>	<b>76</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>208</b>	<b>\$166,074.08</b>

**Wolves**

Confirmed	45	5		1	
Probable	11	5			
Value	\$56,153.08	\$1,901.14		\$787.59	
Owners	34	2		1	

**Grizzly Bears**

Confirmed	33	26			
Probable	42	40			
Value	\$91,202.07	\$16,030.20			
Owners	39	3			

FY 17= \$108,860 claims with \$91,140 remaining

FY 16 = \$172,634 general fund + \$48,448 federal fund. Total \$221,082 spent on claims

Calendar year 2015/2016 comparison: 3 head less wolves 10 head increase grizzly bears

### 2015 Livestock Losses

Montana LLB  
 PO Box 202005  
 Helena MT 59620  
[www.llb.mt.gov](http://www.llb.mt.gov)

George Edwards  
 Executive Director  
 (406) 444-5609  
[gedwards@mt.gov](mailto:gedwards@mt.gov)

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama	Totals	Payments
Beaverhead	15	22		1			38	\$34,299.32
Carbon	27						27	\$40,544.33
Cascade		5					5	\$1,074.82
Choteau	2						2	\$3,047.50
Deer Lodge	1						1	\$1,613.40
Flathead	1						1	\$1,504.70
Glacier	6	14					20	\$13,070.79
Lake	3						3	\$4,368.00
L&C	6	3					9	\$10,214.79
Lincoln	2						2	\$3,268.50
Madison	17						17	\$28,918.62
Mineral	1						1	\$1,657.50
Park	2						2	\$2,873.44
Pondera	5	38				1	44	\$17,910.23
Powell	3	2				1	6	\$5,405.28
Ravalli	5						5	\$6,047.54
Sanders	1						1	\$979.83
Silver Bow	4						4	\$5,524.69
Stillwater	10						10	\$15,863.93
Sweet Grass	1						1	\$1,531.40
Teton		1					1	\$193.36
<b>Totals</b>	<b>112</b>	<b>85</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>200</b>	<b>\$199,911.97</b>

#### Wolves

Confirmed	39	22		1	
Probable	7				
Value	\$67,865.74	\$11,485.56		\$1,417.92	
Owners	26	2		1	

#### Grizzly Bears

Confirmed	50	44			1	1
Probable	16	19				
Value	\$103,815.99	\$14,668.43			\$400.00	258.33
Owners	32	8			1	1

Bill#	LC#	Sponsor	Status	Short Title	Delete Checked	Cl
<a href="#">HB 13</a>	LC0317	Moffie Funk	(H) Referred to Committee	State employee pay plan	<input type="checkbox"/>	
<a href="#">HB 256</a>	LC1706	Casey Knudsen	(S) Hearing	Revise legal fence laws	<input type="checkbox"/>	
<a href="#">HB 283</a>	LC1767	Tom Burnett	(S) Referred to Committee	Require agencies to report grant information	<input type="checkbox"/>	
<a href="#">HB 286</a>	LC0291	Ray L Shaw	(S) Hearing	Allow livestock loss reimbursement for mountain lion predation	<input type="checkbox"/>	
<a href="#">HB 305</a>	LC2143	Bill Harris	(S) Hearing	Revising laws related to county bounties on predators	<input type="checkbox"/>	
<a href="#">HB 367</a>	LC2298	Becky Beard	(H) 2nd Reading Passed	Create voluntary hunting license check-off for predator management	<input type="checkbox"/>	
<a href="#">HB 434</a>	LC2273	Kelly Flynn	(H) Hearing	Create Montana wildlife habitat improvement act	<input type="checkbox"/>	
<a href="#">HB 539</a>	LC1911	Rob Cook	(H) Hearing	Limiting carryforward appropriations	<input type="checkbox"/>	
<a href="#">SB 41</a>	LC0491	Frederick (Eric) Moore	(S) Transmitted to Governor	Revise terms for livestock loss prevention grants	<input type="checkbox"/>	
<a href="#">SB 73</a>	LC0084	Pat Connell	(H) Referred to Committee	Revise laws related to livestock loss	<input type="checkbox"/>	
<a href="#">SB 110</a>	LC0506	Mike Phillips	(S) Hearing	Allowing funds in wolf management account to be used for management activities	<input type="checkbox"/>	
<a href="#">SB 236</a>	LC2314	Jennifer Fielder	(S) Hearing	Constitutional referendum to safeguard right to hunt, fish, and trap wildlife	<input type="checkbox"/>	



# Board of Livestock Meeting

## Agenda Request Form

From: Leslie Doely/Ty Thomas		Division/Program: Brands Enforcement			Meeting Date: <b>2/22/2017</b>		
<b><u>Agenda Item:</u> Fort Supply Contract Renewal</b>							
Background Info: BOL requested that research on other software systems be performed prior to renewing existing software contract							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required?	Yes	No	
<b><u>Agenda Item:</u> General Updates</b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b><u>Agenda Item:</u></b>							
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: February 22, 2017		
<b><u>Agenda Item</u> General Program Updates</b>							
Background Info: General Program Updates							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No X	Board vote required?	Yes	No X	
<b><u>Agenda Item:</u> General Program Updates</b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



# Board of Livestock Meeting

## Agenda Request Form

From: Layton		Division/Program: Diagnostic Laboratory			Meeting Date: February, 2017		
<b>Agenda Item: Fees</b>							
Background Info: Direction in proceeding with fee assessments							
Recommendation: Advice/plan							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<b>Agenda Item: Equipment issues</b>							
Background Info: Multiple equipment failures. Biowaste autoclave went down and currently up with scavenged parts. No warranty. Rebuild/replacement may be in future (16K vs 40K, respectively). Two centrifuges went down in one week. One has motor issue (price of motor and centrifuge replacement are being determined). Second possibly has a latch issue, repairman called but yet to assess. FOSS- This is vital piece of equipment that is used in the Milk Laboratory, maintenance and replacement parts will not be available after 2018.							
Recommendation: Vital pieces of equipment that may need to be replaced							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b>Agenda Item: Accreditation application</b>							
Background Info: AAVLD accreditation application is complete however having difficulty in up loading to the AAVLD site. Not sure if it is our network or theirs. At this writing, Tess is out sick and when she returns, we will try again. This is the first step in determining before the setting up of a visitation date. Shooting for August of this year.							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b>Agenda Item: Waste chemical disposal</b>							
Background Info: MSU is not allowed to pick up our chemical waste because it is prohibited by DEQ since state departments/institutions are not allowed to transport these wastes for another department/institution.  We have had several meeting with MSU and they will help us in this transfer of responsibility. First we need to send our chemical manager to Butte for a 40 Hazardous chemical training (\$650, meeting, R and B). Then she will need to complete an 8 hour DOT course to authorize waste pickup and documentation of the chemicals (\$150). Several individuals have recommended two people be trained in the DOT, in case of absence. We have received several drums for storage in the large anteroom. Once we have done this, pick up by the same company that does MSU chemical waste disposal can be done every 6 weeks at \$404/pick up. I hope that we can do every 12 week but still to be determined. We have paid MSU \$4000 + in this year's recharge, that will be refunded and used to offset these costs.							

Recommendation: Up date but approval for travel						
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
<b><u>Agenda Item: Out of state travel Milk Laboratory</u></b>						
Background Info:						
See request						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Department of Livestock

1) Division  
MVDL-Milk Laboratory**2) Employees Traveling**

Erin Burns

**3) Justification**

To attend FDA Course #374 "Laboratory Examination of Dairy Products" at Indiana State Dept of Health, Bureau of Laboratories, FDA Division, April 4-6, 2017. This is vital training for new analysts in the operations of the Central Milk Laboratory.

Funding MAY be provided from FDA up to the amount of \$2000. We are awaiting confirmation or denial of funding to support this training and travel.

Attached is an estimate of costs.

**4) Itinerary**

Attendance for the course is April 4-6, 2017 (Tuesday-Thursday) Travel to and from will be on a Monday and Friday.

**5) Submitted By**

Requested By

Title

Date

2/13/2017

**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 HEALTH & HUMAN SERVICES

Date: Monday, February 13, 2017

From: Laboratory Proficiency and Evaluation Team (LPET)

Subject: **LABORATORY EXAMINATION OF DAIRY PRODUCTS - COURSE FD374**

April 4 - 6, 2017 at Indiana State Department of Health, Bureau of Laboratories, Food, Drug & Dairy Division, 550 West 16<sup>th</sup> St., Suite B, Indianapolis, IN 46202

To: **Accepted Attendee**

Space has been set aside for you at this course to be held in Indianapolis, IN, April 4 - 6, 2017. Lodging information can be found below. You are NOT being charged a registration fee for this course. **The attendee is responsible for all of their meals and transportation.**

**You must complete and return the attached FDA registration form to the Laboratory Proficiency & Evaluation Team (prefer email to [William.Northeimer@fda.hhs.gov](mailto:William.Northeimer@fda.hhs.gov) or to Fax 708-924-0690) by Friday, March 3, 2017. You must also register online for the course with Indiana State Department of Health, Bureau of Laboratories, Food, Drug & Dairy Division by March 24, 2017. If you are driving to the class, parking is free. Carpooling is recommended. Hotel may provide shuttle service.**

Optional arrangements have been made for lunch, where the cost of the lunch is the responsibility of the analyst. If opting to participate in the box lunch (arrangements made through Potbelly Sandwich Shop), please be sure to mark this on the State's online registration form. Register online at <https://www.eventbrite.com/e/laboratory-examination-of-dairy-products-fd374-tickets-32062910027>. To pay for the optional lunches by credit card, select the ticket option of Registration with Lunch and follow the prompts.

If you find that you cannot attend, please contact us [Dr. William Northeimer, by phone (708) 924-0629 or email [William.Northeimer@fda.hhs.gov](mailto:William.Northeimer@fda.hhs.gov)] immediately so that your space can be offered to someone else.

For this course you are asked to bring your own lab coat and eye protection. If possible, it is recommended that you bring your own pipettor and tips, or pipette aid (pipettes will be provided). All other materials will be provided.

If you feel that you are able to assist in providing some supplies or equipment, or if you have questions regarding the Indianapolis area, please contact Meagan Teachout by email at [MTeachout@isdh.IN.gov](mailto:MTeachout@isdh.IN.gov) or by phone (317) 921-5530.

If you have any questions or concerns please contact the LPET.

**Hotel Information:**

A contract with a hotel has NOT been set up. We suggest that reservations be made as soon as possible with one of the listed hotels:

<b>Candlewood Suites</b> 1152 N White River Pkwy W Dr, Indianapolis, IN 46222 (317) 536-7700	<b>Courtyard by Marriott</b> 320 N Senate Ave, Indianapolis, IN 46204 <u>(317) 684-7733</u>	<b>Residence Inn by Marriott</b> 350 West New York Street, Indianapolis, IN 46202 <u>(317) 822-0840</u>
---	--	--

There are many other hotels in the area.

Analyst Workshop - FDA Course FD374  
Travel Estimate

	estimate	total estimate
Airline Travel - Monday to Friday	\$800-\$1500	\$1,500.00
Airline Baggage Fees - one bag, both ways	\$25 X 2	\$50.00
Hotel - 4 nights	(\$100-\$150) X4	\$600.00
Meals - per diem, 5 days, out-of-state	\$46 X 5	\$225.00
Rental Car - 5 days from airport	\$100 X 5	\$500.00
Rental Car - gas	\$50	\$50.00
Rental Car - parking - 5 days at destination	\$15 X 5	\$75.00
Airport Parking - in Bozeman, \$8/day	\$8 X 5	\$40
	Total	\$3,040.00

prepared by Julie Armstrong 12-16-16



# Board of Livestock Meeting

## Agenda Request Form

From: George Harris		Division/Program: Centralized Services			Date: February 22, 2017 Board Meeting		
<b>Agenda Item: Update on HB 2 Livestock Budget Request 2019 &amp; Legislative Fiscal Notes</b>							
Background Info: HB 2 is the appropriations bill that contains the Department's budget request for FY 2018-19. George will update the Board on the actions of the appropriations subcommittee in terms of decision packages and actual implementation of executive action. He will also update the board on fiscal notes that have been required of the department on various legislative bills regarding the department.							
Recommendation:							
Time needed: 10-15 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No <input checked="" type="checkbox"/>	
<b>Agenda Item: State Special Revenue Collection Comparison FY 2016 with FY 2017 Actuals</b>							
Background Info: George will present the FY 2017 state special revenue collections through January 31, 2017 compared to the same period last fiscal year.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No <input checked="" type="checkbox"/>	
<b>Agenda Item: FY 2017 Expenditure Projections to Fiscal Year End (FYE) 2017</b>							
Background Info: George will go over the expenditure projections to FYE 2017 by program and respond to any questions.							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No <input checked="" type="checkbox"/>	
<b>Agenda Item: Budget Status Through November 2016</b>							
Background Info: The budget status reports submitted to the Board will be included in the CSD report. The reports will include FY 2017 budget compared to FY 2017 actual expenses through November 2016 and compared to the same period last fiscal year. George will update the board on the departmental budget status for fiscal year 2017 and respond to any questions. He will respond to any questions on budget status.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required:	Yes	No <input checked="" type="checkbox"/>	
<b>Agenda Item: FY 2017 Cash Balance Projection: (Per Capita, Brand Fees and Lab Fees)</b>							
Background Info: George will update the Board on the projected cash balance in the Per Capita, Brands and Lab Fees by Fiscal Year End 2017. He will also update the Board on per capita fee collections to date for tax year 2017.							
Recommendation:							
Time needed: 5 minutes	Attachments:	Yes	No	Board vote required:	Yes	No <input checked="" type="checkbox"/>	



# Board of Livestock Meeting

## Agenda Request Form

February 22, 2017

<b>1. From: Marty Zaluski</b>	<b>Division/Program: Animal Health</b>
-------------------------------	--

**Agenda Item: Out-of-State Travel Request**

Background Info: USAHerds is a software system used by the Animal Health Division for managing and tracking animal imports and exports, quarantines, and the brucellosis program testing. The program is also used by several other states. A hands-on workshop is held once a year to help end users use new features and better use the program through collaboration with others.

Animal Health is requesting out-of-state travel approval for two individuals (Sara Starkey and Sam Novak) to travel to the USAHerds User Group Annual Meeting.

The conference is scheduled for May 2-4 in Springfield, Missouri. The detailed breakdown is below, but the total costs are estimated to be \$1540-1750. Travel for both individuals will be covered out of the Animal Disease Traceability Cooperative Agreement.

**Costs per person:**

- Flight: \$700-900
- Hotel: \$140/night for 4 nights= \$560
- Per Diem:
  - Monday \$46
  - Tuesday \$46
  - Wednesday \$46
  - Thursday \$46
  - Friday \$46
- Registration \$50

**Max grand total including registration: \$1540-1750**

Car Rental (if needed): \$190 for 5 days

Time needed: 5 MIN	Attachments: NO	Board vote required? YES
--------------------	-----------------	--------------------------

<b>2. From: Marty Zaluski</b>		<b>Division/Program: Animal Health</b>													
<b>Agenda Item: Out-of-State Travel Request</b>															
<p>Background Info: The Western States Livestock Health Association annual meeting is a chance for state animal health officials from 17 western states to meet and discuss current issues. Meetings topics include brucellosis, trichomoniasis, avian influenza, traceability, and tuberculosis. The meeting is an opportunity to collaborate with other states on policy that impacts animal health issues in our respective states.</p> <p>Animal health is requesting permission for the three veterinarians (Zaluski, Szymanski, Liska) and one animal health investigator (Elings) to attend.</p> <p>The meeting is to be held April 25-27, 2017 in Las Cruces, New Mexico.</p> <p>Estimated cost of attendance per person:</p> <table> <tr> <td>Registration -</td> <td>\$250</td> </tr> <tr> <td>Travel (estimate) -</td> <td>\$900</td> </tr> <tr> <td>Lodging - \$125/night (X4)</td> <td>\$500</td> </tr> <tr> <td>Per Diem - \$46/day (X5)</td> <td>\$230</td> </tr> <tr> <td><u>Car Rental -</u></td> <td><u>\$100</u></td> </tr> <tr> <td>Total (per person)</td> <td>\$1980</td> </tr> </table> <p>Travel would be covered under Animal Disease Traceability (cooperative agreement) for one person, Cattle Health (cooperative agreement) for one person, and animal health for two persons.</p>				Registration -	\$250	Travel (estimate) -	\$900	Lodging - \$125/night (X4)	\$500	Per Diem - \$46/day (X5)	\$230	<u>Car Rental -</u>	<u>\$100</u>	Total (per person)	\$1980
Registration -	\$250														
Travel (estimate) -	\$900														
Lodging - \$125/night (X4)	\$500														
Per Diem - \$46/day (X5)	\$230														
<u>Car Rental -</u>	<u>\$100</u>														
Total (per person)	\$1980														
Time needed: 5 MIN	Attachments:	NO	Board vote required? YES												

<b>3. From: Marty Zaluski</b>		<b>Division/Program: Animal Health</b>							
<b>Agenda Item: Out-of-State Travel Request</b>									
<p>Background Info: As a member of the Executive Committee of the USAHA, Dr. Zaluski is requested to participate in the Committee on Government Relations (GRC) in Washington DC. The purpose of the GRC is to collaborate with federal officials seeking updates on current animal health issues and responses to resolutions approved at the annual meeting of the Association. By doing this, the Committee enhances the Association's ability to directly influence the regulatory process on animal health issues.</p> <p><b>Schedule</b></p> <p>Mon 3/6: Travel day to D.C.</p> <p>Tues 3/7: Agency Meetings at AVMA office</p> <p>Wed 3/8: Agency Meetings at NCBA office</p> <p>Thu 3/9: EC meeting/possible hill visits</p> <p>Fri 3/10: Travel day</p> <p><b>Budget:</b></p> <table> <tr> <td>Travel: (estimated airfare)</td> <td>\$ 900</td> </tr> <tr> <td>Lodging: \$226/night (x4) =</td> <td>\$ 968</td> </tr> <tr> <td>Per Diem: \$46/day (x5) =</td> <td>\$ 230</td> </tr> </table>				Travel: (estimated airfare)	\$ 900	Lodging: \$226/night (x4) =	\$ 968	Per Diem: \$46/day (x5) =	\$ 230
Travel: (estimated airfare)	\$ 900								
Lodging: \$226/night (x4) =	\$ 968								
Per Diem: \$46/day (x5) =	\$ 230								

Total budget:	\$2098			
Recommendation: Board Approval				
Time needed: 5 MIN	Attachments:	NO	Board vote required?	YES

<b>4. From: Marty Zaluski</b>		<b>Division/Program: Animal Health</b>		
<b>Agenda Item: Request to fill animal health Import Technician position.</b>				
Background Info: The License Permit Technician (56300045) position is vacant, and Animal Health Division has interviewed and selected a well qualified candidate to hire. Animal Health Division is requesting to fill this vacancy.				
Justification: In FY 2016, the animal health division issued 4,068 import permits for 138,049 cattle and 11,284 permits for horses entering Montana. This position is one of two people whose primary responsibility is to answer the phones.				
Consequences of not filling this position:				
<ol style="list-style-type: none"> <li>1. Increased hold times for veterinarians and their staff calling the permit line</li> <li>2. Possible reduced compliance with animal health requirements</li> <li>3. Increased use and costs of the 24/7 after hours service</li> <li>4. Increased phone duties for other staff which would take them away from their projects which currently include the alternative livestock program, rule review, DSA compliance, traceability and data entry.</li> </ol>				
Recommendation: Board Approval to fill the position				
Time needed: 5 MIN	Attachments:	NO	Board vote required?	YES

<b>5. From: Marty Zaluski</b>		<b>Division/Program: Animal Health</b>		
<b>Agenda Item: Proposed Alternative Livestock Rule Changes</b>				
The Animal Health Division received a request from an alternative livestock producer to consider allowing producers to apply tags to alternative livestock and collect samples for CWD submission. Currently only an alternative livestock accredited veterinarian or other department designated agent may perform those tasks. After consulting with other states that have alternative livestock programs it is clear that the majority of those states allow producers to perform these tasks. The rule changes requested below reflect changes necessary to allow Montana alternative livestock producers to apply tags and collect CWD samples from their own animals. Please see additional changes in blue since previous board meeting discussions.				
32.4.201 IDENTIFICATION OF ALTERNATIVE LIVESTOCK <u>WITH THE EXCLUSION OF OMNIVORES AND CARNIVORES</u>				
(1) through (2) remains the same.				
(3) Under the authority of 87-4-414, MCA, and 9 CFR 55 and 81, each alternative livestock will be marked with two forms of official identification approved by the department. One approved method of identification will be the Montana official eartag.				
(a) <del>Montana official eartags must be applied by a department-designated agent. Official ear tags will be issued to and applied by alternative livestock accredited veterinarians or other department-designated agents. Alternative livestock accredited veterinarians may choose to delegate authority to apply tags to alternative livestock producers within the context of a valid</del>				

veterinarian-client-patient-relationship. In the circumstance that a producer applies tags to alternative livestock the following conditions must be met:

(i) Alternative livestock producers may only apply tags to their own animals and to animals in herds that have achieved CWD certified status.

(ii) Alternative livestock producers may **only** apply tags to calves born in the same year as the tagging event. All **calf** tagging must be completed and reported to the Department of Livestock prior to January 1. Tagging information must be reported to the Department of Livestock on an official department form within 5 days of the tagging event. If producers request an extension for the January 1 tagging deadline a veterinarian must then apply the tags.

(iii) Alternative livestock producers may **not** apply replacement tags or tags to adult animals **only with prior approval from the state veterinarian. The animal must have one official tag in place prior to application of the replacement tag.**

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

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

(d) All animal identification tags retrieved from alternative livestock by the department-designated agent shall be submitted to the department Helena office.

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

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

#### 32.4.1302 REQUIREMENTS FOR MANDATORY SURVEILLANCE OF MONTANA

ALTERNATIVE LIVESTOCK FARM CERVIDAE FOR CHRONIC WASTING DISEASE (1) The licensee must present his entire herd annually for inspection by a designated agent of the department. The department will verify alternative livestock game farm animal's identification and the alternative livestock inventory must reconcile with the department's records.

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

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

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

(i) Training for CWD sample collection will involve the veterinarian supervising the licensee through collection of CWD samples from at least 2 animals prior to the licensee being allowed to collect samples unsupervised.

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

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

(iv) If a licensee collects a sample that is unsuitable for CWD testing due to poor sample collection technique the licensee must be re-trained by an alternative livestock veterinarian before being allowed to collect any further CWD samples. If a licensee continues to collect unsuitable samples after re-training the licensee will no longer be able to collect CWD samples and the CWD certified status of their herd may be reduced.

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

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

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

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

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

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

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

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

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

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

(a) The monitored status of the herd may be reclassified to "suspended."

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

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

(5) Any person having knowledge that an alternative livestock farm cervid has been diagnosed as affected with CWD or exposed to CWD must report that knowledge to the department as required by ARM 32.4.1001. (History: 81-2-103, 87-4-422, MCA; IMP, 81-2-103,

87-4-422, MCA; NEW, 1999 MAR p. 652, Eff. 4/9/99; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2013 MAR p. 414, Eff. 3/29/13; AMD, 2013 MAR p. 2308, Eff. 12/13/13.)

Time needed: 20 MIN

Attachments: NO

Board vote required? YES

**6. From: Marty Zaluski**

**Division/Program: Animal Health**

**Agenda Item: Proposed Animal Health Division Fee Rule Changes**

This proposed price increase is due to an increase in printing costs, postage, and wages for handling and data entry of these forms. The department proposes to amend the above-stated rule to ensure fees are commensurate with the costs as required by 81-1-102(2), MCA.

**32.2.401 DEPARTMENT OF LIVESTOCK ANIMAL HEALTH DIVISION FEES** (1) through (4)(b) remain the same.

(c) SV-7 - large animal cvi book ~~24.00~~ 32.00

(d) SV-7A - cvi convoy replica book ~~25.00~~ 38.00

(e) through (l) remain the same.

Time needed: 5 MIN

Attachments: NO

Board vote required? YES

**7. From: Marty Zaluski/Eric Liska**

**Division/Program: Animal Health**

**Agenda Item: Proposed Brucellosis Rule Changes**

There are 4 changes being proposed by this rulemaking: The department proposes to:

1. Remove unnecessary language in (6)(a).
2. Make the language consistent with the current term of a "Management Agreement."
3. Allow variances to be granted to other requirements other than testing. For example, some producers do not have working facilities within the DSA and therefore must apply identification to heifer calves at the home ranch (outside of the DSA). Frequently, this is done at the time of calfhood vaccination.
4. Change the requirement for annual renewal in response to the Legislative Audit Division's findings. We propose to strike the word "annually" in (7)(b) and add language accordingly. Annual renewal of a Management Agreement is seldom necessary because management practices as outlined rarely change from year-to-year and can be difficult for the department to accomplish in a timely manner that is convenient for the producer. Renewal of agreements at the request of the producer, Department of Livestock, or APHIS due to changes in management practices, risk, epidemiologic investigations or regulation is a more reasonable approach.

AUTH: 81-2-102, 81-2-103, 81-2-104, MCA

IMP: 81-2-101, 81-2-102, 81-2-103, 81-2-104, 81-2-105, 81-2-110, 81-2-111, MCA

**32.3.401 DEFINITIONS** (1) The "administrator" is the individual as defined in 81-1-301, MCA, or that individual's designee.

(2) An "animal" is any quadruped of a species which can become infected with brucellosis. The term includes, but is not limited to a member of the bovine, porcine, canine, ovine, bison (wild

or domestic), caprine, or feline species, or the genus cervidae.

(3) An "approved brucella vaccine" is a brucella product approved by and produced under license of the United States Department of Agriculture for injection into cattle or bison (wild or domestic) to enhance their immune response to brucella.

(4) "Bison" are all animals in the genus bison.

(5) A brucella ovis free ram flock is:

(a) The Department of Livestock will designate a ram flock as brucella ovis free for one year when:

(i) all rams eight months of age and older are subjected to an approved brucella ovis serologic test and all rams are found to be negative; and

(ii) a second test of these same rams is performed 45 to 60 days after the first test and all rams are again found to be negative.

(b) The Department of Livestock will renew the designation of this flock on an annual basis when all rams eight months of age and older are once officially tested negative for brucella ovis; and if

(i) while this flock is recognized as brucella ovis free, all reactor rams on the premises are castrated or identified as prescribed by the department and removed to slaughter; and

(ii) all additions of rams to the flock except for natural increase progeny are officially tested negative for brucella ovis and retested 45 days later and prior to entry into the flock or originate from another brucella ovis free flock.

(c) All official tests used for qualifying rams for interstate shipment must be done by a deputy state veterinarian. The blood samples must be submitted to an approved laboratory for testing. Individual identification of tested rams must be recorded and accompany the blood samples to the laboratory. Costs for veterinary service and laboratory test fees are to be borne by the owner.

(6) "Brucellosis" is the contagious, infectious, and communicable disease of animals and humans caused by bacteria of the genus brucella, brucella abortus, brucella suis, or brucella melitensis, which are referred to in these rules collectively as brucella organisms or individually as a brucella organism.

~~(a) Brucellosis is also known as bangs disease and undulant fever.~~

(7) A "~~brucellosis surveillance herd management plan~~" (~~herd plan~~) brucellosis prevention and surveillance herd management agreement (management agreement) is a document outlining brucellosis mitigation and surveillance practices that will be or have been instituted by an individual designated surveillance area producer or DSA production unit.

(a) To reflect these practices, a "~~herd plan management agreement~~" may also outline variances to some ~~testing~~ Montana brucellosis requirements.

(b) A "~~herd plan management agreement~~" is mutually agreed upon by the producer and the Department of Livestock and should be reviewed ~~annually as necessary or if requested by the herd owner, herd manager, DOL, or APHIS.~~

(8) "Cattle" are all animals in the genus bos.

(9) A "Designated Surveillance Area (DSA)" is a geographically defined region as specified

in ARM 32.3.434 in which cattle or domestic bison may be exposed to brucellosis from wildlife.

(10) A "Montana approved livestock market" is a livestock market that is approved by the United States Department of Agriculture (USDA) and/or the administrator. The animals must be secured within the market facility.

(11) An "official adult vaccinate" (AV) is a sexually intact animal of the genus bos or domestic bison vaccinated with an approved brucella vaccine, using approved procedures, and of an age older than that permitted for official calfhood vaccination.

(12) An "official brucellosis test" (test) is a laboratory protocol for the brucellosis classification of animals as approved by the administrator.

(13) An "official calfhood vaccinate" (OCV) is an animal vaccinated at an official calfhood vaccination eligible age with an approved brucella vaccine using approved procedures.

(14) "Official calfhood vaccination eligible animals" (OCV eligible) means sexually intact female cattle or domestic bison of the age, as designated by the administrator, which may be vaccinated with an approved brucella vaccine to become an official calfhood vaccinate.

(15) "Official Individual Identification" is the unique individual identification of cattle or domestic bison as approved by the administrator.

(16) "Official vaccination" for ram epididymitis is the inoculation of the male sheep at weaning age or older, by a deputy state veterinarian, with a ram epididymitis vaccine approved for use by the state veterinarian.

(17) "Ram epididymitis" is an infectious disease of sheep caused by a bacteria variously called brucella ovis, brucella melitensis ovis, or ram epididymitis organism (R.E.O.).

(18) A "recognized slaughtering establishment" is any slaughtering establishment operating under the provisions of the Federal Meat Inspection Act (21 U.S.C. 601 et seq.) or a state meat inspection act.

(19) "Test eligible animals" means sexually intact cattle or domestic bison twelve months of age or older.

(20) "Vaccinate" (as it pertains to ARM 32.3.433 through 32.3.437) refers to Official Adult Vaccination or Official Calfhood Vaccination. (History: 81-2-102, 81-2-103, 81-2-104, MCA; IMP, 81-2-101, 81-2-102, 81-2-103, 81-2-104, 81-2-105, 81-2-110, 81-2-111, MCA; Eff. 12/31/72; EMERG, AMD, 11/4/75; AMD, Eff. 4/4/77; AMD, 1977 MAR p. 262, Eff. 8/26/77; AMD, 1978 MAR p. 1395, Eff. 9/29/78; AMD, 1980 MAR p. 582, Eff. 2/15/80; EMERG, AMD, 1980 MAR p. 3017, Eff. 12/12/80; AMD, 1988 MAR p. 85, Eff. 1/15/88; AMD, 1988 MAR p. 2394, Eff. 11/11/88; AMD, 1996 MAR p. 2300, Eff. 8/23/96; AMD, 2010 MAR p. 2974, Eff. 12/24/10; AMD, 2011 MAR p. 147, Eff. 2/11/11; AMD, 2011 MAR p. 2541, Eff. 11/26/11.)

The department proposes to amend this rule to make the language consistent with the definition in ARM 32.3.401(7).

AUTH: 81-2-102, 81-2-103, 81-2-104, MCA;

IMP: 81-2-101, 81-2-102, 81-2-103, 81-2-104, 81-2-105, 81-2-110, 81-2-111, MCA

**32.3.435 TESTING WITHIN THE DSA (1)** The following official brucellosis test requirements

apply to all test eligible animals and cattle or domestic bison of any age if intended to be used for breeding purposes that are or have been located within the DSA boundaries of any calendar year:

(a) A test within 30 days prior to movement out of the DSA or change of ownership, unless that movement is to an approved Montana livestock market.

(2) A test completed July 16 or after is acceptable for movement out of the DSA or change of ownership through February 15 of the following year.

(3) Other variances or exceptions to requirements will be considered on an individual basis by the administrator based on a brucellosis surveillance herd management plan [brucellosis prevention and surveillance herd management agreement](#).

(History: 81-2-102, 81-2-103, 81-2-104, MCA; [IMP](#), 81-2-101, 81-2-102, 81-2-103, 81-2-104, 81-2-105, 81-2-110, 81-2-111, MCA; [NEW](#), 2011 MAR p. 147, Eff. 2/11/11; [AMD](#), 2013 MAR p. 538, Eff. 4/12/13.)

The department proposes to amend this rule to clarify that only brucellosis test results on Montana origin animals must be reported within seven days. Test results from the Montana Veterinary Diagnostic Laboratory are reported electronically in the Vetstar Animal Disease Diagnostic System (VADDS). Electronic reporting of testing performed at an out of State laboratory would also be acceptable. A positive brucellosis result on an out-of-state animal performed in Montana is required to be reported under 81-2-107, MCA and ARM 32.3.104.

**32.3.455 BRUCELLOSIS TESTS TO BE REPORTED** (1) The results of all brucellosis tests [of Montana origin](#) animals shall be reported [in writing on an approved form](#) by the person making such tests to the state veterinarian within seven days after test results have been determined.

AUTH: 81-2-102, MCA;

IMP: 81-2-101 MCA

Time needed: 20 MIN

Attachments:

NO

Board vote required?

YES

<b>8. From: Tahnee Szymanski</b>		<b>Division/Program: Animal Health</b>			
<b><u>Agenda Item: Report on Out-of-State travel (Equine Traceability Forum)</u></b>					
Dr. Szymanski traveled to Denver, CO January 16-18 to attend the Equine Forum on Advancing ID, Technology, and Electronic Records. The meeting was put on by the National Institute for Animal Agriculture and the United States Animal Health Association.					
The purpose of the forum was to identify the challenges associated with the equine identification and traceability. Additionally, information was presented on currently available technologies and implementation in different sectors of the equine industry. A white paper will be forthcoming that summarizes the outcomes of the forum.					
Significant take-home from the meeting include:					
<ul style="list-style-type: none"> <li>• The highly diverse and segmented nature of the equine industry will make adaptation of a single methodology difficult. The perceived value of a more standardized approach to equine ID and traceability is not the same for all groups.</li> <li>• The needs of animal health officials vs. private equine associations (e.g. breed associations) are very different.</li> <li>• Which disease an animal health official may be tracing greatly influences what their traceability needs are (equine herpes virus vs. equine piroplasmosis or equine infectious anemia)</li> <li>• The equine industry, possibly more so than other livestock sectors, has huge concern about where traceability is stored and who has access to that information.</li> </ul>					
Time needed: 5 MIN		Attachments:	NO		Board vote required? NO

<b>9. From: Marty Zaluski</b>		<b>Division/Program: Animal Health</b>			
<b><u>Agenda Item: Miscellaneous Updates</u></b>					
As needed					
Time needed: 10 MIN		Attachments:	NO		Board vote required? NO

<b>Department of Livestock</b>	<b>1) Division</b> Animal Health
--------------------------------	-------------------------------------

**2) Employees Traveling**

Sara Starkey, Program Specialist  
Samantha Novak, License Permit Technician

**3) Justification**

USA Herds User Group Conference  
May 2-4 in Springfield, MO

Background Info: USA Herds is a software system used by the Animal Health Division for managing and tracking animal imports, quarantines and brucellosis program testing. The program is also used by several other states. A hands-on workshop is held once a year to help end users use new features and better use the program through collaboration with others.

Animal health is requesting permission for Sara Starkey and Samantha Novak to travel to the USAHerds User Group Annual Meeting.

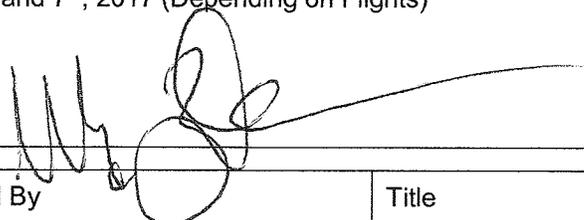
Estimated cost of attendance:

Flight: \$1400-1800  
Hotel: \$140 per night for 4 nights for two people = \$1120  
Car Rental (if needed): \$190 for 5 days  
Per Diem: \$460 for five full days of meals  
Registration: \$50  
Total \$3220-3620

Travel would be covered under Animal Disease Traceability.

**4) Itinerary**

Travel to Springfield, MO - May 1<sup>st</sup>, 2017  
Attend USAHerds Conference - May 2-4, 2017  
Return Travel - Between May 5<sup>th</sup> and 7<sup>th</sup>, 2017 (Depending on Flights)



<b>5) Submitted By</b>	Requested By Marty Zaluski	Title State Veterinarian	Date 12/2/2017
------------------------	-------------------------------	-----------------------------	-------------------

**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.**

<b>Department of Livestock</b>	<b>1) Division</b> Animal Health
--------------------------------	-------------------------------------

**2) Employees Traveling**

Dr. Marty Zaluski, Dr. Eric Liska and Dr. Tahnee Szymanski - Veterinarians  
Travis Elings - Animal Health Investigator

**3) Justification**

Background Info: The Western States Livestock Health Association annual meeting is a chance for state animal health officials from 17 western states to meet and discuss current issues. Meetings topics include brucellosis, trichomoniasis, avian influenza, traceability, and tuberculosis. The meeting is an opportunity to collaborate with other states on policy that impacts animal health issues in our respective states.

Animal health is requesting permission for the three veterinarians (Zaluski, Szymanski, Liska) and one animal health investigator (Elings) to attend.

The meeting is to be held April 25-27, 2017 in Las Cruces, New Mexico.

Estimated cost of attendance per person:

Registration -	\$250
Travel (estimate) -	\$900
Lodging - \$125/night (X4)	\$500
Per Diem - \$46/day (X5)	\$230
Car Rental -	\$100
<b>Total (per person)</b>	<b>\$1980</b>

Travel would be covered under Animal Disease Traceability (cooperative agreement) for one person, Cattle Health (cooperative agreement) for one person, and animal health for two persons.

**4) Itinerary**

<b>5) Submitted By</b>	Requested By	Title	Date
------------------------	--------------	-------	------

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**2) Employees Traveling**

Dr. Marty Zaluski

**3) Justification**

Background Info: As a member of the Executive Committee of the USAHA, Dr. Zaluski is requested to participate in the Committee on Government Relations (GRC) in Washington DC. The purpose of the GRC is to collaborate with federal officials seeking updates on current animal health issues and responses to resolutions approved at the annual meeting of the Association. By doing this, the Committee enhances the Association's ability to directly influence the regulatory process on animal health issues.

## Schedule

Mon 3/6: Travel day to D.C.  
 Tues 3/7: Agency Meetings at AVMA office  
 Wed 3/8: Agency Meetings at NCBA office  
 Thu 3/9: EC meeting/possible hill visits  
 Fri 3/10: Travel day

## Budget:

Travel: (estimated airfare) \$ 900  
 Lodging: \$226/night (x4) = \$ 968  
 Per Diem: \$46/day (x5) = \$ 230

**4) Itinerary****5) Submitted By**

Requested By

Title

Date

**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.**



# Board of Livestock Meeting

## Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau			Meeting Date: 2/22/2017		
<b><u>Agenda Item:</u> Milk Control Bureau update</b>							
Background Info: General Updates							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No <input checked="" type="checkbox"/>	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<b><u>Agenda Item:</u></b>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	