



Please note: These procedures may be revised as the situation develops.

I. PURPOSE

This document provides guidance for Veterinary Services personnel responding to highly pathogenic avian influenza (HPAI). It also provides information to State Animal Health Officials, Tribal officials, and poultry producers (both poultry owners and contract growers, as applicable) on the actions taken on HPAI infected premises to ensure that all flocks are depopulated within 24-hours and that poultry owners and contract growers are compensated in a timely manner. This document addresses processes for appraisal and indemnity for birds and eggs.

II. GENERAL REQUIREMENTS

The best practices to contain and eradicate the HPAI virus by “stamping-out” within 24 hours of detection will require rapid depopulation, appraisal, and indemnity procedures. State Animal Health Officials, Tribal Officials, and APHIS officials must approve depopulation prior to the depopulation of any birds and eggs. This will require rapid communication between the producer, company, State officials, Tribal Officials, APHIS, and laboratory officials. These appraisal and indemnity procedures apply to both the first detection of HPAI in a State and subsequent HPAI detections in a State. All foreign animal disease (FAD) investigations and depopulation decisions must be approved by State or Tribal and Federal animal health officials.

III. FIRST DETECTIONS OF HPAI IN A STATE OR TRIBE

To maximize the speed with which APHIS international trade notifications are released, for first detections in a State or Tribe, samples should be sent to the National Animal Health Laboratory Network (NAHLN) lab and National Veterinary Services Laboratories (NVSL) at the first indication of increased mortality or clinical signs, following FAD investigation procedures.

- A. Producers and veterinarians should sample and test a flock for avian influenza (AI) at the first indication of increased mortality or clinical signs; they should not delay AI testing while waiting for endemic disease test results.
- B. A duplicate or second set of samples are the standard for FAD investigations.
- C. NVSL confirmation is not required for depopulation and indemnity, but it is required for APHIS international trade notifications.
- D. Timely reporting prevents unnecessary trade disruptions with some trading partners.

IV. FIRST ACTIONS AFTER HPAI DETECTION ON A PREMISES

After a flock has been determined to be presumptive positive or confirmed positive, HPAI field response personnel (APHIS, State, or Tribal) will:

- A. Deliver the State or Tribal quarantine notice.
- B. Review and establish biosecurity processes and procedures on premises to ensure safe perimeter, employee, and vehicle traffic.
- C. Determine if permits and biosecurity resources for movement of eggs or feed materials off the facilities will be needed.
- D. Determine if there is a need for additional physical security; contact the Incident Command Post (ICP) or Incident Coordination Group (ICG) as needed.
- E. Communicate with ICG on information/reporting requirements.

- F. Administer epidemiology questionnaire, determine trace-in/trace-out information, and identify dangerous contacts.
- G. Initiate indemnity procedures.

V. APPRAISAL AND INDEMNITY PROCEDURES FOR BIRDS AND EGGS

- A. The owner and contract grower (as applicable) of the birds complete and sign an Appraisal and Indemnity Request Form (Appendix A). This is done separately: the owner and the grower each sign one request form. Two signatures are not required on a single form.
 - 1. **After the owner and grower have each signed a separate Appraisal and Indemnity Request Form, depopulation can be initiated.**
 - a. To facilitate rapid depopulation and minimize disease spread, this is the only form **required** for depopulation to begin; however, producers are strongly encouraged to submit inventory records (detailing the number of live birds and number of live eggs on the premises at the presumptive positive date, see item D below) before depopulation if possible.
 - 2. **A signed VS 1-23 Form is NOT necessary for depopulation.**
- B. The grower and owner complete and sign the Contract Grower Worksheet (Appendix B), if applicable. This is required for cases where separate VS 1-23 Forms are prepared for the grower and owner.
- C. The information required for appraisal and indemnity is listed below and must be sent to the preparer of the VS 1-23 Indemnity Form(s). Some of this information may need to be provided or verified by owner, grower, private veterinarian, VS personnel, or State Animal Health Officials.
 - 1. Type of flock (turkey, chicken, layer, breeder, backyard, etc.)
 - 2. Flock information including:
 - a. the age, sex, organic status, and number of each type of bird
 - b. number of barns and number of birds in each barn
 - c. barn mortality records
 - 3. Date of onset of clinical signs (if present)
 - 4. Date of facility quarantine
 - 5. Reason for test (area surveillance, pre-movement, National Poultry Improvement Plan, sick-bird call)
 - 6. Premises details, including:
 - a. Name of facility/complex
 - b. Premises Identification Number (PIN)
 - c. Address where poultry located (not company home) – 911 address and GPS coordinates (latitude/longitude)
 - 7. Claimant full legal name and address
 - 8. Confirmation of mortgage status (claimant initials required)
 - 9. Appraisal Date – date value is assigned to the birds or eggs, usually the presumptive positive date; for indemnified materials, date that fair market value is determined
 - 10. Claimant Data Universal Number System (DUNS) number and confirmation that the claimant has registered in the System for Award Management (SAM). For electronic payment processing, the claimant name on the VS 1-23 must be the same as the vendor name associated with the DUNS number provided. Information about obtaining DUNS numbers and registering in SAM is described in Appendix C.
 - 11. Name of NAHLN lab submitting samples.
- D. Flock information required to determine bird inventory: high quality copies of official documents that describe barn/flock inventory, egg inventory, and related records should

be collected for electronic storage; the original documents themselves are not needed. Inventory records must be readable.

1. Mortality sheets from each barn should be collected; clear photographs or digital scans of original documents are acceptable. Include daily mortality records one week prior to the date the Appraisal and Indemnity Request Form is signed and received.
 2. Electronic weekly reports are requested for the entire life of the flock (from hatch date to the present). *Complete information provided at this stage will greatly expedite the indemnity process.*
 - a. For **meat** type birds, species, sex, and age in weeks should be included.
 - b. For **layers**, species, hatch date, and molt date (if applicable) for each group of birds should be given. Molt date is the date at which molt was initiated, such as a lighting change and/or feed change.
 - c. For **backyard** flocks, a complete listing of all bird types including breed, species, age, and sex, including details about specialty types and/or color of fancy breeds is to be obtained.
 3. If applicable, response personnel will get a complete inventory of eggs on the premises, based on the date the premises was determined to be presumptive positive. If eggs will be destroyed, they can be included on the VS 1-23 with the birds. If eggs will be sent for further processing, then a separate VS 1-23 for eggs and accompanying VS 1-24 reflecting salvage value and transportation costs should be prepared after the eggs have been shipped. Eggs produced on a premises after the presumptive positive date are not eligible for indemnity and should not be counted on the VS 1-23.
- E. The VS 1-23 Form(s) are prepared by HPAI Ops. If applicable, separate VS 1-23s are prepared for owners and growers based on information provided in the Contract Grower Worksheet.
1. All flock records and barn mortality sheets are sent electronically to HPAI Ops; HPAI Ops uploads applicable records to EMRS. HPAI Ops prepares the VS 1-23 Form(s) from these documents and return the form(s) to APHIS personnel for owner and/or contract grower signatures.
- F. APHIS personnel obtain the claimant's signature (poultry owner and contract grower). If payment is to be split, the owner and the grower will sign separate VS 1-23 Forms.
- a. APHIS personnel request the claimant's DUNS number and writes that number in the upper right hand corner of the VS 1-23. If the claimant does not have a DUNS number, a DUNS/SAM registration instruction sheet is provided to the claimant (Appendix C).
- G. APHIS personnel submit the signed VS Form 1-23 to the Incident Management Team (IMT) Finance/Admin Group or District Administrative Officer.

Payment processing steps are described below. A signed flock plan is **NOT** required for payment of VS 1-23s for indemnified birds or eggs.

VI. DOCUMENT RETENTION

The Emergency Management Response System (EMRS) is the designated system of record for HPAI incidents. Signed VS 1-23 Forms, the Request for Appraisal Form, the Contract Grower Worksheet, and all supporting documents (e.g., scanned copies of original inventories and supporting information) should be stored in EMRS. Detailed instructions for EMRS data entry and documentation procedures are available in the EMRS Knowledge Management section "HPAI Toolkit." Hard copies of APHIS documents with original signatures may also be kept with the IMT records or stored in the VS District Office.

VII. PROCESSING VS 1-23 INDEMNITY PAYMENTS

If the premises is associated with a VS IMT, then the VS IMT Finance/Admin Group performs payment tasks as described below. If the premises is not associated with an IMT, these tasks are conducted by the VS SPRS District Administrative Office.

A. IMT Finance/Admin Group

1. APHIS personnel provide the claimant (poultry owner and/or grower, as applicable)-signed VS 1-23(s) to the IMT Finance/Admin Group, who reviews it for completion and work with APHIS personnel to obtain any missing information.
2. For electronic payment processing, the claimant(s) must obtain a DUNS number and register in SAM.
 - a. See DUNS and SAM Information sheet for instructions (Appendix C).
 - b. The IMT Finance/Admin Group will hold the VS 1-23 until the DUNS/SAM process is completed and a FMMI vendor code is obtained and recorded in EMRS and on the VS 1-23 Form.
3. After the IMT Finance/Admin Group has obtained a FMMI vendor code and all information is completed on the VS 1-23(s), the signed VS 1-23(s) are sent to HPAI Budget.

B. HPAI Budget

1. HPAI Budget validates totals and verifies that all payment processing information is correctly reported. If the Owner Claimant Mortgager Certification section is initialed, HPAI Budget determines the correct distribution of funds to the mortgagor and mortgagee.
2. HPAI Budget verifies in EMRS that the birds, eggs, feed, or other materials covered by the VS 1-23 have been depopulated or destroyed.
3. The HPAI Budget Director signs the VS 1-23(s) and provides a copy to the IMT Finance/Admin Group for storing in EMRS.
4. HPAI Budget prepares the VS 1-31 Indemnity Payment Request Transmittal form and submits the VS 1-23 and VS 1-31 to APHIS-MRPBS-FMD-FOST for payment processing. HPAI Budget records this submission date in EMRS.

VIII. USDA HPAI ICG CONTACT INFORMATION

Communications for Foreign Animal Disease Investigations will follow Veterinary Services Guidance 12001.2 [Policy and Procedures for Investigating Suspected FAD/EDI](#).

Response actions will be coordinated through the State or Tribe, VS District, VS IMT (if deployed), and HPAI ICG.

The HPAI OPS Group (and larger ICG) includes the names below and may involve other rotating personnel, in addition to District and Laboratory personnel. For all FAD Priority 1, 2, or A HPAI investigations, HPAI suspect cases, and HPAI presumptive positive cases, these personnel must be notified. Phone contact and conference calls are required for any HPAI FAD investigation. Indemnity paperwork and email communications will be communicated to the HPAI OPS Group email box (hpaioops@aphis.usda.gov), and the following:

To: Patricia.E.Fox@aphis.usda.gov; Jonathan.T.Zack@aphis.usda.gov;
Fidelis.N.Hegngi@aphis.usda.gov; LeeAnn.Thomas@aphis.usda.gov;
Julie.Gauthier@aphis.usda.gov; Barbara.A.Porter-Spalding@aphis.usda.gov;

Cc: Thomas.J.Myers@aphis.usda.gov; Burke.L.Healey@aphis.usda.gov;
Elizabeth.M.Brown@aphis.usda.gov; Sharon.S.Fisher@aphis.usda.gov.

Payment processing questions should be directed to HPAI Budget Team
(hpai.budget.team@aphis.usda.gov).

IX. LINKS TO RESOURCES

- ◆ [FAD Investigation Procedures](#)
- ◆ [HPAI Case Definition](#)

X. FIGURE OF APPRAISAL AND INDEMNITY PROCESS FOR BIRDS & EGGS

(Figure follows on next page).

Documents for the HPAI Appraisal & Indemnity Process – Birds & Eggs

Depopulation occurs after Appraisal & Indemnity Request Form is signed; every attempt should be made to collect inventory information prior to depopulation.

1 Appraisal & Indemnity Request Form	Allows depopulation within 24 hours to prevent disease spread. Producer (poultry owner and/or contract grower) confirms acceptance of fair market value for depopulated poultry.
	<ul style="list-style-type: none"> • Poultry owner and contract grower sign, as applicable. APHIS personnel store PDF of signed documents in EMRS. • If possible, highly recommended that inventory records also be submitted before depopulation.

2 Contract Grower Worksheet	Describes indemnity distribution to owner and contract grower
	<ul style="list-style-type: none"> • Completed and signed by contract grower and signed by the company/owner • APHIS personnel stores PDF of inventory documents in EMRS; physical copies may be stored with IMT of VS District.

3 Flock Inventories	Poultry owner or contract grower provides original poultry inventory documents
	<ul style="list-style-type: none"> • Copies of original business documents that describe poultry inventories; may include barn/flock records, mortality records, or logs. • Notes and pictures are helpful, but are not by themselves sufficient as inventories. • APHIS personnel reviews for completeness; HPAI Ops reviews and verifies if documents are sufficient for appraisal. • APHIS personnel stores PDF of inventory documents in EMRS; physical copies may be stored with IMT of VS District.

4 VS 1-23 Appraisal & Indemnity	Official Appraisal Form that describes indemnified poultry, including details of the type (layers, pullets, broilers, breeders, etc.), species (chicken, turkey, duck), age, sex, lay status, organic status and number of depopulated birds and eggs. Poultry owner and contract grower have separate VS 1-23 Forms.
	<ul style="list-style-type: none"> • Itemizes each barn or flock and specifies the type, species, true age (in weeks or months), sex, lay status (for layers only) of all birds; eggs are also itemized. • Verifies the mortgage status of the poultry. • Government appraiser (Box 27) may be APHIS Personnel or HPAI Ops. • HPAI Ops provides appraisal values using appraisal calculators. • HPAI Ops verifies and signs as Expert Appraiser (Box 29). • Owner or grower sign and date (Box 30, 31) and verify mortgage status (initials, Mortgagor Certification Box). • APHIS personnel sends owner-signed document to IMT or District Finance staff for review, DUNS number is added. • IMT or District Finance staff sends to HPAI Budget for payment processing and creates appraisal record in EMRS. • HPAI Budget signs as Federal Approver (Box 41) • HPAI budget creates payment package and sends to APHIS FOST for final payment and records payment date in EMRS.

5 VS 1-24 Salvage	Official Form for recording salvage received on items.
	<ul style="list-style-type: none"> • Accompanies the VS 1-23 form if items (e.g., eggs or corn for ethanol) are sold for salvage value. • Owner or grower, as applicable, completes and signs.

6 DUNS/SAM	Registration process that allows USDA to electronically pay claimants.
	<ul style="list-style-type: none"> • Claimant obtains a DUNS (Dun & Bradstreet Universal Number System) number online and registers in SAM (System for Award Management). • Claimant provides DUNS number to APHIS personnel or District Financial staff. • APHIS personnel or District Finance staff add DUNS number to VS 1-23 for payment processing.