



VETERINARY SERVICES MEMORANDUM NO. 575.19

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary Services

Washington, DC
20250

TO: Veterinary Services Management Team (VSMT)

FROM: John R. Clifford
Deputy Administrator
Veterinary Services

SEP 22 2008

SUBJECT: Administration of Standardized Premises Identification Numbers (PINs) in Veterinary Services' (VS) Cooperative Animal Disease Program Activities.

I. PURPOSE

The purpose of this memorandum is to provide guidance to VS personnel, State cooperators, and accredited veterinarians regarding assignment of the PIN in the administration of VS disease program activities.

II. DEFINITION

The PIN, as defined in the National Animal Identification System (NAIS) Program Standards, is to be the sole and standard location identifier for all VS disease program activities defined in Section III of this Memorandum. The NAIS Program Standards define the PIN as a nationally unique, 7-digit code that includes both letters and numbers, for example, A123R69. The premises number allocator (Allocator), a software application maintained within the National Premises Information Repository, generates location numbers through interfaces with the Standardized Premises Registration System (SPRS) or Compliant Premises Registration Systems (CPRS) and interfaces with other authorized systems, e.g., the Emergency Management and Response System (EMRS).

III. ISSUANCE OF A PIN

- A. For locations that do not already have an associated PIN, a PIN will be issued for the premises for VS program or disease event response activities that meet any of the following criteria:
1. Activities are performed at a premises by a State or Federal animal health authority or an accredited veterinarian for any disease which is regulated through the *Code of Federal Regulations*, for an emerging or re-emerging disease as determined by State and Federal animal health officials, or for a foreign animal disease.

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2. The VS activity (e.g., vaccination, disease investigation, inspection, etc.) necessitates the assignment of a location identifier on a record to be submitted to/stored in a VS-maintained information system.
3. Federal funds are used to support the administration of the animal disease program.

In general, examples of these activities for which the issuance of a PIN is applicable include, but are not limited to, vaccinations, certification programs, surveillance programs, disease investigations, or inspections of import/export locations, quarantine facilities, livestock markets, slaughter plants, rendering plants, or licensed garbage feeding operations.

- B. The locations at which any activities defined in III.A occur will be registered in the NAIS by the producer, the appropriate animal health official, or accredited veterinarian as outlined below to obtain a PIN.
 1. If the person responsible for the premises chooses to complete the premises registration form, the PIN will be processed through the appropriate State's SPRS or CPRS when time for processing the application allows. These records will be administered through the same processes previously in place for premises registration forms.
 2. If the person responsible for the premises chooses not to complete the form to register his/her premises, either the animal health official or an accredited veterinarian will collect the defined data fields.
 - a. Animal health officials will collect the defined data fields for submission through the EMRS or the Animal Health and Surveillance Management System (AHSM) interface with the Allocator to obtain a PIN for the premises. The premises record processed through the EMRS, AHSM, or other VS systems will be provided to the State so the records may be added electronically to the State's premises registration system.
 - b. Accredited veterinarians will collect the defined data fields on official disease program forms, including forms for VS National Animal Health Laboratory Network laboratories, for submission to the State or Federal office in that State for interfacing with the Allocator to obtain a PIN for the premises.

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- C. PINs issued as outlined in III.B.2 for activities defined in III.A will also have a PIN enrollment code to differentiate them from PINs issued as a result of voluntary NAIS registration. The PIN enrollment code will also be provided to the appropriate databases.
 - 1. From the date of issuance of this VS Memorandum, all PINs issued in accordance with this policy will be included in all NAIS premises registration statistical summary reports.
- D. The guidance document (Attachment 1) associated with this memorandum defines other details and protocols for issuance of a PIN for VS program or disease response activities that meet the criteria defined in III.A.

IV. TERMINOLOGY

- A. The term "Premises Identification Number (PIN)" will apply to all location identifiers issued for activities defined in III.A. This same term will apply to location identifiers issued when the person responsible for the premises voluntarily registers a premises in the NAIS.
- B. All written and verbal communication must clearly define "PIN" as a reference to a premises identification number rather than a reference to a personal identification number.
- C. Identifiers used for other reasons, such as a Flock ID, should be appropriately described in communication to avoid confusion about the use of the PIN as the standard for identifying the location of animals. Flock ID, a herd number to define a group of animals, and other numbers remain necessary to reference/identify certain groups of animals.

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Attachment 1: A General Guide for Assigning a Premises Identification Number (PIN) for Disease Control Activities

General principles for issuing PINs

1. When a location needs a premises identification number for a disease control program activity it is important that, to the extent possible, the producer be given the opportunity to voluntarily register the location with the system the State is currently using.
2. If the producer does not wish to voluntarily register, it is still important to use the State premises registration system, to the extent possible, to obtain a PIN.
3. For most routine program events such as vaccinations, scheduled herd tests, inspections, etc., there will be sufficient time to obtain premises identification numbers through the State system rather than using a Federal system.
4. Specific guidelines and policies related to the role of State and Federal field employees in the registration of premises need to be determined at the local level, keeping in mind the need to allow flexibility, meet local needs, and provide unimpeded continuity of business practices.
5. It is the State's responsibility to coordinate the role of accredited veterinarians in this process, keeping in mind the need for training to ensure consistency of data entry and the associated financial burden. The more the accredited veterinarian does, the more training and oversight will be required, and the more their clients will likely be charged.
6. When it is necessary for PINs to be assigned by a Federal system that is integrated with the premises number allocator, the State will be provided with all resulting premises records through electronic communication processes.
7. Premises registration records not voluntarily completed by the producer will be "flagged" accordingly. An additional required field (data element) will be added to the NAIS program standards for the Standardized Premises Registration System (SPRS), Compliant Premises Registration Systems (CRPS), and the National Premises Information Repository (NPIR).

When is a PIN required?

1. A PIN is required for activities performed at a premises by a State or Federal animal health authority or an accredited veterinarian for any disease that is regulated through Title 9 of the *Code of Federal Regulations* (9 CFR).

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- a. Tuberculosis (9 CFR Parts 50 and 77)
 - b. Brucellosis (9 CFR Parts 51 and 78)
 - c. Pseudorabies (9 CFR Parts 52 and 85)
 - d. Scrapie (9 CFR Parts 54 and 79)
 - e. Chronic wasting disease (9 CFR Parts 55 and 81)
 - f. Texas (splenetic) fever in cattle (9 CFR Part 72)
 - g. Scabies in cattle (9 CFR Part 73)
 - h. H5/H7 low pathogenic avian influenza (9 CFR Part 56)
 - i. Johne's disease (9 CFR Part 80)
 - j. Communicable diseases in horses, asses, ponies, mules, and zebras (9 CFR Part 75)
 - k. Exotic Newcastle disease and chlamydiosis (9 CFR Part 82)
 - l. Poultry health as addressed in the National Poultry Improvement Plan (9 CFR Parts 145 and 146)
 - m. Swine health (9 CFR Parts 166 and 167)
2. A PIN is required for activities involving an emerging, re-emerging, or foreign animal disease, as determined by State and Federal animal health officials, that constitutes an emergency and threatens the livestock or poultry of the United States. (9 CFR Part 53)
 3. A PIN is required for VS activities that necessitate the assignment of a numbered location identifier associated with a record to be submitted to or stored in a VS-maintained information system. These include, but are not limited to:
 - a. Vaccinations
 - b. Diagnostic tests
 - c. Epidemiologic investigations
 - d. Inspections
 - e. Appraisals and indemnifications
 - f. Quarantines
 - g. Movement of exposed/reactor animals
 - h. Certifications (other than certificates of veterinary inspection)
 - i. Application of official eartags
 - j. Application of official backtags
- VS-maintained information systems include:
- a. Emergency Management Response System (EMRS)
 - b. Generic Database (GDB)
 - c. Scrapie National Generic Database (SNGD-GDB)
 - d. Animal Health and Surveillance Management (AHSM) system
4. A PIN is required when Federal funds are used to support the administration of the animal disease programs.

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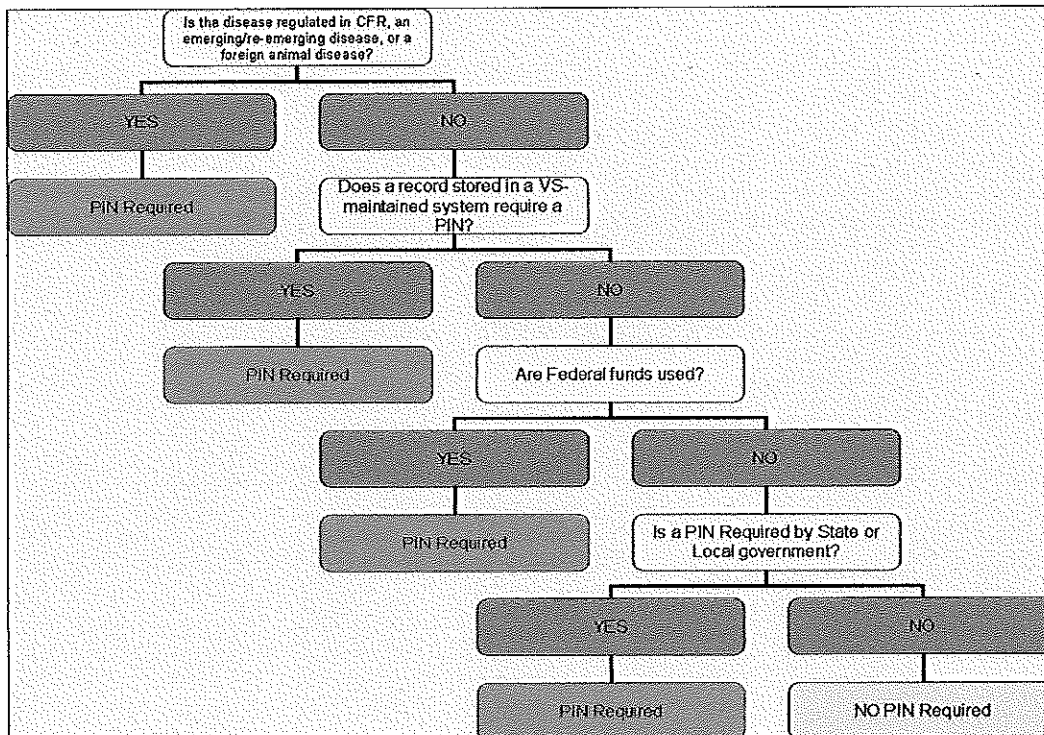
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- a. Programs where producers receive a direct benefit from Federal funds for service, equipment, or supplies.
- b. Pilot projects that require data collection from individual premises.

Federally funded activities that DO NOT require a PIN include:

- a. General disease surveillance
- b. Monitoring activities such as National Animal Health Monitoring and Surveillance surveys where anonymity is required
- c. Education and outreach activities
- d. Participation in voluntary programs

A summary of these requirements is displayed as a decision flow chart in Figure 1.
Figure 1: Decision Flow Chart to Determine if a PIN is Required



Administration of PINs in accordance with VS Memorandum 575.19

As stated in the "General Principles" section, for most routine program events such as vaccinations, scheduled herd tests, inspections, etc., there will be sufficient time to obtain PINs through the State system. In some situations, however, time may be a critical factor, and the need to move forward quickly might be essential. Under these circumstances, there will be an effort to provide owners with information that would allow them to voluntarily register their premises and to gather any additional information

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the State may need to register the premises if the owner so chooses. This option depends on the event, the State and Federal working relationships, and the needs of the incident command system in a task force situation.

1. Premises registered through State system

- a. Voluntary premises registration: When issuing PINs for disease program work and when the producer volunteers to have his/her premises registered, the premises registration form is completed and processed according to the protocols established in the State. Some States have granted access privileges to the Federal Area Office so that the Federal Area Office can also register premises using the State system. Other States require all registration data to be entered by State data entry personnel. The registration form is noted to indicate that the registration was voluntary.
- b. Assignment of a PIN when a producer does not volunteer to register the premises: When issuing PINs for disease program work and when the producer does not volunteer to have his/her premises registered, the premises registration form is completed and processed according to the protocols established in the State. The premises registration form is noted to indicate that the registration was not voluntary.

2. Premises registered through a Federal system interfaced with the premises number allocator

When a PIN is needed for emergency or task force purposes, the EMRS is used to obtain a PIN from the premises number allocator. Other systems may be considered for an interface with the premise number allocator if needed.

All PINs allocated by Federal systems will be available to the State for consideration for addition to that State's premises registration system. In addition, there will be an "enrollment code" designating it as a record that was "required" (not voluntarily registered) and a "source code" indicating what system was used to generate the PIN. Complete information defined in the NAIS program standards for premises registration should be collected to the extent possible.

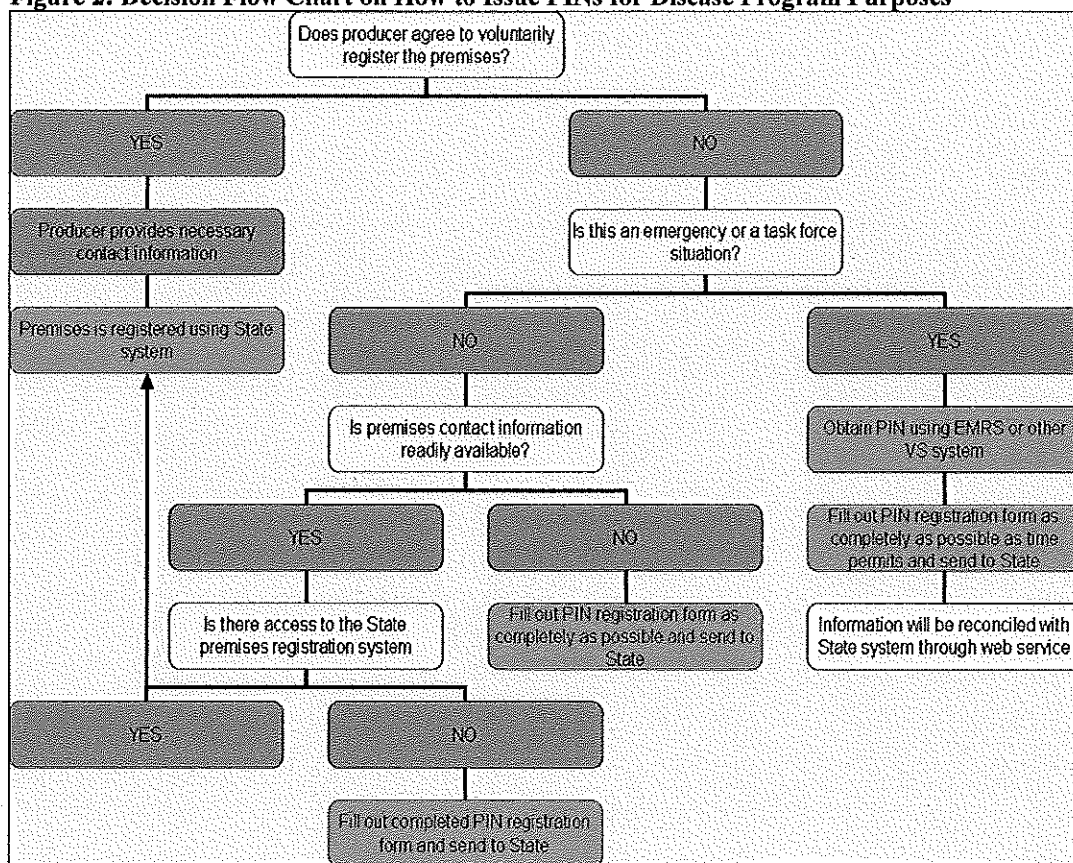
Sometimes, especially in a task force situation, complete information needed to register a premises in a State system is not readily available. Often, there is no one at the premises in question from whom to obtain contact information, or contact information is not readily available from other sources. In those cases, it is necessary to collect as much information as possible on the State premises registration form and forward it to the State for completion. It is recommended to note on the form which producers would be receptive to voluntary participation in premises registration. This notation will alert the State that obtaining complete information from the producer is

achievable and will prevent unnecessary contact when the producer clearly indicates his/her objection to voluntary participation.

The transfer of records resulting through the Federal system is defined in the following section.

Figure 2 displays in flow chart fashion the decision process in determining how PINs will be issued.

Figure 2: Decision Flow Chart on How to Issue PINs for Disease Program Purposes



Transfer of premises records to States that were not processed by that State's premises registration system

The NAIS IT Team is developing reporting tools to aid in providing States the ability to know when PINs have been issued outside the State's premises registration system. All States will soon have the ability to obtain this information in one of the following ways:

1. A Web service call, which is currently under development.
2. A scheduled report along the lines of the weekly report that is currently provided.
3. Use of the Discoverer software application, if available.

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For States using the SPRS, the NAIS IT Team has scheduled enhancements to the system that will facilitate the transfer to States of premises records that were not processed by that State's premises registration system. These enhancements will provide State administrators:

1. The ability to view:
 - a. The PINs issued
 - b. The reason issued "enrollment code" (voluntary or not)
 - c. The system used to issue the PIN "data source code" (EMRS, etc.)
 - d. A map indicating the location of the new PINs issued as well as PINs already in the State system

2. The ability to:
 - a. Accept the PIN and import the data into the State system
 - b. Reject the PIN and ignore the data
 - c. Modify and/or complete the data associated with the PIN
 - d. Optionally note voluntary enrollment if the producer elects to do so in the future, maintaining the original "enrollment code"

On the other hand, States using CPRS will need to modify their systems to include the enrollment code as well as the interface with the necessary Web service call to obtain the data.

These electronic reporting tools will not eliminate the need for local communication between those obtaining PINs outside of the State system and the State system administrators. Personal communication will continue to be critical to ensure information needs are met and the quality of the data collected is accurate.

How will official forms be used for PIN implementation?

Linking animal disease control events and activities outlined above with the appropriate PIN is critical in providing long-term traceability and program coordination. While current official forms (e.g., test charts, inspection forms, vaccination certificates, etc.) do not have a field to enter the PIN, all official forms are under review and modification. In the interim, State Veterinarians and Area Veterinarians in Charge should begin educating field employees, accredited veterinarians, and others submitting information on official forms to include the PIN associated with the location where the animals were located during the activity reported. States are encouraged to modify their reporting forms, where appropriate, to include a PIN.