



# Board of Livestock Meeting

## Agenda Request Form

|   |   |   |
|---|---|---|
| From: George Edwards  | Division/Program:<br>Livestock Loss Board | Meeting Date: 7/22/20   |
| <b><u>Agenda Item:</u></b>  |   |   |
| Background Info: General update on statistics. Claims are now coming in at a steady pace similar to prior years. Most of the claims are received between July and December each year. |   |   |
| Recommendation:   |   |   |
| Time needed:  | Attachments:                              | Yes <input type="checkbox"/> No <input type="checkbox"/>                  |
|   |   | Board vote required? <input type="checkbox"/> No <input type="checkbox"/> |

January - June 2020

Montana LLB  
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| Counties      | Cattle    | Sheep     | Goats    | Guard    | Horse    | Llama/Swine | Totals    | Payments           |
|---------------|-----------|-----------|----------|----------|----------|-------------|-----------|--------------------|
| Beaverhead    | 2         | 2         |          |          |          |             | 4         | \$2,129.54         |
| Carbon        | 14        |           |          |          |          |             | 14        | \$12,266.93        |
| Flathead      |           | 5         |          |          |          |             | 5         | \$1,121.31         |
| Gallatin      | 1         |           |          |          |          |             | 1         | \$816.30           |
| Glacier       | 6         |           |          |          |          |             | 6         | \$5,395.17         |
| L&C           | 3         |           |          |          |          |             | 3         | \$2,932.17         |
| Madison       | 6         |           |          |          |          |             | 6         | \$5,490.99         |
| Missoula      | 1         | 1         |          |          |          | 1           | 3         | \$1,465.29         |
| Pondera       | 4         | 11        |          |          |          |             | 15        | \$5,789.31         |
| Powell        | 10        |           |          |          |          |             | 10        | \$8,767.35         |
| Sanders       |           |           | 2        |          |          |             | 2         | \$531.25           |
| Teton         | 1         |           |          |          |          |             | 1         | \$1,020.11         |
| <b>Totals</b> | <b>48</b> | <b>19</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>1</b>    | <b>70</b> | <b>\$47,725.72</b> |
| 2019          | 38        | 30        | 14       |          |          | 2           | 84        | \$64,751.50        |

Wolves

|           |             |          |  |  |  |  |
|-----------|-------------|----------|--|--|--|--|
| Confirmed | 17          | 2        |  |  |  |  |
| Probable  | 2           |          |  |  |  |  |
| Value     | \$16,531.51 | \$565.54 |  |  |  |  |
| Owners    | 11          | 1        |  |  |  |  |

Grizzly Bears

|           |             |            |  |  |  |  |
|-----------|-------------|------------|--|--|--|--|
| Confirmed | 24          | 6          |  |  |  |  |
| Probable  | 4           | 5          |  |  |  |  |
| Value     | \$25,046.87 | \$2,234.65 |  |  |  |  |
| Owners    | 18          | 1          |  |  |  |  |

Mtn Lion

|           |          |            |          |  |  |          |
|-----------|----------|------------|----------|--|--|----------|
| Confirmed | 1        | 3          | 2        |  |  | 1        |
| Probable  |          | 3          |          |  |  |          |
| Value     | \$811.92 | \$1,404.08 | \$531.25 |  |  | \$600.00 |
| Owners    | 1        | 3          | 1        |  |  | 1        |



# Board of Livestock Meeting

## Agenda Request Form

|   |   |                                       |
|---|---|---------------------------------------|
| From: Gary Hamel  | Division/Program: Meat and Poultry Inspection | Meeting Date: July, 22, 2020          |
| <b><u>Agenda Item:</u> Board Report in Lieu of a Presentation (Consent Agenda)</b>  |   |                                       |
| <ul style="list-style-type: none"><li>• <b><u>New Grants of Inspection</u></b></li><li>• <b><u>Virtual Inspection Methods</u></b></li></ul> |   |                                       |
| Recommendation:   |   |                                       |
| Time needed:  | Attachments:                                  | Yes X No Board vote required? Yes No  |
| <b><u>Agenda Item:</u></b>  |   |                                       |
| Background Info:  |   |                                       |
| Recommendation:   |   |                                       |
| Time needed:  | Attachments:                                  | Yes X No Board vote required Yes X 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    |

**Meat and Poultry Inspection Bureau**  
**Board Written Report In lieu of Presentation**

**July 2020**

**New Grants of Inspection**

The Meat and Poultry Inspection Bureau recently gave grants of inspection to two Bozeman area establishments. The first is Amsterdam Meats located in Amsterdam, MT. A new buyer recently acquired Amsterdam Meats and will continue to provide slaughter and processing services. To the extent possible, they will feature their own locally grown cattle. Meat and Poultry Inspection Bureau staff worked extensively to minimize the new establishment's down time. Due to the hard work of staff and extensive preparation by the establishment owner, it took less than five business hours from the closing on the sale of the property to signing the grant of inspection.

Second, Grotto Meats in Bozeman became an official establishment. This establishment only conducts processing activities and specializes in producing fermented and other specialty sausages. Both new establishments will be welcomed additions to the program.

**Virtual Inspection Methods**

The Food Safety and Inspection Service (FSIS) recently hosted a virtual course titled Inspection Methods. This course focuses on the core of inspection duties and responsibilities. In a more conventional format, this training involves travel to an out of state destination and a month of hotel and per diem costs. Sending staff to this type of training was not possible in the past primarily due to budget constraints.

After the virtual course was announced, the bureau nominated three district supervisors to attend the training and all three were accepted. I am happy to report that all three passed the proctored comprehensive examination.

Since that course was completed, FSIS has announced another round of virtual training. Again, the bureau nominated three staff members, including the label

specialist and two inspectors. All three were accepted into the course. While we are providing excellent training to staff on an ongoing basis, it is significant to be able to have inspectors receive the materials directly from FSIS. Because the virtual Inspection Methods course has been successful, we are hopeful that FSIS is looking at a similar model that will be used to deliver other training courses.



# Board of Livestock Meeting

## Agenda Request Form

|  |                                       |  |
|--|---------------------------------------|--|
| From: Chad Lee   | Division/Program: Milk Control Bureau | Meeting Date: 7/22/2020  |
| <b><u>Agenda Item:</u> Milk Control Bureau - Update (Consent Agenda)</b>                                     |                                       |  |
| Background Info: <ul style="list-style-type: none"><li>• Bureau Updates</li><li>• Industry Updates</li></ul> |                                       |  |
| Recommendation:  |                                       |  |
| Time needed:   | Attachments:                          | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b><u>Agenda Item:</u></b>   |                                       |  |
| Background Info:   |                                       |  |
| Recommendation:  |                                       |  |
| Time needed:   | Attachments:                          | Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| <b><u>Agenda Item:</u></b>   |                                       |  |
| Background Info:   |                                       |  |
| Recommendation:  |                                       |  |
| Time needed:   | Attachments:                          | Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| <b><u>Agenda Item:</u></b>   |                                       |  |
| Background Info:   |                                       |  |
| Recommendation:  |                                       |  |
| Time needed:   | Attachments:                          | Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input type="checkbox"/> No <input type="checkbox"/>                       |
| <b><u>Agenda Item:</u></b>   |                                       |  |
| Background Info:   |                                       |  |
| Recommendation:  |                                       |  |
| Time needed:   | Attachments:                          | Yes <input type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input type="checkbox"/> No <input type="checkbox"/>                       |

## **Milk Control Bureau Submission for Board of Livestock July 22, 2020 Meeting Consent Agenda**

### Bureau Updates

The bureau has been preparing to move to the 1225 8<sup>th</sup> Ave. location that previously housed the bureau. The Livestock Loss Bureau office will also be located at the same location. The move will occur on July 21<sup>st</sup>. To fit in the building, the bureau needs to become very lean in terms of office equipment and supplies but is poised to do so since it has transitioned to be a mostly paperless operation.

Milk control license renewal forms were due June 30<sup>th</sup>. The bureau anticipated 116 license renewals; of those, 24 renewal applications are outstanding (as of June 10<sup>th</sup>).

The Dean Foods Estate owes the Montana Department of Livestock \$40,897.48 (\$28,241.02 Settlement Fund; \$8,242.18 milk control assessments; \$4,396.28 milk inspection assessments) for March and April 2020 operations. The Dean Foods Estate also owes four dairies for audit adjustments.

The Board of Milk Control will need to appoint a new member to the Producer Committee to replace Tim Huls. The application form has been posted on the bureau's public notice webpage and is being mailed to each pool producer with the producers' pooling report for June 2020. Applications are requested to be returned by August 14<sup>th</sup>.

There is no news to report regarding the Legislative Audit Division will conduct a full performance audit of the Milk Control Bureau / Board of Milk Control. Ultimately, it will be the Legislative Audit Committee's decision.

### Industry Updates

To-date, four dairies have closed in 2020. In addition to this, another dairy notified the bureau of its intention to close in the near future.

The bureau learned that all but two producers delivering milk to the Meadow Gold plants in Great Falls and Billings signed up to become members of the Dairy Farmers of America (DFA) cooperative.

Other than the milk dumped in April 2020, which was less than 10% of what had been anticipated, no other milk has been dumped in May or June in response to COVID-19 marketing conditions. Cheese processors' demand for milk has resulted in federal Class III prices increasing dramatically, leading to a large and unusual disparity between federal Class III and Class IV prices. The USDA Announcement of Class and Component Prices for June 2020 (announced on July 1st) showed a \$8.14/cwt spread for milk with 3.5% butterfat; the Class III price was 163% of the Class IV price.



# Board of Livestock Meeting

## Agenda Request Form

|   |   |   |
|---|---|---|
| From: Martin Zaluski, DVM, Acting Milk and Egg Bureau Chief       | Division/Program: Animal Health/<br>Milk and Egg Bureau | Meeting Date:<br><b>July 22, 2020</b>   |
| <b><u>Agenda Item:</u> General Updates - consent agenda items</b> |   |   |
| COVID-19 update   |   |   |
| Grade B rules review- ARM Ch. 32                                  |   |   |
| Grant awarded for milk inspection and milk lab equipment.         |   |   |
| Recommendation: Approve   |   |   |
| Time needed:  | Attachments:  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No           |
|   |   | Board vote required? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b><u>Agenda Item:</u></b>  |   |   |
| Background Info:  |   |   |
| Recommendation:   |   |   |
| Time needed:  | Attachments:  | <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
|   |   | Board vote required <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b><u>Agenda Item:</u></b>  |   |   |
| Background Info:  |   |   |
| Recommendation:   |   |   |
| Time needed:  | Attachments:  | <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
|   |   | Board vote required: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b><u>Agenda Item:</u></b>  |   |   |
| Background Info:  |   |   |
| Recommendation:   |   |   |
| Time needed:  | Attachments:  | <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
|   |   | Board vote required: <input type="checkbox"/> Yes <input type="checkbox"/> No |

July 2020 Consent agenda items for the Milk & Egg Bureau:

1. COVID-19 update: With the Phase 2 reopening of the State on June 1<sup>st</sup>, the Bureau has also begun to resume regularly scheduled testing, sampling, and inspections. Both Sanitarians are working towards getting back to their full schedules with the exception of Shell Egg Surveillance work that has been suspended by the USDA. Those visits will resume at the direction of the USDA.
2. Grade B rules review: As mentioned early in the year, staff is finalizing an update of the 32.9 rules dealing with Grade B milk and products, most of which were adopted in 1972. The regulations in these rules are addressed in the USDA, Agricultural Marketing Service's "Milk for Manufacturing Purposes and its Production and Processing" document last updated July 2011. Our rules and the USDA's document address Grade B dairy and plant construction, sanitation, equipment, and safety in making Grade B products such as cheese and butter. While the majority of our rules and the document match verbatim, there are differences that staff will review to determine what, if any, adjustments are needed to best serve Montana industry. We anticipate repealing most, if not all, of the rules in subchapters 2 – 8, in favor of adopting the "Milk for Manufacturing Purposes..." document by reference as it is the industry standard. We plan to present this rule change at the next Board meeting.
3. Grant Awarded: We have received notification that the Milk & Egg Bureau was awarded a grant from the Milk and Shellfish Grant Program for \$8,815.00 for milk specific equipment requested by the Bureau and the Milk Lab. The Milk Lab will be able to replace a hot plate and incubator and the Sanitarians will be getting updated PMO thermometers and pasteurization testing equipment. This is the same grant program that typically funds our travel for training.



# Board of Livestock Meeting

## Agenda Request Form

|  |                        |   |
|--|------------------------|---|
| From: Gregory Juda   | Division/Program: MVDL | Meeting Date: 7/22/2020                       |
| <b><u>Consent Agenda Item: MVDL Operations Update</u></b>                |                        |   |
| Background Info: An overview of recent MVDL operations will be provided. |                        |   |
| Recommendation: N/A  |                        |   |
| Time needed:   | Attachments:           | Yes X   No   Board vote required   Yes   No X |
| <b><u>Agenda Item:</u></b>   |                        |   |
| 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    |

## **MVDL Operational Update**

**Prepared by: Gregory Juda, Director**

**Date: 7/10/2020**

- NAHLN FY21 award of \$131,000 granted and financial plan approved
  - Molecular Diagnostics Equipment (thermocycler and tissue lyser)
  - Histology slide printer
  - Histology cassette printer
  - Staff travel to AAVLD meeting
  - Equipment service contracts
- Two staff openings being advertised in Molecular Diagnostics and Virology due to staff departures for retirement and graduate school, respectively
- Transitioned 0.5 FTE in Milk Lab to 1.0 FTE effective 7/13/20



# Board of Livestock Meeting

## Agenda Request Form

|   |              |   |    |                      |                       |      |  |
|---|--------------|---|----|----------------------|-----------------------|------|--|
| From: Ethan Wilfore   |              | Division/Program: Brands Enforcement Division |    |                      | Meeting Date: 7/22/20 |      |  |
| <b>Agenda Item:</b> Review Proposed Change to “Prescribed Practice for Recording, Transferring and Rerecording of Brands” and corresponding form.   |              |   |    |                      |                       |      |  |
| Background Info:  |              |   |    |                      |                       |      |  |
| <ul style="list-style-type: none"> <li>• Add “The formats below are the only acceptable brand formats.” To “Conflict Checking Procedure” section, subsection b. (top of page 3 of policy)</li> <li>• Make appropriate changes to corresponding form attached to application</li> <li>• Current wording is open-ended which can lead to confusion for those applying for brands</li> </ul> |              |   |    |                      |                       |      |  |
| Recommendation: Change wording in policy  |              |   |    |                      |                       |      |  |
| Time needed: 15 minutes   | Attachments: | Yes X   | No | Board vote required? | Yes X                 | No   |  |
| <b>Agenda Item:</b> Update on Re-record Planning  |              |   |    |                      |                       |      |  |
| Background Info:  |              |   |    |                      |                       |      |  |
| <ul style="list-style-type: none"> <li>• General updates on planning</li> <li>• Review of key dates</li> <li>• Review of marketing summary</li> <li>• Marketing plan built off feedback from producers that they were not made aware of the last re-record</li> </ul>   |              |   |    |                      |                       |      |  |
| Recommendation: None  |              |   |    |                      |                       |      |  |
| Time needed: 15 minutes   | Attachments: | Yes X   | No | Board vote required  | Yes                   | No X |  |
| <b>Agenda Item:</b> Review and Approval of Axiom Service Agreement  |              |   |    |                      |                       |      |  |
| Background Info:  |              |   |    |                      |                       |      |  |
| <ul style="list-style-type: none"> <li>• Service agreement is to complete requests needed for Re-record</li> <li>• The agreement gives 4 quotes – Optimistic, Typical, Pessimistic, 3-point estimation</li> <li>• 3-point estimation is Axiom’s most accurate quote</li> <li>• Scope of work focuses on greater efficiency in the system and accuracy of reporting</li> </ul>             |              |   |    |                      |                       |      |  |
| Recommendation: Approve service agreement   |              |   |    |                      |                       |      |  |
| Time needed: 15 minutes   | Attachments: | Yes X   | No | Board vote required: | Yes X                 | No   |  |
| <b>Agenda Item:</b> Review Market Reports   |              |   |    |                      |                       |      |  |
| Background Info:  |              |   |    |                      |                       |      |  |
| <ul style="list-style-type: none"> <li>• Attachment shows year over year comparison for cattle sales in the markets for FY19 and FY20</li> <li>• Comparison of FY19 vs FY20 shows a small increase in FY20</li> </ul>   |              |   |    |                      |                       |      |  |
| Recommendation: None  |              |   |    |                      |                       |      |  |
| Time needed: 5 minutes  | Attachments: | Yes X   | No | Board vote required: | Yes                   | No X |  |
| <b>Agenda Item:</b> Update on Open Positions  |              |   |    |                      |                       |      |  |
| Background Info: Request to Hire for Ramsey Supervisor and BLS Market Inspector   |              |   |    |                      |                       |      |  |

Recommendation: Approve Request

|                        |              |     |    |                      |      |    |
|------------------------|--------------|-----|----|----------------------|------|----|
| Time needed: 5 minutes | Attachments: | Yes | No | Board vote required: | YesX | No |
|------------------------|--------------|-----|----|----------------------|------|----|

**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 Helena Brand Office.

1. 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.
2. The Department of Livestock, as one of its primary duties to the livestock industry, provides brands that are distinguishable with reasonable certainty from all other marks and brands.
  - a. Department employees have advanced opportunity to acquire desirable brands.
  - b. Employees shall not take unfair advantage of this opportunity, and may not record:
    - i. More than three brands at any time;
    - ii. Brands by phone;
    - iii. For others in any manner;
    - iv. Any brand which has not been available for recording less than sixty days;
  - c. Employees attempting to circumvent these rules are subject to disciplinary action.
3. Fees
  - a. Brand fees are set by the Board of Livestock as authorized by statute. Current fees are available in ARM 32.2.404.
  - b. Fees for new brands or transfers shall not be prorated.
  - c. Fifty percent of the fee to record a new brand or transfer a brand is non-refundable.
    - i. If an applicant fails to respond to Brand Office correspondence for a period of six months, the entire new brand or brand transfer fee becomes non-refundable.
4. Brand Owner Name
  - a. The brand owner name on new brand applications and brand transfers must consist of individuals or entities with documentable proof of identity.
    - i. Individuals must use legal names.
    - ii. **Businesses & trusts must be registered with Montana Secretary of State.**
  - b. Where multiple individuals or entities appear on a brand owner name, either “and” or “or” must be used between owner names per ARM 32.18.105. No other notation or description is allowed (ex. DBA, hyphens, commas, parentheses, in care of, “and/or”).
  - c. Legal Name Change
    - i. A legal name change, such as for marriage, may be completed with a Name Change Affidavit and appropriate duplicate certificate fee.
5. Changes to brand image, species, or position require submission of a New Brand Application.
6. New Brand Applications:
  - a. Application forms for new brands are available on the Department website and at the Helena Brand Office.

- b. The application and appropriate fee must be submitted to the Brand Recorder for processing.
  - i. The applicant must list brand choices in preferential order.
  - ii. One application may contain up to three different species with one position each and Freeze Brand for cattle per ARM 32.18.109.
- c. **Applications will be processed in the order in which they are received.**
- d. Notwithstanding any other provision or policy, a brand will not be held or checked for conflicts by phone.
- e. The Brand Recorder shall process the application in the following manner:
  - i. Verify that the application is complete and the correct fee has been submitted.
    - 1. If incomplete, the entire application and fee are returned with instructions to correct the information and resubmit.
  - ii. Deposit fee.
  - iii. Check for conflicts in the order listed on the application.
    - 1. The first brand on the application that does not conflict with existing brands will be issued to the applicant.
  - iv. 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.

#### 7. Brand Transfers

- a. Brand transfer requests must be submitted to the Helena Brand Office with the appropriate fee.
- b. Transfer requests must be completed using the Assignment of Brand form, located on the reverse side of the current official brand certificate, or an approved Assignment of Brand included with the current official brand certificate.
- c. The Assignment of Brand must include the notarized signatures of the original owners as listed on the front of the official brand certificate;
- d. If the original owner of the transferring brand is deceased, a copy of the death certificate, 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 ensure the authenticity of the documents.

### CONFLICT CHECKING PROCEDURES

- 1. Upon receipt of a brand application, the Brand Recorder checks conflicts as follows:
  - a. Verify that brand contains only acceptable characters.
    - i. A, B, C, D, E, F, H, J, K, L, M, N, O, P, R, S, T, U, V, W, X, Y, Z,
    - ii. 2, 3, 4, 5, 6, 7, 8, 9

- iii. Box, Diamond, Heart, Triangle, Cross
- iv. Bar, Slash, Quarter Circle
- b. Verify that brand is in an acceptable format:  
*The formats below are the only acceptable brand formats. 'H' and 'B' may be replaced with any acceptable character in i.-iii. (above) and/or rotated 90 degrees either direction. Triangle and Heart may be rotated 90 degrees either direction or*

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| i |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |

- c. Check brand for open positions;
- d. Check for brand recordings in the same or adjoining county on the same side;
  - i. Rib or Shoulder and Hip shall not be considered a conflict, but rib and shoulder may be (Contact the District Investigator(s) in the area)
- e. Check for state-wide conflicts.  
*May be rotated 90 degrees either direction or 180 degrees.*

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.

- f. Check for Regional Character Conflicts
  - i. May be updated by the Brands Review Advisory Committee as needed in between BOL meetings for final approval.

## REGIONAL CHARACTER CONFLICTS

Conflicts listed below are evaluated in the same county and adjacent counties indicated on the brand application. If the figures in the character column are rotated, the conflicts listed would rotate the same as the character. Conflicts listed for characters with symmetry would be a conflict in all orientations for which the symmetry exists.

| Character | Conflicts              |
|-----------|------------------------|
| <b>A</b>  | <b>Λ H R Δ</b>         |
| <b>B</b>  | <b>E K P R 3 8</b>     |
| <b>C</b>  | <b>G O 6 9 ƚ ƚ</b>     |
| <b>D</b>  | <b>◇ O P Ъ □ Ɔ ▷</b>   |
| <b>E</b>  | <b>F L Σ ε</b>         |
| <b>F</b>  | <b>E P ≠ 7</b>         |
| <b>H</b>  | <b>† M N 4 † † † W</b> |
| <b>J</b>  | <b>└ U ɔ</b>           |
| <b>K</b>  | <b>B H R X Y</b>       |
| <b>L</b>  | <b>E ⊥ V I ʌ</b>       |
| <b>M</b>  | <b>∩ H N 3</b>         |
| <b>N</b>  | <b>H V</b>             |
| <b>O</b>  | <b>C D ◇ □</b>         |
| <b>P</b>  | <b>B D F R</b>         |
| <b>R</b>  | <b>B H K P A</b>       |
| <b>S</b>  | <b>5 8 2 Σ</b>         |
| <b>T</b>  | <b>† Y 7 Ǝ I</b>       |
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## **RERECORDING OF BRANDS**

1. Each 10th year after 1921 is the year for rerecording marks and brands.
2. The brand owner is responsible for rerecording their brand(s) during the rerecord year.
3. Brands that are transferred during the rerecord year must pay a separate fee, per ARM 32.18.111(3).
4. If the department receives a rerecord notice which appears to be different than the previous recording, it shall verify the ownership or treat it as if it were a transfer of the brand.
5. Brands that are not rerecorded prior to the rerecord deadline expire and are no longer the property of the last recorded brand owner.
  - a. For a period of 90 days following the rerecord deadline, only the last recorded brand owner may apply for an expired brand.
    - i. Expired brands must pass the conflict check process.
    - ii. Expired brands that do not meet the current policies for new brand applications will not be reissued.

## **BRANDS REVIEW ADVISORY COMMITTEE**

1. 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.
2. The committee shall meet as necessary to review brand applications that have conflicts per Brand Recorder research.
3. The committee is made up of the executive officer, brands division administrator, assistant administrator, brands recorder, and district investigator.

## **SCATTER BRANDS**

1. Scatter brands are defined as a single brand recording in which an image or images must be applied to multiple locations on a single 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 no 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



DEPARTMENT OF LIVESTOCK  
BRANDS ENFORCEMENT DIVISION  
**REQUIREMENTS FOR BRAND RECORDING**

If you own livestock in Montana, you are required to pay an ANNUAL PER CAPITA FEE. Visit [www.liv.mt.gov](http://www.liv.mt.gov) for more information.

**NEW BRAND CONFLICT CHECK:**

The primary purpose of livestock brands in Montana is to help clarify ownership of branded livestock. Applications for new brands are compared to over 50,000 existing brands to ensure that they are “distinguishable with reasonable certainty” from all other brands, per 81-3-103 MCA. This is a meticulous, specialized process that utilizes data from thousands of Montana livestock inspections. Even if a brand is not recorded, it may be too similar to an existing brand to be issued.

**APPLICATION PROCESSING:**

**APPLICATIONS CANNOT BE PROCESSED IN-PERSON. THEY MAY BE MAILED IN OR DROPPED OFF FOR PROCESSING.**

Applicants are encouraged to include multiple choices, listed in preferential order on their application. The conflict check is performed beginning with the first choice; the first brand that passes the conflict check will be issued to you. Once issued, the brand is yours until the next rerecord (2021), at which point you may choose to either renew it, or let it expire.

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.

**SELECTION OF BRANDS**

**Acceptable Brand Characters**

The following characters are the **only** characters that will be issued in new brands:

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

**Acceptable Brand Formats:**

- The brand formats shown (right) are the **ONLY** acceptable brand formats. The ‘H’ and ‘B’ in ~~example brands (right)~~ may be replaced with any of the Acceptable Brand Characters listed in i, ii, or iii above .
- Individual characters may be rotated 90\* either direction (Lazy Orientation)

|    |     |     |     |     |     |     |     |
|----|-----|-----|-----|-----|-----|-----|-----|
| HB | HP  | Ⓜ   | Ⓜ   | △H  | ♡H  | ◇H  | ⸍B  |
| ⸍B | ⸍B  | ⸍B  | ⸍B  | ⸍B  | ‘HB | HB, | HB  |
| ⸍B | ⸍B  | ⸍B  | ⸍B  | ⸍B  | ⸍B  | ‘HB | HB, |
| HB | H-B | HB- | -HB | HBH | H/B | H/B | H\B |

**BRAND OWNERSHIP TYPES**

Sole Owner: one individual person\* or business\*\* is listed as the only owner of the brand.

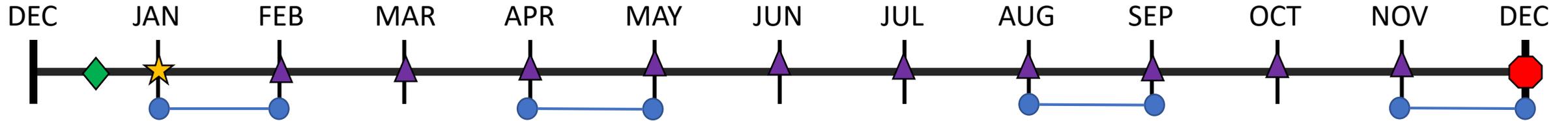
Joint Tenancy: multiple individuals\* listed as owners; in the event of the death of one owner, the decedent’s interest passes to the surviving owner(s); ANY owner may sign a bill of sale to sell branded livestock.

Tenants in Common: multiple individuals\* listed as owners; in the event of the death of one owner, the decedent’s interest passes to the heir(s) of the decedent; ALL owners must sign a bill of sale to sell branded livestock.

*\*Individuals must use their full, legal name as it appears on a driver’s license or birth certificate.*

*\*\* 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.*

# Marketing/Communication



Purpose: To inform, remind, and encourage producers to re-record their brands during 2021

## Legend

- = Re-record packets sent
- = Re-record period begins
- = Re-record period ends
- = Paid Marketing period
- = Email reminders

| Method         | Vendor              | Description                           | Period (# of Months) |
|----------------|---------------------|---------------------------------------|----------------------|
| TV             | Northern Ag Network | 30 sec ad 8 x a month                 | 4                    |
| Radio          | Northern Ag Network | 30 sec ad 15 x a month                | 4                    |
| Website        | Northern Ag Network | Banner ad                             | 4                    |
| Newspaper      | Multiple            | Reminder ads                          | 2                    |
| Email Reminder | DOL                 | No-reply email push                   | 12                   |
| Website Update | DOL                 | Update website, emphasis on re-record | 12                   |
| Direct Mail    | DOL                 | Re-record packets                     | 1                    |

## 2021 Brands Rerecord System Changes

|  |  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
|--|--|------------------|-----------|---------------|-----------|-------------------|-----------|--------------------------------|-------------------|-------------------|-----------|-----------------------|-------------------------|------------------|--------------|
| <p><b>SCOPE:</b></p> <p>The following work items have been identified as needed in anticipation to the 2021 Brands Rerecord:</p> <ul style="list-style-type: none"> <li>• Update AXIOM’s Brand development environment.</li> <li>• Activity Report by Certificate Number</li> <li>• Split official report by major character</li> <li>• Update Certificate for 2031 expiration date</li> <li>• Owner Search to search both mailing and physical address.</li> <li>• New report to tally active recorded certificates.</li> <li>• New report of active liens / brands by certificate number, same format as activity report.</li> <li>• Lien termination report needs brand owner and lender.</li> <li>• Remove popup check when new owner is added.</li> <li>• Remove SSN/EIN field.</li> <li>• Add 2<sup>nd</sup> phone number field.</li> <li>• Assist with printing inactive brands list (later 2021).</li> </ul> | <p><b>DELIVERABLES:</b></p> <ol style="list-style-type: none"> <li>1. An updated Brands application with the requested enhancements listed in the scope.</li> </ol> <p><b>RISKS:</b></p> <ol style="list-style-type: none"> <li>1. VPN connection issues may delay final delivery and report execution.</li> </ol>   |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| <p><b>ASSUMPTIONS:</b></p> <ol style="list-style-type: none"> <li>1. The activity report will have display location for up to 3 species: Cattle, Horse and Sheep/Other.</li> <li>2. No new fields are to be added except for the new phone number field which will be added to the Oracle DB and the field DBs.</li> <li>3. SSN / EIN will be blanked out in the Oracle DB and propagated to the field DBs.</li> </ol>   | <p><b>HOURS, COST &amp; TIMELINE:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Optimistic Hours</td> <td style="text-align: right; padding: 2px;">161.00 &lt;-</td> </tr> <tr> <td style="padding: 2px;">Typical Hours</td> <td style="text-align: right; padding: 2px;">246.00 &lt;-</td> </tr> <tr> <td style="padding: 2px;">Pessimistic Hours</td> <td style="text-align: right; padding: 2px;">367.00 &lt;-</td> </tr> <tr> <td style="padding: 2px;"><b>3-Point Estimated Hours</b></td> <td style="text-align: right; padding: 2px;"><b>252.00 (*)</b></td> </tr> <tr> <td style="padding: 2px;">AXIOM Hourly Rate</td> <td style="text-align: right; padding: 2px;">\$ 109.00</td> </tr> <tr> <td style="padding: 2px;"><b>Estimated Cost</b></td> <td style="text-align: right; padding: 2px;"><b>\$ 27,468.00 (*)</b></td> </tr> <tr> <td style="padding: 2px;">Pessimistic Cost</td> <td style="text-align: right; padding: 2px;">\$ 40,003.00</td> </tr> </table> <p style="padding: 5px 0 0 20px;">This project will take 3-4 months to complete once an agreed upon start date is established.</p> <p style="padding: 5px 0 0 20px;">(*) <i>The 3-Point estimate reflects a likely scenario for the implementation of this project, <u>not</u> a fixed price amount.</i></p> | Optimistic Hours | 161.00 <- | Typical Hours | 246.00 <- | Pessimistic Hours | 367.00 <- | <b>3-Point Estimated Hours</b> | <b>252.00 (*)</b> | AXIOM Hourly Rate | \$ 109.00 | <b>Estimated Cost</b> | <b>\$ 27,468.00 (*)</b> | Pessimistic Cost | \$ 40,003.00 |
| Optimistic Hours   | 161.00 <-  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| Typical Hours  | 246.00 <-  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| Pessimistic Hours  | 367.00 <-  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| <b>3-Point Estimated Hours</b>   | <b>252.00 (*)</b>  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| AXIOM Hourly Rate  | \$ 109.00  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| <b>Estimated Cost</b>  | <b>\$ 27,468.00 (*)</b>  |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |
| Pessimistic Cost   | \$ 40,003.00   |                  |           |               |           |                   |           |                                |                   |                   |           |                       |                         |                  |              |

AXIOM: Marc Dousset  
Date: 07/03/2020

Client: DOL - Dan Olson  
Date: 07/03/2020

Authorization:  
Date:

Itemized Scope:

|   | <b>Optimistic</b> | <b>Typical</b> | <b>Pessimistic</b> | <b>3 Point</b> |
|---|-------------------|----------------|--------------------|----------------|
| Update AXIOM's Brand development environment.   | 25.7              | 36.6           | 53.4               | 37.58          |
| Activity Report by Certificate Number   | 29.05             | 41.30          | 53.80              | 41.34          |
| Split official report by major character  | 14.00             | 24.40          | 42.00              | 25.60          |
| Update Certificate for 2031 expiration date   | 8.05              | 13.70          | 22.60              | 14.24          |
| Owner Search to search both mailing and physical address                                  | 6.85              | 11.30          | 17.80              | 11.64          |
| New report to tally active recorded certificates  | 17.05             | 24.50          | 34.60              | 24.94          |
| New report of active liens / brands by certificate number, same format as activity report | 6.85              | 11.30          | 17.80              | 11.64          |
| Lien termination report needs brand owner and lender                                      | 9.85              | 14.90          | 22.60              | 15.34          |
| Remove popup check when new owner is added  | 3.55              | 7.10           | 11.80              | 7.29           |
| Remove SSN/EIN field  | 9.25              | 13.70          | 20.20              | 14.04          |
| Add 2nd phone number field  | 18.25             | 26.90          | 39.40              | 27.54          |
| Assist with printing inactive brands list (later 2021)                                    | 12.55             | 20.30          | 31.00              | 20.79          |
| <b>TOTAL</b>  | <b>161</b>        | <b>246</b>     | <b>367</b>         | <b>252.00</b>  |

|                    | July         |              | Aug          |              | Sep          |              | Oct           |               | Nov           |               | Dec          |               | Jan          |              |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|--------------|---------------|--------------|--------------|
|                    | FY19         | FY20         | FY19         | FY20         | FY19         | FY20         | FY19          | FY20          | FY19          | FY20          | FY19         | FY20          | FY19         | FY20         |
| <b>Dillon</b>      | 641          | 486          | 163          | 618          | 320          | 881          | 3320          | 4112          | 1798          | 4072          | 4878         | 3368          | 2390         | 2945         |
| <b>BLS</b>         | 2665         | 2168         | 2090         | 1834         | 6724         | 6167         | 19544         | 23626         | 25588         | 24769         | 15990        | 20280         | 13442        | 16006        |
| <b>Chinook</b>     | 180          | 242          | 253          | 167          | 856          | 1487         | 2557          | 2362          | 3203          | 3341          | 1549         | 2281          | 2361         | 2527         |
| <b>Glendive</b>    | 484          | 413          | 1374         | 1532         | 908          | 1106         | 4327          | 3243          | 8349          | 9454          | 2439         | 5065          | 2710         | 3186         |
| <b>Glasgow</b>     | 449          | 625          | 855          | 679          | 2625         | 2637         | 5011          | 7274          | 13201         | 8623          | 5286         | 8711          | 4294         | 4794         |
| <b>Three Forks</b> | 410          | 465          | 676          | 692          | 1794         | 1777         | 7084          | 5296          | 6486          | 7885          | 4631         | 4112          | 3357         | 3536         |
| <b>Lewistown</b>   | 1097         | 858          | 1454         | 1306         | 1796         | 1820         | 7894          | 5416          | 5935          | 5422          | 3107         | 4005          | 3446         | 4848         |
| <b>Miles City</b>  | 1286         | 1209         | 1391         | 2016         | 2882         | 4364         | 16499         | 14419         | 15035         | 18105         | 9549         | 12757         | 7546         | 10156        |
| <b>Ranmsay</b>     | 641          | 680          | 754          | 849          | 4672         | 5774         | 9994          | 8900          | 9813          | 13473         | 5523         | 6380          | 6839         | 7461         |
| <b>Missoula</b>    | 390          | 296          | 449          | 451          | 2605         | 1587         | 3167          | 3710          | 4562          | 3061          | 857          | 1981          | 1468         | 1271         |
| <b>PAYS</b>        | 1009         | 1550         | 2303         | 2220         | 3670         | 3085         | 25560         | 19477         | 21955         | 24432         | 16568        | 16171         | 9442         | 9035         |
| <b>Great Falls</b> | 637          | 724          | 1178         | 1562         | 2107         | 1652         | 16377         | 12790         | 11338         | 17624         | 5661         | 6310          | 6345         | 7557         |
| <b>Sidney</b>      | 453          | 420          | 379          | 168          | 1037         | 1247         | 9480          | 7026          | 12939         | 14855         | 7897         | 11647         | 4601         | 5469         |
| <b>Total</b>       | <b>10342</b> | <b>10136</b> | <b>13319</b> | <b>14094</b> | <b>31996</b> | <b>33584</b> | <b>130814</b> | <b>117651</b> | <b>140202</b> | <b>155116</b> | <b>83935</b> | <b>103068</b> | <b>68241</b> | <b>78791</b> |

| Feb          |              | Mar          |              | Apr          |              | May          |              | June         |              | Total         |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|
| FY19         | FY20         | FY19          | FY20          |
| 690          | 712          | 1593         | 927          | 524          | 447          | 2073         | 1051         | 559          | 1215         | 18949         | 20834         |
| 4429         | 6881         | 8565         | 5068         | 5766         | 10201        | 11641        | 6548         | 5562         | 4405         | 122006        | 127953        |
| 524          | 1074         | 1408         | 662          | 1180         | 982          | 1263         | 1478         | 733          | 1659         | 16067         | 18262         |
| 2289         | 2138         | 2431         | 1044         | 2456         | 1136         | 1990         | 3182         | 1773         | 1889         | 31530         | 33388         |
| 2852         | 4634         | 3218         | 2929         | 2468         | 2541         | 2664         | 3070         | 2697         | 3358         | 45620         | 49875         |
| 760          | 2083         | 2766         | 1929         | 3746         | 1561         | 1791         | 2585         | 1798         | 1551         | 35299         | 33472         |
| 501          | 897          | 2668         | 1624         | 3752         | 1844         | 2270         | 2080         | 2064         | 1647         | 35984         | 31767         |
| 3250         | 5711         | 6590         | 6155         | 6507         | 4703         | 3761         | 4270         | 4828         | 6142         | 79124         | 90007         |
| 2017         | 2569         | 3482         | 2602         | 5994         | 1791         | 3637         | 3525         | 1844         | 2292         | 55210         | 56296         |
| 571          | 1125         | 1402         | 614          | 1350         | 941          | 1563         | 761          | 739          | 669          | 19123         | 16467         |
| 11550        | 12427        | 10977        | 7308         | 9354         | 6008         | 8460         | 5704         | 5069         | 4817         | 125917        | 112234        |
| 2219         | 3267         | 3337         | 1290         | 3915         | 3084         | 3999         | 2924         | 2253         | 2015         | 59366         | 60799         |
| 3595         | 5687         | 5266         | 4289         | 5722         | 2597         | 1705         | 3136         | 1535         | 2098         | 54609         | 58639         |
| <b>35247</b> | <b>49205</b> | <b>53703</b> | <b>36441</b> | <b>52734</b> | <b>37836</b> | <b>46817</b> | <b>40314</b> | <b>31454</b> | <b>33757</b> | <b>698804</b> | <b>709993</b> |

**STATE OF MONTANA**  
**DEPARTMENT OF JUSTICE**  
**AGENCY LEGAL SERVICES BUREAU**

**Tim Fox**  
Attorney General



1712 Ninth Avenue  
P.O. Box 201440  
Helena, MT 59620-1440

To: Mike Honeycutt, Executive Officer, Montana Department of Livestock  
From: Rob Stutz, Assistant Attorney General, Montana Department of Justice  
Date: July 22, 2020  
Re: Use of per capita fee for construction of a new veterinary diagnostic laboratory

Issue: May the Department of Livestock use per capita fees for construction of a new veterinary diagnostic laboratory?

Response: Yes, the Department of Livestock may use per capita fees for construction of a new veterinary diagnostic laboratory.

Opinion: At the request of the Board of Livestock, this memo formalizes my opinion on this issue that previously was sent via e-mail on May 28, 2020.

In my opinion, the Department of Livestock may use per capita fees to pay for the construction of a new veterinary diagnostic laboratory. Using per capita fees to pay for the construction of a new lab is consistent with both the purpose of the per capita fee, as provided in [§ 15-24-921, MCA](#) (“to help pay the salaries and all expenses connected with the enforcement of the livestock laws of the state”), and the powers of the Department of Livestock, as provided in [§ 81-2-102, MCA](#) (“may establish and maintain a laboratory”).

Another key consideration for my opinion was provided by the [Legislative Audit Division’s May 2016 report on its performance audit of the lab](#). That report appears to encourage stable funding from per capita fees for the construction of a new lab. For example, the report summary states:

*The Department of Livestock’s Veterinary Diagnostic Laboratory plays an important role in protecting both animal and human health. The department needs to improve its processes for determining the costs associated with the lab’s tests, as well as for determining the fees the lab charges for its tests. A consistent contribution from per capita funds would help the department in preparing the lab’s budget. The Montana State University building that the lab occupies is at the end of its useful life, and the department needs to be proactive in developing a specific plan for finding new space for the lab.*

*Report* p. S-1 (PDF p. 9) (emphasis added). Throughout the report the need for funding stability for the lab, including the use of per capita fees as a central source of the lab’s funding, is emphasized by the Legislative Audit Division. Importantly, nowhere does the Legislative Audit Division express concern about the use of per capita fees for lab expenses, as they did in a separate 2016 audit report about other uses of per capita fees.



# Board of Livestock Meeting

## Agenda Request Form

|   |              |   |    |                      |                             |    |  |
|---|--------------|---|----|----------------------|-----------------------------|----|--|
| From: Gary Hamel  |              | Division/Program: Meat and Poultry Inspection |    |                      | Meeting Date: July 22, 2020 |    |  |
| <b><u>Agenda Item:</u> Administrative Rules - Recall Rule</b>   |              |   |    |                      |                             |    |  |
| <b><u>Recall Rule</u></b>   |              |   |    |                      |                             |    |  |
| The Meat and Poultry Inspection Bureau is received direction from the Board during the June 2020 meeting regarding language in the recall rule. The changes suggested by the Board were made and it is back before you for your consideration.  |              |   |    |                      |                             |    |  |
| The new rule would formalize the recall process that was drafted and adopted by the department following a series of public meetings with the meat and poultry industry. This rule does not create a new recall process; it puts into administrative rule an existing process that has been published and followed by the department for the last two years |              |   |    |                      |                             |    |  |
| Recommendation:   |              |   |    |                      |                             |    |  |
| Time needed: 30 min   | Attachments: | Yes X   | No | Board vote required? | Yes X                       | 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 |  |
| <b><u>Agenda Item:</u></b>  |              |   |    |                      |                             |    |  |
| Background Info:  |              |   |    |                      |                             |    |  |

BEFORE THE DEPARTMENT OF LIVESTOCK  
OF THE STATE OF MONTANA

In the matter of the adoption of NEW ) NOTICE OF PROPOSED  
RULE I pertaining to recalls ) ADOPTION  
)  
) NO PUBLIC HEARING  
) CONTEMPLATED

TO: All Concerned Persons

1. The Department of Livestock proposes to adopt the above-stated new rule.

2. The Department of Livestock will make reasonable accommodations for persons with disabilities who wish to participate in the rulemaking process or need an alternative accessible format of this notice. If you require an accommodation, contact the Department of Livestock no later than 5:00 p.m. on xxx 2020, to advise us of the nature of the accommodation that you need. Please contact the Department of Livestock, 301 N. Roberts St., Room 308, P.O. Box 202001, Helena, MT 59620-2001; telephone: (406) 444-9321; TTD number: (800) 253-4091; fax: (406) 444-1929; e-mail: MDOLcomments@mt.gov.

3. The rule as proposed to be adopted provides as follows:

NEW RULE I RECALLS (1) A recall is an establishment's voluntary action to remove product from commerce to protect the public from consuming adulterated or misbranded products.

(2) Each establishment inspected by the department must have a recall plan ~~that will be it must~~ implemented ed whenever ~~it~~ the establishment suspects that it has produced and put into commerce adulterated or misbranded product.

(3) Recalls are initiated by the manufacturer or distributor of the meat or poultry. These establishments must notify the department within 24 hours of the establishment's decision to conduct a recall.

(4) The department will coordinate with the establishment initiating the recall to ensure the product has been properly identified and removed from commerce.

(5) If the department has reason to believe adulterated or misbranded product has entered commerce and no recall has been initiated, or if an establishment requests assistance determining whether a recall is necessary, the department will:

(a) Conduct a preliminary investigation, which may include some or all of the following steps:

(i) Contacting the manufacturer of the food for more information;

(ii) Interviewing consumers who allegedly became ill or injured from eating the suspect food;

(iii) Collecting and analyzing food samples;

(iv) Collecting and verifying information about the suspected food;

- (v) Discussing the situation with departmental field inspection and compliance personnel;
- (vi) Contacting State and local health departments; and
- (vii) Documenting a chronology of events; and
- (b) Convene a recall committee using the following process:
  - (i) The recall committee will review available information and make a consensus recommendation about the need for a recall; and
  - (ii) The recall committee will consist of five to seven members representing the following types of individuals:
    - (A) Meat science specialist, who may be retained from an appropriate entity outside of the department;
    - (B) Microbiologist, who may be retained from an appropriate entity outside of the department;
    - (C) Board of Livestock member or the department's Executive Officer;
    - (D) The department's Animal Health and Food Safety Division Administrator or chief meat inspector; and
    - (E) Meat and Poultry Inspection Bureau Enforcement, Investigations, and Analysis Officer or equivalent; and
  - (iii) If the recall committee recommends a product recall, the committee will prepare a report to be sent to the establishment confirming the evaluation of the hazard, the scope of the recall, the area of distribution, and the department's understanding of the establishment's recall strategy.
- (6) After the committee recommends a recall, the establishment has 48 hours to declare its intent to accept or deny the recommendation in writing to the department's chief meat inspector.
- (7) If an establishment refuses to recall a product following the recommendation of the committee, the department may notify the public of the refusal to conduct a recall and may detain or retain affected products.
- (8) The department will notify the public of any recall or detention of state inspected meat and poultry food products and conduct effectiveness checks.
- (9) If a recall is not recommended because no affected products remain in commerce but a potential health risk to consumers exists from products that may still be in the consumers' possession or from products which are unaccounted for, the department may notify the public of that risk through a public health alert.
- (10) All public notifications from the department concerning recalled products, products that an establishment chooses not to recall, and products that are not subject to recall but that may pose a potential health risk will include the name of the producing establishment, the official establishment number, the name of the product, and any other available identifying information such as lot numbers, production dates, or use-by dates.

AUTH: 81-2-102, 81-9-220, MCA

IMP: 81-9-220, 81-9-226, 81-9-234, MCA

REASON: The Department of Livestock is proposing this new rule to formalize the recall process that was drafted and adopted by the department following a series of public meetings with the meat and poultry industry. The industry encouraged the

MAR Notice No. 32-18-293

department to implement a more rigorous formal and transparent recall process, and this rule is the outcome of that recommendation. This rule does not create a new recall process; it puts into administrative rule an existing process that has been published and followed by the department for the last two years.

4. Concerned persons may submit their data, views, or arguments either orally or in writing concerning the proposed action to the Executive Officer, Department of Livestock, 301 N. Roberts St., Room 308, P.O. Box 202001, Helena, MT 59620-2001, by faxing to (406) 444-1929, or by e-mailing to MDOLcomments@mt.gov to be received no later than 5:00 p.m., xxx, 2020.

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6. If the department receives requests for a public hearing on the proposed action from either 10 percent or 25, whichever is less, of the businesses directly affected by the proposed action; from the appropriate administrative rule review committee of the Legislature; from a governmental subdivision or agency; or from an association having not less than 25 members who will be directly affected, a public hearing will be held at a later date. Notice of the public hearing will be published in the Montana Administrative Register. Ten percent of those directly affected has been determined to be 4 persons based on there are currently 37 businesses that will be impacted by this rule.

7. The department maintains a list of interested persons who wish to receive notices of rulemaking actions proposed by this agency. Persons who wish to have their name added to the list shall make a written request that includes the name, e-mail, and mailing address of the person to receive notices and specifies for which program the person wishes to receive notices. Notices will be sent by e-mail unless a mailing preference is noted in the request. Such written request may be mailed or delivered to the contact person in #4 above or may be made by completing a request form at any rules hearing held by the department.

8. The bill sponsor contact requirements of 2-4-302, MCA, do not apply.

9. With regard to the requirements of 2-4-111, MCA, the department has determined that the adoption of the above-referenced rule will not significantly and directly impact small businesses.

BY: /s/ Michael S. Honeycutt  
Michael S. Honeycutt  
Executive Director  
Board of Livestock  
Department of Livestock  
Certified to the Secretary of State June xx, 2020.

BY: /s/ Cinda Young-Eichenfels  
Cinda Young-Eichenfels  
Rule Reviewer

BEFORE THE DEPARTMENT OF LIVESTOCK  
OF THE STATE OF MONTANA

In the matter of the adoption of NEW ) NOTICE OF PROPOSED  
RULE I pertaining to recalls ) ADOPTION  
)  
) NO PUBLIC HEARING  
) CONTEMPLATED

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Executive Director  
Board of Livestock  
Department of Livestock  
Certified to the Secretary of State June xx, 2020.

BY: /s/ Cinda Young-Eichenfels  
Cinda Young-Eichenfels  
Rule Reviewer



# Board of Livestock Meeting

## Agenda Request Form

|                             |   |                             |
|-----------------------------|---|-----------------------------|
| From: Tahnee Szymanski, DVM | Division/Program: Animal Health<br>Bureau | Meeting Date: July 22, 2020 |
|-----------------------------|---|-----------------------------|

**Agenda Item: Proposed Rule Change 32.3.219 Special Requirements for Swine**

Background Info: Montana ARM currently requires swine to be inspected within 10 days of importation into Montana. The federal standard for the issuance of certificates of veterinary inspection is inspection within 10 days of certificate issuance and inspection within 30 days of movement, which is applied across all neighboring states and several midwestern states with large swine populations. MT would like to change our import rule to be consistent with the federal standard and other states. The rule requiring inspection within 10 days of shipment frequently causes a need for a second inspection of animals. AHB staff researched state and federal laws to find supporting language for the use of 10 days and are unable to explain the origin or intent of the rule.

32.3.219 SPECIAL REQUIREMENTS FOR SWINE (1) Swine may enter the state of Montana provided they are transported or moved in conformity with ARM 32.3.201 through 32.3.211 and Title 9 CFR part 85 and are accompanied by an official health certificate of the state of origin issued by an accredited veterinarian attesting that:

- (a) the swine have been inspected within ~~ten~~ thirty days of the date of shipment; and
- (b) the swine are free from evidence of any infectious, contagious or communicable disease, or known exposure thereto; and
- (c) each swine is identified by eartag, tattoo, or any permanent identification and such identification is recorded on the health certificate, if required, or permit application;
- (d) the swine have not been fed raw garbage; and
- (e) the swine originate from a state free of any USDA quarantine for any swine disease.

- (2) With regards to Brucellosis all breeding swine four months of age and over must:
  - (a) be from a validated Brucellosis free swine herd or from a validated Brucellosis free state, or
  - (b) enter by permit only after a negative result to a Brucellosis test performed not more than 30 days prior to entry, as evidenced by an official brucellosis test result form.

No Pseudorabies vaccinated swine will be permitted. The state veterinarian may impose a retest on swine originating from states with a stage four (surveillance) or less as classified in Title 9 CFR part 85.

(History: 81-2-102, ~~81-20-101,81-2-707~~ MCA; IMP, 81-2-102, ~~81-20-101,81-2-703~~ MCA; Eff. 12/31/72; AMD, Eff. 11/4/75; AMD, Eff. 6/5/76; AMD, Eff. 5/5/77; AMD, 1977 MAR p. 962, Eff. 11/26/77; EMERG, AMD, 1/20/78; AMD, 1978 MAR p. 579, Eff. 4/25/78; AMD, 1978 MAR p. 1179, Eff. 8/11/78; AMD, 1979 MAR p. 844, Eff. 8/17/79; AMD, 1980 MAR p. 1713, Eff. 6/27/80; AMD, 1987 MAR p. 1994, Eff. 10/30/87; AMD, 1991 MAR p. 1145, Eff. 7/12/91; AMD, 1996 MAR p. 2300, Eff. 8/23/96.)

Recommendation: Approve proposed changes for initiation of rulemaking process with SOS.

|                        |              |            |  |                      |            |  |
|------------------------|--------------|------------|--|----------------------|------------|--|
| Time needed: 5 minutes | Attachments: | <u>Yes</u> |  | Board vote required? | <u>Yes</u> |  |
|------------------------|--------------|------------|--|----------------------|------------|--|

**Agenda Item: NAEBA Request Regarding Interstate Brucellosis Testing Requirements**

**Background Info:** Montana ARM currently requires all sexually intact alternative livestock six months of age and older to either test-negative for brucellosis within 30 days prior to importation or originate from a brucellosis certified free herd. The proposed changes would elimination the interstate Brucellosis testing requirements for interstate movement of farmed Cervidae, outside of the Greater Yellowstone Area (GYA). As background, at the 2017 USAHA Annual Meeting, a resolution was passed supporting the elimination of this requirement.

**32.3.221 SPECIAL REQUIREMENTS FOR ALTERNATIVE LIVESTOCK**

- (1) All sexually intact alternative livestock six months of age and older imported into Montana **from states with a Designated Surveillance Area for brucellosis** must be either test-negative for brucellosis within 30 days prior to importation or originate from a brucellosis certified free herd.
  - (a) The brucellosis test must be a type approved by the state veterinarian.
  - (2) Noncervid alternative livestock require a negative tuberculosis test on all animals two months of age and older within 60 days prior to importation.
  - (3) All cervids two months of age and older require one of the following:
    - (a) one negative approved tuberculosis test on all sexually intact animals within 90 days prior to importation and part of a whole herd test within the last 12 months; or
    - (b) one negative approved tuberculosis test on all sexually intact animals within 90 days prior to importation and must originate directly from an accredited tuberculosis free herd.
  - (4) Animals less than two months of age must be quarantined for testing between two and four months of age.
  - (5) Tuberculosis tests must be a type approved by the state veterinarian.
  - (6) All test results, including herd accreditation numbers and dates of herd tests if applicable, shall be recorded on or attached to all copies of the animal's health certificate.

(History: 81-2-102, 81-2-103, 81-2-707, MCA; IMP, 81-2-102, 81-2-103, 81-2-703, 81-2-707, MCA; NEW, 1982 MAR p. 605, Eff. 3/26/82; AMD, 1996 MAR p. 2300, Eff. 8/23/96; AMD, 2012 MAR p. 1262, Eff. 6/22/12; AMD, 2014 MAR p. 2955, Eff. 12/12/14; AMD, 2016 MAR p. 889, Eff. 5/21/16.)

**Recommendation:** Accept proposed changes.

|                         |              |            |                      |            |
|-------------------------|--------------|------------|----------------------|------------|
| Time needed: 10 minutes | Attachments: | <u>Yes</u> | Board vote required: | <u>Yes</u> |
|-------------------------|--------------|------------|----------------------|------------|

**Agenda Item: Request to Hire Animal Health License Permit Technician**

**Background Info:**

This position will be vacated on August 7<sup>th</sup> as the person who currently holds the position has elected to return to schooling. This position is responsible for answering customer calls for the import/export office, issuing import permits, creating, and managing online services, reviewing health and brucellosis vaccination certificates for compliance, and following up with veterinarians to resolve compliance issues. The Animal Health Bureau is requesting to fill this vacancy.

In FY 2019, the Animal Health Division issued 15,285 import permits for 156,401 cattle and 28,672 horses entering Montana.

Consequences of not filling this position:

- 1. Increased hold times for veterinarians and their staff calling the permit line
- 2. Possible reduced compliance with animal health requirements
- 3. Increased use and costs of the 24/7 after hours service

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.

Recommendation: Board Approval to Fill

|                        |              |    |  |                     |     |  |
|------------------------|--------------|----|--|---------------------|-----|--|
| Time needed: 5 minutes | Attachments: | NO |  | Board vote required | YES |  |
|------------------------|--------------|----|--|---------------------|-----|--|

**Agenda Item:**

Recommendation:

|              |              |  |  |                      |  |  |
|--------------|--------------|--|--|----------------------|--|--|
| Time needed: | Attachments: |  |  | Board vote required: |  |  |
|--------------|--------------|--|--|----------------------|--|--|

**Agenda Item:**

Background Info:

Recommendation:

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

**Agenda Item:**

Background Info:

Recommendation:

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

### Montana Swine Import Data

| YEAR                     | # OF MOVEMENTS | # OF ANIMALS  | PURPOSE - BREEDING (MOVEMENTS/ ANIMALS) | PURPOSE - SALE   | PURPOSE - FEEDING | PURPOSE - PET | PURPOSE - SHOW | PURPOSE - OTHER |
|--------------------------|----------------|---------------|---|------------------|-------------------|---------------|----------------|-----------------|
| 2018                     |                |               |   |                  |                   |               |                |                 |
| <b>CANADA</b>            | 268            | 10,842        | 160/6,575                               | 93/3,887         | 14/202            | 1/1           | 0              | 2/173           |
| <b>DOMESTIC</b>          | 229            | 4,805         | 60/3,645                                | 103/636          | 3/5               | 1/1           | 43/316         | 21/76           |
| <b>TOTAL</b>             | <b>497</b>     | <b>15,647</b> | <b>220/10,220</b>                       | <b>296/4,523</b> | <b>17/207</b>     | <b>1/1</b>    | <b>43/316</b>  | <b>23/249</b>   |
| 2019                     |                |               |   |                  |                   |               |                |                 |
| <b>CANADA</b>            | 302            | 9,314         | 195/6,615                               | 98/2,536         | 10/107            | 0             | 0              | 1/56            |
| <b>DOMESTIC</b>          | 237            | 6,001         | 65/ 4,457                               | 79/ 899          | 16/232            | 0             | 44/72          | 34/331          |
| <b>TOTAL</b>             | <b>539</b>     | <b>15,315</b> | <b>260/11,072</b>                       | <b>177/3,435</b> | <b>26/ 339</b>    | <b>0</b>      | <b>44/72</b>   | <b>35/387</b>   |
| 2020 YTD (JUNE 31, 2020) |                |               |   |                  |                   |               |                |                 |
| <b>CANADA</b>            | 128            | 4,622         | 50/1,733                                | 80/2,888         | 0                 | 0             | 0              | 0               |
| <b>DOMESTIC</b>          | 112            | 4,798         | 26/2,213                                | 48/670           | 19/1,372          | 0             | 12/12          | 10/531          |
| <b>TOTAL</b>             | <b>240</b>     | <b>9,420</b>  | <b>76/3,946</b>                         | <b>128/3,558</b> | <b>19/1,372</b>   | <b>0</b>      | <b>12/12</b>   | <b>10/531</b>   |

### Montana Swine Export Data

| YEAR                            | EXPORT  | IMPORT |
|---------------------------------|---------|--------|
| <b>2018*</b>                    | 198,327 | 15,647 |
| <b>2019</b>                     | 398,584 | 15,315 |
| <b>2020 YTD (JUNE 31, 2020)</b> | 234,125 | 9,420  |

### *Swine Diseases of Concern*

| DISEASE  | INCUBATION PERIOD |                        |
|--|-------------------|------------------------|
| Porcine Reproductive and Respiratory Syndrome Virus (PRRS) | 3-10 days         | Present in US          |
| Influenza A virus  | 1-3 days          | Present in US          |
| Coronaviruses (PED, TGE, Delta)                            | 1-3 days          | Present in US          |
| Seneca A Virus/Seneca Valley Virus                         | 3-7 days          | Present in US          |
| African Swine Fever  | 4-19 days         | Foreign Animal Disease |
| Classical Swine Fever                                      | 2-15 days         | Foreign Animal Disease |
| Foot and Mouth Disease                                     | Usually 2 days    | Foreign Animal Disease |
| Swine Vesicular Disease                                    | 2-7 days          | Foreign Animal Disease |
| Pseudorabies (Aujeszky's Disease)                          | 2-6 days          | Eradicated in the US   |



April 29, 2020

Dr. Marty Zaluski  
State Veterinarian  
Montana Department of Livestock  
301 N. Roberts St.  
Helena, MT 59620

Dr. Zakuski,

On behalf of the North American Elk Breeders Association, we respectfully request the Montana Board of Livestock to consider the elimination of interstate Brucellosis testing requirements for farmed Cervidae that enter the state.

In 2017, the United States Animal Health Association (USAHA) adopted a resolution urging state animal health officials to eliminate interstate Brucellosis testing requirements for cervids that originate outside the Greater Yellowstone Area (GYA). The request was thoroughly vetted by state animal health officials and ultimately unanimously approved by the USAHA membership at the 2017 conference.

No farmed cervid outside the GYA has been found to be infected with Brucellosis in the last twenty years. By carving out the GYA, our industry believes this change will not pose a risk to states.

Since Brucellosis interstate testing requirements are currently regulated by state agencies, our industry is concurrently requesting states to independently make the change. In response, the Colorado Department of Agriculture, Idaho State Department of Agriculture, Indiana Board of Animal Health, Minnesota Board of Animal Health, Oklahoma Department of Agriculture, South Dakota Animal Industry Board, Tennessee Department of Agriculture and the Texas Animal Health Commission have officially dropped their state's brucellosis import requirement. Several additional states have the repeal in progress by amending their administrative rules.

USDA APHIS has told the cervid industry the proposed federal rule for Brucellosis is now off the table with a new working group developing a new proposal. In an effort to be forward thinking, the USAHA resolution informs APHIS of the change for if, and when, a rule is ever republished.

Our industry has submitted a request to Dr. Jim Logan, who chairs the National Assembly's work group of the Brucellosis side of the proposed rule, to not have a Brucellosis federal rule for cervids. According to subsequent communication with USDA APHIS, it appears our request will be granted and there will not be a cervid component in the new federal rule, thus leaving this a state issue.

We also note that in May 2017, USDA APHIS provided a report on Brucellosis testing for farmed cervids between FY 2014- 2016 and concluded the current testing is "sufficient to detect 1.1 infected animals per 10,000 farmed cervid in population tested." The state animal health officials at USAHA agreed the data speaks for itself.

On behalf of our members that reside in Montana, we sincerely appreciate your consideration. This change would greatly reduce veterinarian expenses for our members as well as stress and potential injury to animals. Our association can provide any testimony needed throughout the rule making process, including remarks during the Board of Livestock meeting.

Respectfully,

Travis Lowe  
Executive Director  
North American Elk Breeders Association  
tlowe@naelk.org



# Board of Livestock Meeting

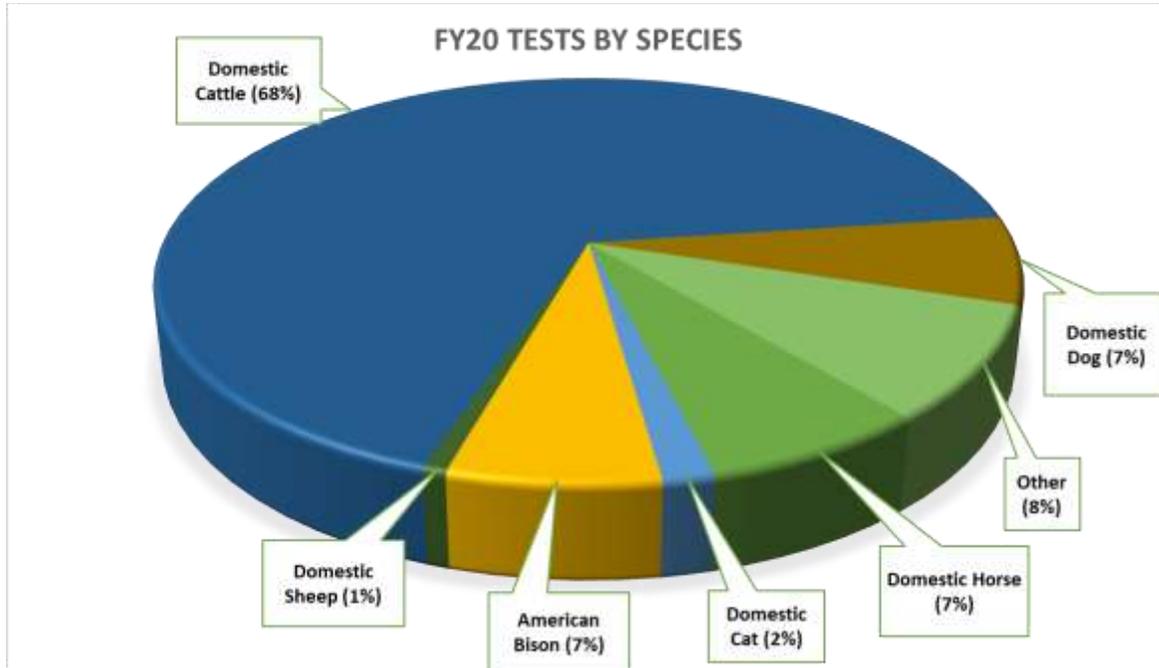
## Agenda Request Form

|   |                        |  |
|---|------------------------|--|
| From: Gregory Juda  | Division/Program: MVDL | Meeting Date: 7/22/2020                            |
| <b><u>Agenda Item: Request to backfill two lab technician vacancies</u></b>   |                        |  |
| Background Info: The MVDL is requesting to backfill two lab technician staff openings in Molecular Diagnostics (7/17) and Virology (8/12) due to staff departures for retirement and graduate school, respectively. |                        |  |
| Recommendation: BOL approval to hire positions  |                        |  |
| Time needed: 5 minutes  | Attachments:           | Yes    No X    Board vote required    Yes X    No  |
| <b><u>Agenda Item: MVDL FY2020 testing demographics summary</u></b>   |                        |  |
| Background Info: BOL chairman requested a summary of MVDL FY20 test number data by species. A summary of those data has been prepared.  |                        |  |
| Recommendation: N/A   |                        |  |
| Time needed: 5 minutes  | Attachments:           | Yes X    No    Board vote required:    Yes    No X |
| <b><u>Agenda Item:</u></b>  |                        |  |
| Background Info:  |                        |  |
| Recommendation:   |                        |  |
| Time needed:  | Attachments:           | Yes    No    Board vote required:    Yes    No     |

## MVDL FY20 Testing Demographics Summary

Prepared by: Gregory Juda, Director

Date: 7/14/2020



| Species                        | Test Income            | % Income | Case Numbers  | Test Numbers   | % Tests |
|--------------------------------|------------------------|----------|---------------|----------------|---------|
| Domestic Horse                 | \$ 104,085.76          | 9.79     | 6,564         | 13,815         | 7.20    |
| Domestic Dog                   | \$ 184,417.26          | 17.34    | 3,962         | 13,444         | 7.00    |
| Domestic Cattle (Bos taurus)   | \$ 428,235.32          | 40.27    | 3,811         | 129,930        | 67.67   |
| Domestic Cat                   | \$ 41,126.96           | 3.87     | 897           | 3,169          | 1.65    |
| American Bison                 | \$ 34,210.44           | 3.22     | 212           | 12,887         | 6.71    |
| Bat                            | \$ 7,191.25            | 0.68     | 198           | 399            | 0.21    |
| Domestic Sheep                 | \$ 11,164.97           | 1.05     | 142           | 1,417          | 0.74    |
| Goats                          | \$ 8,863.58            | 0.83     | 109           | 912            | 0.48    |
| Rodents                        | \$ 1,741.66            | 0.16     | 29            | 127            | 0.07    |
| Environmental                  | \$ 479.50              | 0.05     | 3             | 21             | 0.01    |
| Deer                           | \$ 32,505.16           | 3.06     | 110           | 4,464          | 2.33    |
| Domestic Pig                   | \$ 1,567.14            | 0.15     | 146           | 562            | 0.29    |
| Bears                          | \$ 2,890.27            | 0.27     | 24            | 164            | 0.09    |
| Weasels, Mink, Martens, Skunks | \$ 471.00              | 0.04     | 11            | 27             | 0.01    |
| American bighorn sheep         | \$ 3,731.50            | 0.35     | 7             | 433            | 0.23    |
| Birds                          | \$ 10,621.87           | 1.00     | 45            | 1,181          | 0.62    |
| Yak                            | \$ 59.00               | 0.01     | 14            | 59             | 0.03    |
| Reptilia                       | \$ 35.55               | 0.00     | 2             | 4              | 0.00    |
| Other                          | \$ 190,086.40          | 17.87    | 561           | 8,977          | 4.68    |
| <b>Report Totals</b>           | <b>\$ 1,063,484.59</b> |          | <b>16,847</b> | <b>191,992</b> |         |



# Board of Livestock Meeting

## Agenda Request Form

|   |              |  |                             |                      |   |  |  |
|---|--------------|--|-----------------------------|----------------------|---|--|--|
| From:<br><b>Brian Simonson</b>  |              | Division/Program:<br><b>Centralized Services</b> |                             |                      | Meeting Date:<br><b>7/22/2020</b>       |  |  |
| <b><u>Agenda Item:</u> HB10 Update/Report</b>   |              |  |                             |                      |   |  |  |
| Background Info: As requested a report on the current status for the HB10 IT project.   |              |  |                             |                      |   |  |  |
| Recommendation: n/a   |              |  |                             |                      |   |  |  |
| Time needed: 20 min   | Attachments: | Yes <input checked="" type="checkbox"/>          | No <input type="checkbox"/> | Board vote required: | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |  |
| <b><u>Agenda Item:</u> Predator control aerial hunting allocations</b>  |              |  |                             |                      |   |  |  |
| Background Info: Report the Counties' and Wildlife Service's allocations per 81-7-102 MCA. The three counties (Carter, Powder River and Richland) have elected not to utilize Wildlife Services to perform predator control, therefore a portion of the predator control fund is paid directly to these three counties. |              |  |                             |                      |   |  |  |
| Recommendation: n/a   |              |  |                             |                      |   |  |  |
| Time needed: 10 min   | Attachments: | Yes <input checked="" type="checkbox"/>          | No <input type="checkbox"/> | Board vote required: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |  |
| <b><u>Agenda Item:</u> June 30, 2020 State Special Revenue Report</b>   |              |  |                             |                      |   |  |  |
| Background Info: Report for year end comparisons of state special revenues.   |              |  |                             |                      |   |  |  |
| Recommendation: n/a   |              |  |                             |                      |   |  |  |
| Time needed: 10 min   | Attachments: | Yes <input checked="" type="checkbox"/>          | No <input type="checkbox"/> | Board vote required: | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |  |
| <b><u>Agenda Item:</u> FY21 Budget Comparison Report</b>  |              |  |                             |                      |   |  |  |
| Background Info: Department level FY21 budget report comparing overall budgeted expenses and funds to last year's budget and expected actuals.  |              |  |                             |                      |   |  |  |
| Recommendation: n/a   |              |  |                             |                      |   |  |  |
| Time needed: 15 min   | Attachments: | Yes <input checked="" type="checkbox"/>          | No <input type="checkbox"/> | Board vote required: | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |  |
|   |              |  |                             |                      |   |  |  |
|   |              |  |                             |                      |   |  |  |

## IT Report on HB10 current status and plans

The end goal to this project is and has been to minimize the systems within MDOL and provide an efficient, secure and hopefully cost-effective solution for the Department and our industry.

### *History:*

Originally when the plan was created for updating specific applications within the Department it was being looked at as a possible full development or a new customized application that would fully integrate all data. The applications were the internal Meat and Poultry application which was written in-house by staff that is very outdated and if something major was to go awry it would not be able to be repaired. The second application was the Milk and Egg application that again was built in-house and functionality is very limited and dated. Lastly, the Laboratory Information Management System (LIMS) was going to be reviewed by having a major overhaul or replacement.

### *Funding:*

For the above-mentioned upgrades, it was loosely estimated at \$1.3 million for the biennium (\$650k per year) which was approved by the Board and ultimately awarded last session. This money was taken out of the Per Capita fees and then transferred to DOA (Dept. of Administration) under HB10 funding. The funding has no expiration date and once any of it is expended it needs to be reported to the Legislative Finance Committee (LFC).

### *Tasks to date:*

Several meetings with vendors along with internal stakeholders were held over several months to gain information of what current and prospective vendors could offer. Along with those meetings, a deeper dive was done into the process that the Department must follow to acquire new applications through Dept. of Administration. These are Request for Information (RFI's), Request for Proposal (RFP), and IT Procurement Request (ITPR). RFP's are a very in-depth document that can take months to create and due to their complexity, there was several meetings and reviews of other state agency and external state RFP's that were examined and require outside consulting to facilitate.

### *Findings and changes:*

During the last few months of conversations with our current vendors it has been identified that the proposed updates have modules that have been written by our current vendors that could be easily implemented into our current systems. Here is the breakdown:

- In the past few months our LIMS system has been updated on the back end to increase efficiency and stability. With a few site visits they have been able to implement a large part of Milk and Egg inspections which in turn will allow Milk Lab staff, Helena staff and Sanitarians in the field to enter in data and report all data in one application. There are a few more items and possibly a site visit that will be needed to be completed before this goes live.
- Our current vendor for USAHerds (Acclaim) has a module that the state of Vermont has been using for Meat Inspection and labeling that could be implemented into our current

system. A meeting was held 7/9/20 with Acclaim and internal MDOL staff to discuss. It looks to have very minimal effort to implement this system into our current system.

With said changes above the financial impact should be less than initially thought which will allow us to pursue other upgrades that will increase efficiency for both internal staff and constituents which will be covered in the next section.

#### *Next steps:*

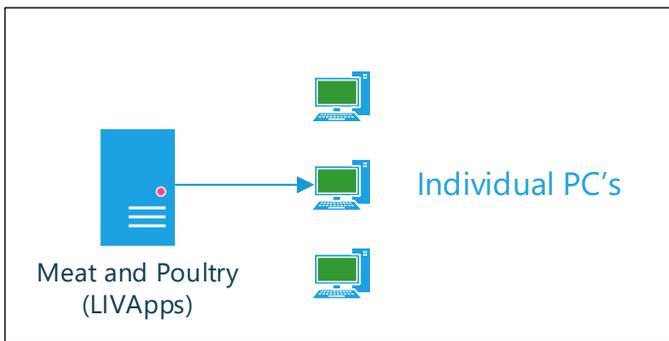
With having our vendors able to provide modules to our current systems, it opened more opportunities to look at with our current vendors. Here is another list of the items we are researching with Vendors:

- Electronic brand inspections which will be able to run on mobile devices through Fort Supply.
- A mobile solution for Brand lookups. Currently our application is only available on Apple devices and cannot be updated with new brand information and the last update was 2016. This was developed in-house prior to any of our current IT staff and no support documentation has been found on this.
- Migration of our current Brand database into Fort Supply. This will not affect the 2021 rerecord year and most of the work will be done in parallel.
- Finalization of the implementation of the Milk Lab/Milk and Egg inspection module
- Currently reviewing a customer relationship management (CRM) solution that would provide a customer interface for internal staff to allow data sharing across all areas of the Department and with appropriate security to information, constituents could look up information in all areas of the Department as well.

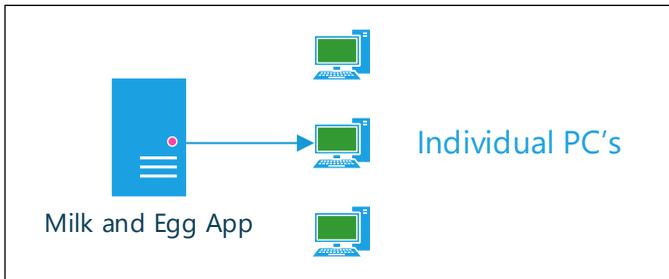
Because the above solutions are all “modules” with our existing applications, RFP’s and RFI’s are not needed as they are considered “Maintenance Contracts”. An ITPR will be required for each but those are a lot more less intense to create. The exception to the above list is the CRM solution which is a completely new addition to the department. Using a specific CRM platform is an Enterprise service offered by the State Information Services Division (SITSD) of Dept. of Administration, therefore there is a list of pre-qualified vendors and no RFI/RFP would be needed as well.

Attached to this is a diagram showing how the systems will be in “modules”. There will be a Lab module, Animal Health module and a Brands module. There will be the CRM module that will tie into these databases to provide the interface for data.

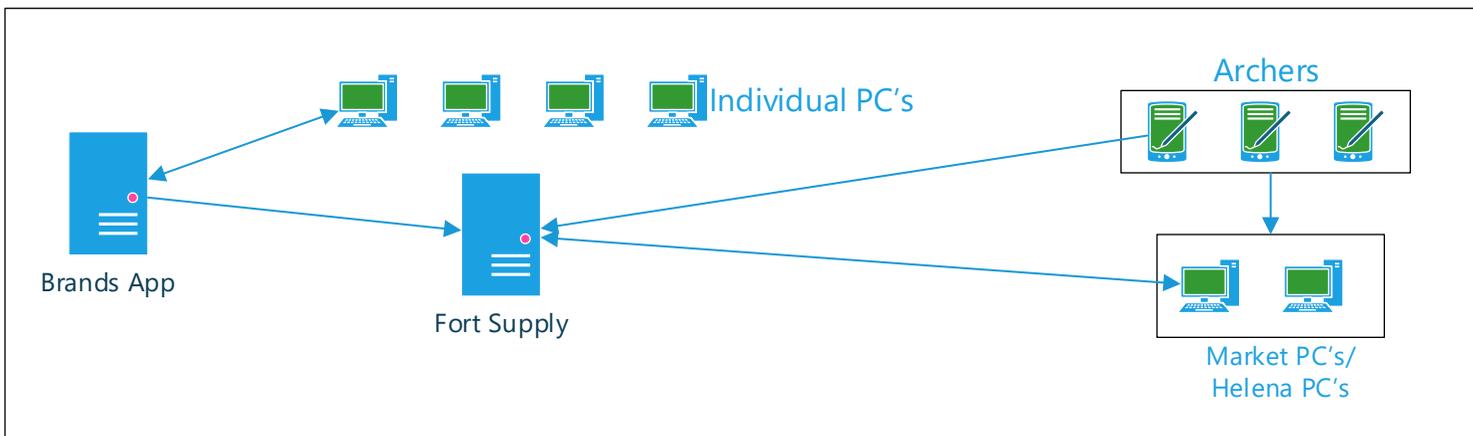
## Current Status and issues of MDOL Systems



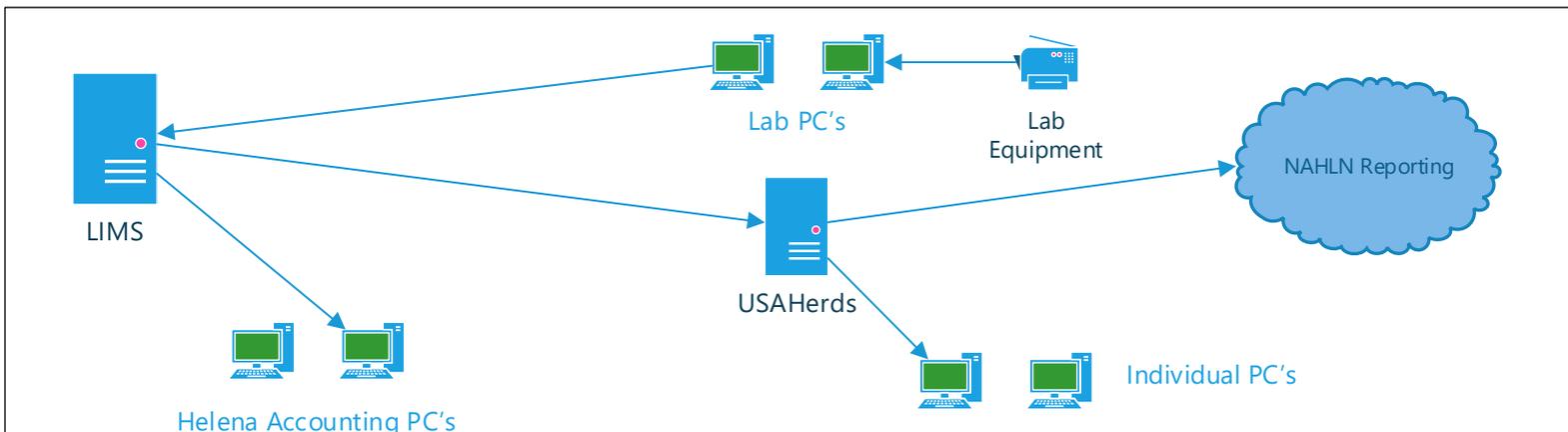
- In house App with no documentation, if it breaks no support
- Sits on an outdated database backend
- Does not integrate with other systems in DOL
- Hand entered information on field inspections



- In house App with no documentation, if it breaks no support
- Sits on an outdated database backend
- Does not integrate with other systems in DOL
- Hand entered on both Lab data and Helena office

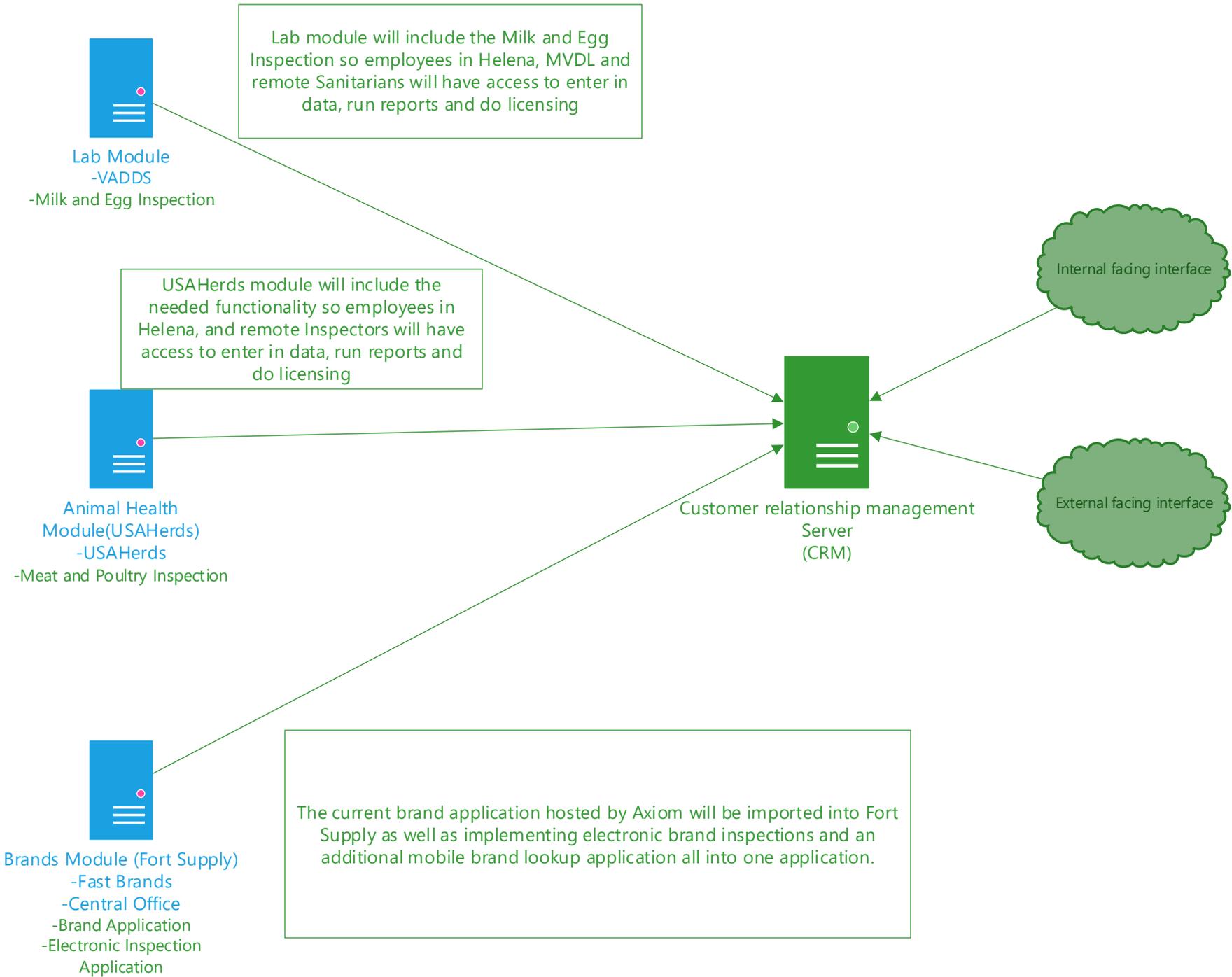


- Department applications.
- Service and support is done by an hourly rate of \$165/hr. as there is no annual service contract available
- There is currently no data interface between existing animal health software application and brands information
- Data integrity issues (mainly illegible handwriting by individual inspectors)
- Extensive backlog of data entry in the Helena office



- Limited data communication with other application interfaces within the Department
- Reporting to other departments is not as user friendly to create as expected
- Interface and navigation is not intuitive and confusing

**Future Status of MDOL Systems**  
Green graphics and text represent NEW additions.  
Blue represents current functionality.



Lab module will include the Milk and Egg Inspection so employees in Helena, MVDL and remote Sanitarians will have access to enter in data, run reports and do licensing

USAHerds module will include the needed functionality so employees in Helena, and remote Inspectors will have access to enter in data, run reports and do licensing

The current brand application hosted by Axiom will be imported into Fort Supply as well as implementing electronic brand inspections and an additional mobile brand lookup application all into one application.

CRM will tie into all three databases to allow for a portal interface that can be used by both internal staff and constituents to look up information.

**MONTANA DEPARTMENT OF LIVESTOCK  
PREDATOR CONTROL  
PAYMENT ALLOCATION  
FY 2021**

**DEPARTMENT OF LIVESTOCK  
PREDATOR CONTROL - THREE COUNTY ALLOCATION  
FY 2021**

Counties not covered by Wild Life Services

|  | PCF Billed |           |
|--|------------|-----------|
| Carter                                       | \$ 172,783 |           |
| Powder River                                 | 176,630    |           |
| Richland                                     | 83,182     |           |
| Total PCF billed to three counties           | \$ 432,595 |           |
| Total Per Capita Fee billed                  |            | 4,996,700 |
| Percentage of PCF paid by the three counties |            | 8.66%     |

|  |         |
|--|---------|
| Amount Available for Allocation              | 425,000 |
| Percentage of PCF paid by the three counties | 8.66%   |
| Amount Allocated to the three counties       | 36,805  |

|  |          |
|--|----------|
| Budgeted Amount                        | 425,000  |
| Less Helicopter Insurance              | (21,718) |
| Amount Allocated to the three counties | (36,805) |
| Amount Available for Wildlife Services | 366,477  |

**Counties not covered by Wild Life Services**

|              | PCF Billed |         | County Allocation |
|--------------|------------|---------|-------------------|
| Carter       | \$ 172,783 | 39.94%  | \$ 14,700         |
| Powder River | 176,630    | 40.83%  | 15,027            |
| Richland     | 83,182     | 19.23%  | 7,078             |
|              | \$ 432,595 | 100.00% | \$ 36,805         |

**MONTANA DEPARTMENT OF LIVESTOCK  
STATE SPECIAL REVENUE REPORT  
JUNE 30, 2020**

**DEPARTMENT OF LIVESTOCK  
STATE SPECIAL REVENUE COMPARISON FY 2020**

|   | FY 2019 as of<br>June 30, 2019 | FY 2020 as of<br>June 30, 2020 | Difference<br>June 30<br>FY19 & FY20 | Budgeted<br>Revenue<br>FY 2020 |
|---|--------------------------------|--------------------------------|--------------------------------------|--------------------------------|
| <b>Fund Description</b>                     |                                |                                |                                      |                                |
| <b>02425 Brands</b>                         |                                |                                |                                      |                                |
| New Brands & Transfers                      | \$ 325,941                     | \$ 469,059                     | \$ 143,118                           | \$ 413,725                     |
| Re-Recorded Brands                          | 464,706                        | 464,704                        | (2)                                  | 464,705                        |
| Security Interest Filing Fee                | 23,245                         | 43,649                         | 20,404                               | 47,500                         |
| Livestock Dealers License                   | 101,883                        | 100,835                        | (1,048)                              | 76,764                         |
| Local Inspections                           | 365,367                        | 309,767                        | (55,600)                             | 334,800                        |
| Market Inspection Fees                      | 1,490,361                      | 1,535,229                      | 44,868                               | 1,625,200                      |
| Investment Earnings                         | 84,793                         | 49,975                         | (34,818)                             | 85,000                         |
| Other Revenues                              | 195,153                        | 104,195                        | (90,958)                             | 129,225                        |
| <b>Total Brands Division Revenue</b>        | <b>\$ 3,051,449</b>            | <b>\$ 3,077,413</b>            | <b>\$ 25,964</b>                     | <b>\$ 3,176,919</b>            |
| <b>02426 Per Capita Fee (PCF)</b>           |                                |                                |                                      |                                |
| Per Capita Fee                              | \$ 4,893,743                   | \$ 4,990,604                   | \$ 96,861                            | \$ 4,900,040                   |
| Indirect Cost Recovery                      | 437,074                        | 405,522                        | (31,552)                             | 219,930                        |
| Investment Earnings                         | 215,450                        | 170,734                        | (44,716)                             | 195,000                        |
| Other Revenues                              | 3,297                          | 1,562                          | (1,735)                              | 75,322                         |
| <b>Total Per Capita Fee Revenue</b>         | <b>\$ 5,549,564</b>            | <b>\$ 5,568,422</b>            | <b>\$ (12,694)</b>                   | <b>\$ 5,558,592</b>            |
| <b>02427 Animal Health</b>                  |                                |                                |                                      |                                |
| Animal Health                               | \$ 41,101                      | \$ 49,051                      | \$ 7,950                             | \$ 9,650                       |
| Investment Earnings                         | 1,099                          | 1,169                          | 70                                   | 1,000                          |
| <b>Total Animal Health Revenue</b>          | <b>\$ 43,878</b>               | <b>\$ 50,220</b>               | <b>\$ 9,195</b>                      | <b>\$ 49,100</b>               |
| <b>02701 Milk Inspection</b>                |                                |                                |                                      |                                |
| Inspectors Assessment                       | \$ 344,441                     | \$ 332,438                     | \$ (12,003)                          | \$ 345,000                     |
| Investment Earnings                         | 2,533                          | 1,881                          | (652)                                | 3,000                          |
| <b>Total Milk Inspection</b>                | <b>\$ 346,974</b>              | <b>\$ 334,319</b>              | <b>\$ (12,655)</b>                   | <b>\$ 348,000</b>              |
| <b>02262 EGG GRADING</b>                    |                                |                                |                                      |                                |
| Inspectors Assessment                       | \$ 134,158                     | \$ 138,763                     | \$ 4,605                             | \$ 140,000                     |
| <b>Total EGG GRADING</b>                    | <b>\$ 134,158</b>              | <b>\$ 138,763</b>              | <b>\$ 4,605</b>                      | <b>\$ 140,000</b>              |
| <b>06026 Diagnostic Lab Fees</b>            |                                |                                |                                      |                                |
| Lab Fees                                    | \$ 1,021,589                   | \$ 1,159,111                   | \$ 137,522                           | \$ 1,196,667                   |
| Donated Equipment                           | -                              | 31,003                         | \$ 31,003                            | 31,000                         |
| Other Revenues                              | 1,129                          | 2,255                          | 1,126                                | 4,000                          |
|   | <b>\$ 1,022,718</b>            | <b>\$ 1,192,368</b>            | <b>\$ 169,651</b>                    | <b>\$ 1,231,667</b>            |
| <b>Combined State Special Revenue Total</b> | <b>\$ 10,148,741</b>           | <b>\$ 10,361,505</b>           | <b>\$ 184,066</b>                    | <b>\$ 10,504,278</b>           |

**Voluntary Wolf Donation Fund - per 81-7-123 MCA**

|           |      |           |           |          |
|-----------|------|-----------|-----------|----------|
| Donations | \$ - | \$ 46,071 | \$ 46,071 | \$ 5,000 |
|-----------|------|-----------|-----------|----------|

The voluntary wolf donation fund is donations that will be transferred to wild life services for predator control.

These are not the final year-end revenue amounts. The State financial system year-end closing process ends on July 28, 2020. Amounts may change.

The diagnostic laboratory received two pieces of equipment through donations. The Montana Public Health & Human Services donated a bio safety cabinet valued at \$8,003 and NVSL donated an FPA reader for brucella testing valued at \$23,000.

**MONTANA DEPARTMENT OF LIVESTOCK  
2021 BUDGET COMPARISON  
JUNE 30, 2020**

**DEPARTMENT OF LIVESTOCK  
BUDGET COMPARISONS  
FY 2021**

DIVISION: **DEPARTMENT OF LIVESTOCK**  
PROGRAM: **ALL PROGRAMS**

|                             | 2020 ACTUALS (Not<br>final amounts) | Unspent Authority   | 2020 BUDGET          | 2021 BUDGET          | BUDGET<br>CHANGE    |
|-----------------------------|-------------------------------------|---------------------|----------------------|----------------------|---------------------|
| PERSONAL SERVICES           | \$ 9,252,622                        | \$ 413,248          | \$ 9,665,870         | \$ 9,806,995         | \$ 141,125          |
| OPERATIONS                  | 4,458,071                           | 793,048             | 5,251,119            | 4,977,997            | (273,122)           |
| EQUIPMENT                   | 383,792                             | 22,089              | 405,881              | 49,967               | (355,914)           |
| GRANTS & CLAIMS             | 337,455                             | 120,967             | 458,422              | 464,000              | 5,578               |
| TRANSFERS                   | 330,033                             | 12,448              | 342,481              | 342,481              | -                   |
|                             | <u>\$ 14,761,973</u>                | <u>\$ 1,361,800</u> | <u>\$ 16,123,773</u> | <u>\$ 15,641,440</u> | <u>\$ (482,333)</u> |
| GENERAL FUND                | \$ 2,842,411                        | 137,440             | \$ 2,979,851         | \$ 3,060,363         | \$ 80,512           |
| STATE SPECIAL REVENUE FUNDS | 8,401,712                           | 1,037,299           | 9,439,011            | 9,365,318            | (73,693)            |
| FEDERAL REVENUE FUNDS       | 2,396,948                           | 113,589             | 2,510,537            | 2,015,051            | (495,486)           |
| PROPRIETARY FUNDS           | 1,208,765                           | (14,390)            | 1,194,375            | 1,200,708            | 6,333               |
|                             | <u>\$ 14,849,836</u>                | <u>\$ 1,273,938</u> | <u>\$ 16,123,774</u> | <u>\$ 15,641,440</u> | <u>\$ (482,334)</u> |

As of the date of this report, all expenses may not have been submitted to accounting for recording and there are other expenses that are calculated as indirect expenses. The indirect expenses are calculated on actual expenses such as payroll expenses and therefore are completed after actual expenses are recorded.

During FY 2020, federal agencies awarded the department additional funds for the different programs. The additional funding for operations was \$281,000.

In FY 2020, the department was funded with \$219,572 for one time only authority for equipment purchases. During the fiscal year, federal programs awarded the department additional funds for equipment purchases in the amount of \$166,000.

The Department has 2019 Carryforward can be spent in FY 2021 in the amount of \$108,785. There is \$369 of general fund, \$85,372 of state special revenue and \$23,044 federal revenue. If it is not used by June 30, 2021, it will be reverted back.

**DEPARTMENT OF LIVESTOCK  
BUDGET COMPARISONS  
FY 2021**

DIVISION: **DEPARTMENT OF LIVESTOCK**  
PROGRAM: **CENTRAL SERVICES**

|                             | 2020 ACTUALS (Not<br>final amounts) | Unspent Authority | 2020 BUDGET         | 2021 BUDGET         | BUDGET<br>CHANGE   |
|-----------------------------|-------------------------------------|-------------------|---------------------|---------------------|--------------------|
| PERSONAL SERVICES           | \$ 1,406,140                        | \$ 9,653          | \$ 1,415,793        | \$ 1,437,390        | \$ 21,597          |
| OPERATIONS                  | 907,237                             | 293,357           | 1,200,594           | 1,141,593           | (59,001)           |
| GRANTS & CLAIMS             | 337,455                             | 120,967           | 458,422             | 464,000             | 5,578              |
| TRANSFERS                   | 99,980                              | 2,501             | 102,481             | 102,481             | -                  |
|                             | <u>\$ 2,750,812</u>                 | <u>\$ 426,478</u> | <u>\$ 3,177,290</u> | <u>\$ 3,145,464</u> | <u>\$ (31,826)</u> |
| GENERAL FUND                | \$ 113,322                          | (936)             | \$ 112,386          | \$ 113,581          | \$ 1,195           |
| STATE SPECIAL REVENUE FUNDS | 2,417,510                           | 527,394           | 2,944,904           | 2,916,883           | (28,021)           |
| FEDERAL REVENUE FUNDS       | 120,000                             | -                 | 120,000             | 115,000             | (5,000)            |
|                             | <u>\$ 2,650,832</u>                 | <u>\$ 526,458</u> | <u>\$ 3,177,290</u> | <u>\$ 3,145,464</u> | <u>\$ (31,826)</u> |

As of the date of this report, all expenses may not have been submitted to accounting for recording and there are other expenses that are calculated as indirect expenses. The indirect expenses are calculated on actual expenses such as payroll expenses and therefore are completed after actual expenses are recorded.

Grants and Claims comprises of payments for livestock predation losses and grants for livestock loss prevention. This is funded with \$338,42 of state special revenue and \$120,000 federal funds. The budget for the predation payments is \$330,000 and the department paid \$261,495 in claims, using both state funds and federal funds.

The Central Services Division transfers is the payment to the Department of Revenue for the per capita fee collections.

The Department has 2019 Carryforward can be spent in FY 2021 in the amount of \$108,785. There is \$12,974 of state special revenue carryforward. If it is not used by June 30, 2021, it will be reverted back.

**DEPARTMENT OF LIVESTOCK  
BUDGET COMPARISONS  
FY 2021**

DIVISION: **DEPARTMENT OF LIVESTOCK**  
PROGRAM: **ANIMAL HEALTH**

|                             | 2020 ACTUALS<br>(Not final<br>amounts) | Unspent Authority | 2020 BUDGET         | 2021 BUDGET         | BUDGET<br>CHANGE    |
|-----------------------------|--|-------------------|---------------------|---------------------|---------------------|
| PERSONAL SERVICES           | \$ 4,583,930                           | \$ 136,364        | \$ 4,720,294        | \$ 4,734,293        | \$ 13,999           |
| OPERATIONS                  | 2,931,311                              | 440,059           | 3,371,370           | 3,144,541           | (226,829)           |
| EQUIPMENT                   | 383,792                                | 22,089            | 405,881             | 49,967              | (355,914)           |
| TRANSFERS                   | 230,053                                | 9,947             | 240,000             | 240,000             | -                   |
|                             | <u>\$ 8,129,086</u>                    | <u>\$ 608,459</u> | <u>\$ 8,737,545</u> | <u>\$ 8,168,801</u> | <u>\$ (568,744)</u> |
| GENERAL FUND                | \$ 2,729,089                           | 138,376           | \$ 2,867,465        | \$ 2,946,782        | \$ 79,317           |
| STATE SPECIAL REVENUE FUNDS | 2,102,128                              | 183,041           | 2,285,169           | 2,121,260           | (163,909)           |
| FEDERAL REVENUE FUNDS       | 2,276,948                              | 113,589           | 2,390,537           | 1,900,051           | (490,486)           |
| PROPRIETARY FUNDS           | 1,208,765                              | (14,390)          | 1,194,375           | 1,200,708           | 6,333               |
|                             | <u>\$ 8,316,930</u>                    | <u>\$ 420,616</u> | <u>\$ 8,737,546</u> | <u>\$ 8,168,801</u> | <u>\$ (568,745)</u> |

As of the date of this report, all expenses may not have been submitted to accounting for recording and there are other expenses that are calculated as indirect expenses. The indirect expenses are calculated on actual expenses such as payroll expenses and therefore are completed after actual expenses are recorded.

During FY 2020, federal agencies awarded the department additional funds for the different programs. The additional funding for operations was \$281,000.

In FY 2020, the department was funded with \$219,572 for one time only authority for equipment purchases. During the fiscal year, federal programs awarded the department additional funds for equipment purchases in the amount of \$166,000.

The Animal Health Division transfers is the cooperative agreement with FWP for elk collars.

The Department has 2019 Carryforward can be spent in FY 2021 in the amount of \$108,785. There is \$7,252 of state special revenue carryforward. If it is not used by June 30, 2021, it will be reverted back.

**DEPARTMENT OF LIVESTOCK  
BUDGET COMPARISONS  
FY 2021**

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

|                             | 2020 ACTUALS<br>(Not final<br>amounts) | Unspent Authority | 2020 BUDGET         | 2021 BUDGET         | BUDGET<br>CHANGE  |
|-----------------------------|--|-------------------|---------------------|---------------------|-------------------|
| PERSONAL SERVICES           | \$ 3,262,552                           | \$ 267,231        | \$ 3,529,783        | \$ 3,635,312        | \$ 105,529        |
| OPERATIONS                  | 619,523                                | 59,632            | 679,155             | 691,863             | 12,708            |
|                             | <u>\$ 3,882,075</u>                    | <u>\$ 326,863</u> | <u>\$ 4,208,938</u> | <u>\$ 4,327,175</u> | <u>\$ 118,237</u> |
| STATE SPECIAL REVENUE FUNDS | 3,882,074                              | 326,864           | 4,208,938           | 4,327,175           | 118,237           |
|                             | <u>\$ 3,882,074</u>                    | <u>\$ 326,864</u> | <u>\$ 4,208,938</u> | <u>\$ 4,327,175</u> | <u>\$ 118,237</u> |

As of the date of this report, all expenses may not have been submitted to accounting for recording and there are other expenses that are calculated as indirect expenses. The indirect expenses are calculated on actual expenses such as payroll expenses and therefore are completed after actual expenses are recorded.

The Department has 2019 Carryforward can be spent in FY 2021 in the amount of \$108,785. There is \$369 of general fund, \$85,372 of state special revenue and \$23,044 federal revenue. If it is not used by June 30, 2021, it will be reverted back.