

**Note:** This document does not define specific criteria that must be met to be approved for a permit, which may vary by State, incident, origin/destination of movement, reason for permit, and item being moved.

In an FAD outbreak, the USDA APHIS official system of record is the Emergency Management Response System 2.0 (EMRS2); USDA APHIS personnel use EMRS2 for all permitting processes, including issuing permits and tracking permitted movements.

For the definitions of the two different types of permits (specific permits and continuity of business [COB] permits) and the definition of permitted movements, see the *Ready Reference Guide—Defining Permitted Movement, and the Foreign Animal Disease Preparedness and Response Plan (FAD PRoP) Permitted Movement (Manual 6-0)*. In the most general terms, specific permits are for response-related activities; COB permits are to facilitate commerce.

## Information Required for a Permit

There are **7 key pieces of information** that are required to obtain any type of permit; these data are recorded in EMRS2 in as close to real-time as possible during an FAD outbreak.

- 1. Permit Class.** This indicates the origin/destination location with regard to the Control Area, e.g. into Control Area, out of Control Area, or within Control Area.
- 2. Permit Reason.** This is the reason a permit is required, e.g. direct to farm, direct to landfill, into commerce, or direct to slaughter.
- 3. Origin Premises.** This is the premises that the movement originates from, including the national premises ID number (PIN) and physical latitude/longitude of the front gate where the animals are located.
- 4. Destination Premises.** This is the premises where the movement ends, including the national PIN and physical latitude/longitude of the premises.
- 5. Items.** This is the item that is permitted and allowed to move, e.g. manure/litter, feed, eggs, groups of animals; species of animals also needs to be defined.
- 6. Item Class.** This is the class of item that is permitted, based on the description provided in items, e.g., if the item permitted were “groups of animals,” the item class offers further description about the species/type of this animal.
- 7. Duration/Span of Permit.** This provides information about the first movement date for movements associated with a permit, as well as how long the permit is valid for. It provides information about how long the movement(s) are expected to continue.

For some permits, there may be requirements that also must be met prior to the permitted movement. All records/documentation can be uploaded into EMRS2 for review by the origin and destination State(s).

## Permitting Process—8 Key Steps

### Step 1

### Request Permit

#### Specific Permit:

- ◆ The unified Incident Command determines if a permit is required for movement.
- ◆ Either the producer needing to make the movement or the unified Incident Command can initiate the permit request.
- ◆ At this time, specific permit requests are **not** made through the Gateway and should be made through normal communication channels between the producer (of the Infected, Suspect, or Contact Premises) and the unified Incident Command—which may often be an assigned Case Manager or dedicated e-mail address to unified Incident Command personnel.

#### COB Permit:

- ◆ COB permits must be requested by the producer.
- ◆ It is preferable that these COB permit requests be made through the Gateway (Figure 1), especially producers with potentially large volumes of SFS permitted movements.

If there is any doubt whether a permit is required for movement, a producer should request a permit.

**Figure 1. Entering Permit Request through the Gateway**

**Step 2**

**Enter/Confirm Data in EMRS2**

**Specific Permit:**

- ◆ Since specific permits are not requested directly through the Gateway, personnel must manually create a new permit request (enter data in EMRS2) in the permit request queue and review this request for completeness.

**COB Permit:**

- ◆ For requests through the Gateway (Figure 2), the data does not need to be entered in EMRS2: it appears automatically in the permit request queue once submitted by the producer in the Gateway.

**Figure 2. Viewing Permit Requests in the Gateway**

Request ID	Origin	Destination	Account	Start Date	End Date	Permit Class	Permit Reas...	Item Class	!
PREQ 10000	00LUVIT	00L1234	Poultry R US	03/24/2016	03/25/2016	Info Control	Direct to Sla...	Chicken-Bro	Accepted
PREQ 10000	0069KDT	00L1234	Poultry R US	03/24/2016	03/25/2016	Info Control	Direct to Sla...	Chicken-Bro	New
PREQ 10000	0091CMG	00L1234	Poultry R US	03/24/2016	03/25/2016	Info Control	Direct to Sla...	Chicken-Bro	New
PREQ 10000	00LUVIT	00L1234	Poultry R US	04/25/2016	04/26/2016	Info Control	Direct to Sla...	Chicken-Bro	New

For both specific and COB permits, personnel in the origin State and/or unified Incident Command review the data entered for the permit request. A basic quality assurance/quality control (QA QC) administrative check is undertaken to ensure all information required is submitted; this QA QC process does not review any permit documentation and does not require personnel trained in permitted movement requirements. The QA QC process ensures the data is complete and the origin premises is in EMRS2.

**Step 3**

**Review Pending Permit and Documentation**

**Specific Permit:**

- ◆ The unified Incident Command and/or State official confirm the pending permit is as recommended and still required. They may also review documentation provided by producers or responders.
- ◆ Based on the current outbreak situation, the unified Incident Command may prescribe additional biosecurity measures that must be implemented for the pending permit to be approved and permitted movement to occur.

**COB Permit:**

- ◆ It is imperative that the origin State reviews the pending permit and any documentation.
- ◆ COB permits, particularly SFS permits, frequently require additional criteria that must be completed before the permitted movement occurs, such as biosecurity measures and/or diagnostic testing.
- ◆ All supplementary, required documentation for a permit can be uploaded directly into EMRS2 by State and/or unified Incident Command personnel. Test results should be messaged electronically from the laboratory to EMRS2. In the future, direct uploads may be permitted in the Gateway.

The origin State has three options at this stage for the pending permit:

- ◆ Status the pending permit as a “Reviewed Permit;” recommend approval to destination State.
- ◆ Status the pending permit as a “Reviewed Permit;” do not recommend approval to destination State.
- ◆ Reject the pending permit (for example, if the premises has not met the requirements to move items out of the Control Area); do not present pending permit to the destination State.

**Step 4**

**Origin State Notifies Destination State of Reviewed Permit**

**Specific Permit:**

- ◆ Typically specific permits are for intrastate movements, so no additional notification is required.
- ◆ In rare cases, specific permits may be issued for interstate movement.
  - For interstate movement, State Animal Health Officials and/or APHIS officials communicate as early as possible about the need for movement with the destination state.
  - The reviewed permit notification is just the formal, finalized request—collaboration between the two States *must* be established as soon as practicable.

**COB Permit:**

Both types of COB permits are frequently interstate, requiring the origin State to notify the destination State that there is a reviewed permit. However, the permit has not yet been approved or denied by the destination State.

**Step 5**

**Destination State Approves or Denies Permit**

For any permit that is proposing interstate permitted movement—whether specific or COB—the destination State always has the opportunity to approve or deny the reviewed permit issued by EMRS2.

When a reviewed permit is approved by the destination State, it becomes an “Approved Permit” with an “approved” date and an “expiration” date provided. If the permit is denied, the permit process ends.

**Diagnostic Test Results:**

- ◆ Diagnostic test results should be messaged from the laboratory directly into EMRS2 for permitted movements associated with an approved permit.

**Concurrence of Destination Premises:**

- ◆ It is the responsibility of the destination State to confirm with the destination premises that the permitted movement from the origin premises and origin State is acceptable to the destination premises.
- ◆ The destination premises, based on applicable State/Tribal/local authorities, may have the ability to reject a reviewed permit. At this stage, rejection by the destination premises—through communication with the destination State—results in a denied permit.

**Revoking a Permit:**

- ◆ If the epidemiological situation changes, or at the destination State’s discretion, a permit may be revoked at any time based on the best science and risk-based information available during an FAD outbreak.
- ◆ Both destination and origin States can revoke a permit in EMRS2, or can contact EMRS2 personnel or the unified Incident Command to revoke a permit.

**Step 6**

**Destination State Notifies Origin State of Decision**

This formal notification serves as further documentation in EMRS2 that the destination State received notice of a reviewed permit and responded. This step is critically important so that States do not subsequently question if movements were made without prior approval.

- ◆ This notification can be sent automatically by EMRS2; as soon as the destination State approves the reviewed permit (creating an approved permit), the origin State receives an automated e-mail that there is now an approved permit.

**Step 7**

**Origin State/Unified Incident Command Issues Permit**

Once the reviewed permit is granted approval and the destination State notifies the origin State of an approved permit, the permit can be created in EMRS2 and issued immediately.

**Specific Permit:**

- ◆ The unified Incident Command or origin State personnel typically produce the permit form in EMRS2 as a printable PDF.

**COB Permit:**

- ◆ The origin State typically creates the permit form.
- ◆ When permits are issued from EMRS2, if they were requested through the Gateway, the producer receives an email as soon as the approved permit, a PDF attachment, is available to download through the Gateway.

**Step 8**

**Permitted Movement Occurs**

Once a permit is approved, specific conditions are met, and notification of the forthcoming permitted movement has occurred (either by the unified Incident Command and/or State personnel entering the movement into EMRS2, or the producer entering the movement into the Gateway, depending on the type of permit), the movement itself can occur. This movement may occur once (common for specific permits), or multiple times (common for COB permits), as recorded in the permit. Each permitted movement (if there is more than one for a given permit) should be entered in EMRS2 or the Gateway.

**Step 8  
(cont.)**

**Specific Permit:**

- ◆ Specific permits are more likely to be one-time permitted movements, or multiple permitted movements over a short time-span.
- ◆ Movements should always be entered into EMRS2 by the unified Incident Command and/or State personnel *before* the movement actually occurs.

**COB Permit:**

- ◆ These movements can be added to the Gateway by the producer as soon as the permit is approved.
- ◆ All requirements for a permitted movement must be met *prior to* movement.
- ◆ All movements should be entered into Gateway *prior to* movement (Figure 3).

At any time, the destination State—and origin State—can review the documentation associated with the permit or with the permitted movements where there is defined permit/movement criteria in EMRS2.

It is the responsibility of the producer to understand permit requirements and ensure they meet all of the permit criteria with every movement and have all documentation required by the COB permit criteria if it is requested. If diagnostic testing is required, results should be messaged electronically to EMRS2 and the producer must note negative dates on the permitted movement in the Gateway prior to movement. And it is the responsibility of the destination State to review this documentation and request documentation from the origin State/producer when necessary.

**Figure 3. Status: Entering Movements Associated with a COB Permit in Gateway**

Permit Name	Approval Date	Expiration Date	Origin Premises	Destination Premises	Permit Reason	Permit Class	Species	Items	Item Class
PM/1268:15	04/06/2015	05/20/2015	00000000	00000000	Direct to Slaughter	Into Control Zone	Turkey	Groups of animals	Turkey- Meat Birds

Movement Name	Date Moved	# Items Moved	Neg Test Dates	Item Description	PDF (Last Modified On)
MV/1722:15	04/06/2015	1	None	Birds	
MV/1913:15	04/13/2015	21900	None	Birds	
MV/4894:15	05/11/2015	31600	None	Birds	

**Moving Without a Permit**

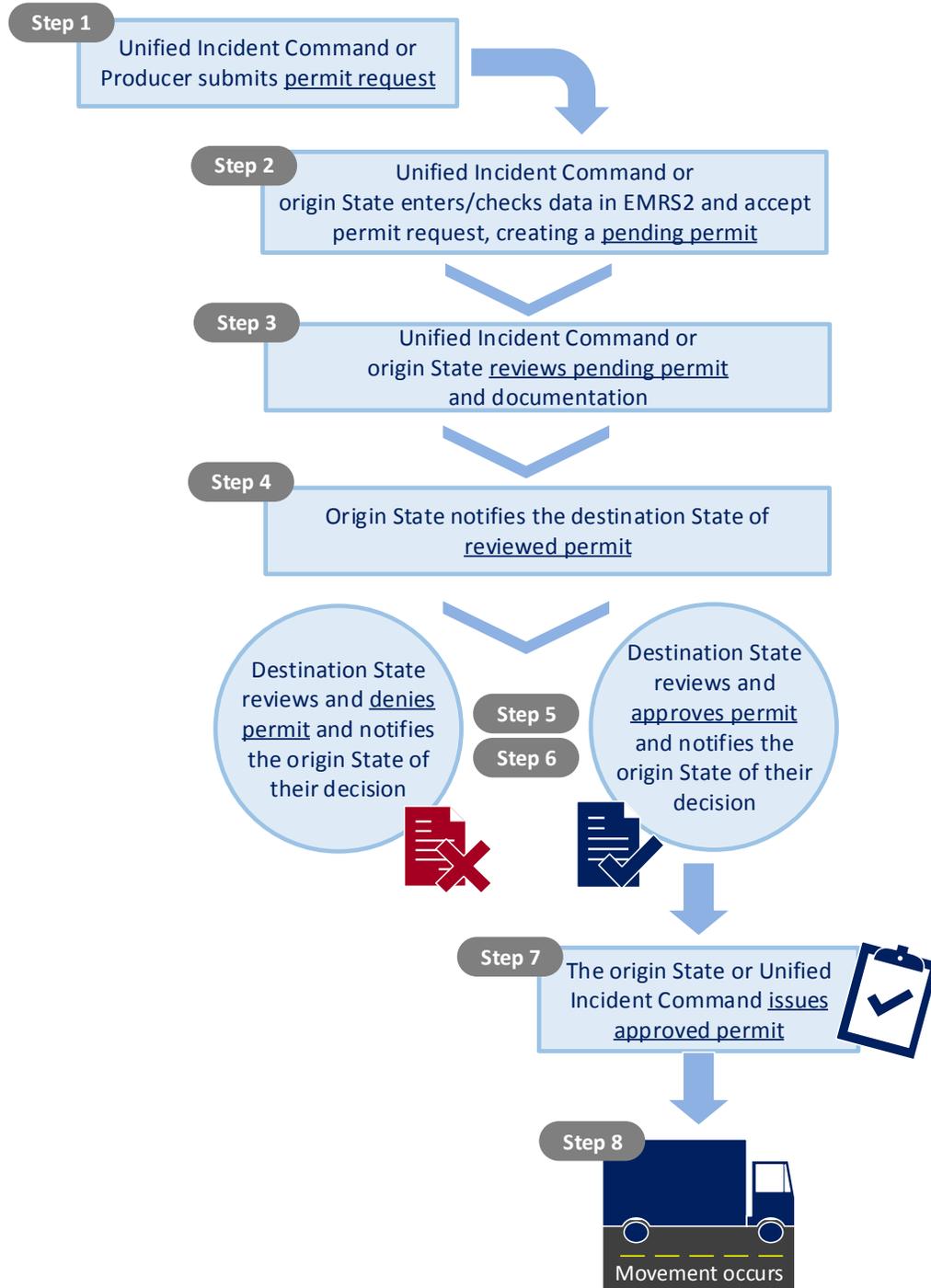
In an FAD outbreak, moving without a permit can cause inadvertent disease transmission to naïve premises and threaten the control, containment, and eradication efforts. Moving without a permit may be punishable by applicable and relevant local, county, State, Tribal, and/or Federal law. Producers and owners must be familiar with authorities, laws, and regulations in their jurisdictions.



**Summary of Permitting Process**

Figure 4 illustrates the 8 general steps from the permit request to the actual permitted movement. This process involves the unified Incident Command and approval from the origin and destination State(s). This figure does not include the mode of request (e.g., Customer Gateway, see Figure 5).

**Figure 4. Overview of the Eight Steps in Permitted Movement**



**EMRS2 Customer Permit Gateway**

Figure 5 also contains 8 steps, which provides a more specific figure that illustrates the process for COB permits when producers register in the Gateway, request permits through the Gateway, and enter movements into the Gateway. This process involves the unified Incident Command and approval from the origin and destination State(s).

**Figure 5. Overview of COB Permit Process Using the EMRS2 Customer Permit Gateway**

