



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

I. PURPOSE

This document provides guidance for Veterinary Services personnel responding to virulent Newcastle Disease (vND) virus. **This document describes financial processes for virus elimination.** USDA will support producers for virus elimination activities (cost effective cleaning and disinfection). Rates are based on the current APHIS calculator and production type and numbers of birds. The VS 1-23 Form is used to process payments to the producer for virus elimination activities. In general, an initial payment is made when the Flock Plan is completed, and final payment is made when laboratory testing of environmental samples is completed with negative results reported.

II. FLOCK PLAN

- A. A Flock Plan is required before any payment can be made to the producer to support virus elimination activities.
- B. A Flock Plan documents a producer's (poultry owner and/or contract grower, as applicable) intention to eliminate vND from their premises and maintain stringent biosecurity measures to prevent transmission or future introduction of the virus. It is an agreement between APHIS, the State Animal Health Official, the poultry owner, and the contract grower, as applicable, acknowledging regulatory intervention and requirements to release State and/or Federal quarantine and be eligible for additional APHIS payments. The Flock Plan describes the methods used for depopulation, disposal, and virus elimination.
- C. APHIS personnel work with the producer to develop a Flock Plan. APHIS staff should be consulted for any questions regarding the specific details in the Flock Plan.
- D. APHIS personnel in an Operations role then review the Flock Plan, sign, and return the Flock Plan to the IMT or APHIS personnel for owner signature.
- E. APHIS personnel obtain the producer's signature and signatures from the State Animal Health Official and IMT Incident Commander, if applicable.
- F. The Flock Plan is stored in EMRS.

III. VS 1-23 FOR VIRUS ELIMINATION

- A. After a Flock Plan is completed, a VS 1-23 may be prepared to support a producer's virus elimination activities. In general, **two VS 1-23s are completed for Virus Elimination**, each for 50% of the total. The first is completed after the Flock Plan is completed and provides initial support for virus elimination. The second is for the remaining amount (50%) and is completed when laboratory testing of environmental samples is completed with negative results reported.
- B. The VS 1-23 is prepared by APHIS personnel and calculated based on the number of birds and APHIS flat rates.
- C. Information needed to complete the VS 1-23 for virus elimination includes:
 - a. Claimant (producer) full legal name and address
 - b. Premises Information: premises name, premises identification number, address where birds are located (address, city, county, State, Zip Code)
 - c. Type of flock (turkey, chicken, layer, breeder, backyard, etc.)
 - d. APHIS flat rate for the type of flock (turkey, layer, broiler)
 - e. Number of birds indemnified (same as on VS 1-23 for birds)

- f. 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. DUNS number is recorded on the top right corner of the VS 1-23.
 - g. Appraisal Date: the bird appraisal date (usually the presumptive positive date) is used on the VS 1-23
 - h. Date when laboratory testing of environmental samples is completed with negative results reported: this is required to process the second (final) VS 1-23 payment for virus elimination
 - i. Note: Mortgage certification on the VS 1-23 is not applicable for the VS 1-23 for virus elimination
- D. APHIS personnel obtain the producer's signature and date on the VS 1-23. .
 - E. APHIS personnel record the producer's DUNS number on the VS 1-23. If the producer claimant does not have a DUNS number, a DUNS/SAM registration instruction sheet is provided (Appendix C).
 - F. APHIS personnel submit the signed VS Form 1-23 to the Incident Management Team (IMT) Finance/Admin Group or District Administrative Officer.

IV. DOCUMENT RETENTION

The Emergency Management Response System (EMRS) is the designated system of record for vND incidents. The following documents related to financial processes for virus elimination are stored in EMRS: the Flock Plan, all VS 1-23 (there are usually two for virus elimination), and the VS 1-31s (transmittal forms). See EMRS data entry and document management instructions in the EMRS Knowledge Management section. Hard copies of documents with original signatures are kept with the IMT records or stored in the VS District Office.

V. PROCESSING VS 1-23 PAYMENTS FOR VIRUS ELIMINATION

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 District Administrative Officer.

- A. IMT Finance/Admin Group
 - 1. APHIS personnel provide the producer-signed VS 1-23(s) to the IMT Finance/Admin Group, who review 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. See DUNS and SAM Information sheet for instructions (Appendix C). 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.
 - 3. After the IMT Finance/Admin Group has reviewed the VS 1-23 and added the DUNS number and FMMI vendor code, the signed VS 1-23(s) are sent to Budget staff.
- B. Budget:
 - 1. APHIS budget personnel validate totals and verify that all payment processing information is correctly reported.
 - 2. The Budget Director signs the VS 1-23 in Box 41 and provides a copy to the IMT Finance/Admin Group for storing in EMRS.
 - 3. Budget staff prepare the VS 1-31 Indemnity Payment Request and submit the VS 1-

23 and VS 1-31 to APHIS-MRPBS-FMD-FOST for payment processing.

VI. CONTACT INFORMATION

Questions on financial processes and VS 1-23s for virus elimination should be communicated to hpaioops@aphis.usda.gov.

VII. APPRAISAL AND INDEMNITY PROCESS FOR VIRUS ELIMINATION

(Figure follows on next page).

Documents for the vND Appraisal & Indemnity Process – Virus Elimination

1 Flock Plan	Documents the producer’s intention to eliminate vND and maintain biosecurity and serves as an agreement between APHIS, State, and Owner regarding regulatory requirements. Required for virus elimination payment.
	<ul style="list-style-type: none"> • Prepared by case manager and owner based on APHIS templates • Ops approves and signs (must be approved by Ops before owner signs) • Owner signs • State and APHIS IMT or District Director signs

2 VS 1-23 Appraisal & Indemnity	Official Indemnity Form used for Virus Elimination Costs
	<ul style="list-style-type: none"> • Reimbursable amounts are calculated based on the number of birds and APHIS flat rates. • In general, two VS 1-23s are created for virus elimination, each for 50% of total. The initial VS 1-23 is signed and paid after the Flock Plan is completed, and second (final) VS 1-23 is signed and paid after laboratory testing of environmental samples is completed with negative results reported. • Number of birds on the Virus Elimination VS 1-23 must be the same as on the VS 1-23 for indemnified birds. • The date when laboratory testing of environmental samples is completed with negative results is recorded on the second (final) VS 1-23. • Ops completes and signs as Expert Appraiser (Box 29). • APHIS personnel obtain owner/claimant signatures and initials. • Owner/claimant signs and date (Box 30, 31). • APHIS personnel sends owner-signed document to IMT or District Finance staff for review; DUNS and FMMI vendor numbers are added for payment processing. • Ops verifies that Flock Plan is completed for final payment. • IMT Finance/Admin Group sends to Budget for payment processing and creates appraisal record in EMRS. • Budget signs as Federal Approver (Box 41). • Budget creates payment package and sends to APHIS FOST for final payment and records payment date in EMRS.

3 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 Case Manager or District Financial staff. • APHIS personnel or District Finance staff add DUNS number to VS 1-23 for payment processing.

Example of VS 1-23 Form for Virus Elimination

VS 1-23 Forms used for vND will be similar to the example shown below used for HPAI virus elimination.

VS 1-23 FOR HPAI VIRUS ELIMINATION		According to the Paperwork Reduction Act of 1985, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0579-0047. The time to complete this collection of information is estimated to average .0160 hours per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form.						DUNS NUMBER:	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE VETERINARY SERVICES APPRAISAL AND INDEMNITY CLAIM FORM ___ ANIMALS DESTROYED ___ MATERIALS DESTROYED		1. VS PROGRAM DISEASE NAME HPAI		2. PREMISES IDENTIFICATION NO. MYPREMIID		3. HERD/FLOCK IDENTIFICATION NO. SITE NAME USED BY IMT OR ICG		4. HERD/FLOCK DISEASE STATUS INFECTED	
7a. OWNER - CLAIMANT LEGAL NAME JOSEPH SMITH		7.b. OWNER - CLAIMANT MAILING ADDRESS (Number & Street, or RFD) 1000 OFFICE STREET		7.c. CITY OFFICE CITY		7.d. STATE MYSTATE		7.e. ZIP CODE MYZIP	
9.a. PREMISES WHERE APPRAISAL WAS MADE (If different from Item 7) SMITH LAYERS		9.b. PREMISES ADDRESS (Number & Street, or RFD) 1000 BIRDHOUSE STREET		9.c. CITY INFECTED PREMISES CITY		9.d. STATE MYSTATE		9.e. ZIP CODE MYZIP	
8. IF JOINT OWNERSHIP, GIVE FULL NAME OF ALL OWNERS (if same as Item 7, do not state)		10. COUNTY INFECTED PREMISES COUNTY		11. DESCRIPTION/IDENTIFICATION/ PAGE NO. OF VS FORM 1-23A (Description of materials or Animal-reactor tag No., Animal ID No., Tattoo, Tag, or Brand)		12. SPECIES		13. AGE	
14. SEX		15. BREED		16. VALUE PER UNIT		17. UNIT (head)		18. NO. UNITS/WEIGHT	
19. GRADE ANIMALS OR MATERIALS		20. PUREBRED ANIMALS		21. SALVAGE (FROM VS 1-24)		22. DIFFERENCE		23. UNITED STATES	
24. STATE AGENCY NOTES		25. SOURCE OF PRICING DATA AND/OR SPECIAL FACTORS AFFECTING VALUE OF ANIMALS AND/OR MATERIALS: Updated calculator		26. DATE ANIMALS/MATERIALS APPRAISED: [use bird appraisal date]		27. NAME AND SIGNATURE OF GOVERNMENT APPRAISER OR REPRESENTATIVE		28. TITLE	
29. NAME AND SIGNATURE OF SPECIAL EXPERT APPRAISER		30. SIGNATURE OF OWNER-CLAIMANT OR AUTHORIZED REPRESENTATIVE IN ITEM 7 OR 8		31. TITLE OF CLAIMANT		32. DATE SIGNED		33. IF MORTGAGED, FEDERAL INDEMNITY CHECK WILL BE DRAWN IN FAVOR OF MORTGAGOR AND SHOULD BE MAILED TO: ___ OWNER-MORTGAGOR (ITEM 7) ___ MORTGAGEE (ITEM 7)	
34.a. NAME AND SIGNATURE OF MORTGAGEE OR AUTHORIZED REPRESENTATIVE		34.b. MORTGAGEE MAILING ADDRESS		34.c. CITY		34.d. STATE		34.e. ZIP CODE	
35. NAME AND SIGNATURE		36. STATE AGENCY		37. STATE AGENCY		38. FOR \$		39. ALLOTMENT NO.	
40. APPROVED		41. NAME OF SIGNATURE		42. TITLE		43. DATE		44. PAGE __1__ OF __	

CRITICAL

REQUIRED

Important

Required for final payment

Flat rate

Birds

OWNER SIGNS

HPAI OPS SIGNS

HPAI BUDGET SIGNS

1. A signed FLOCK PLAN is required for HPAI virus elimination indemnity payments.
2. HPAI virus elimination payments are made in two installments; first payment is after the flock plan is signed, and second (final) payment is after environmental testing is completed. A VS 1-23 is required for each payment.
3. The date when laboratory testing of environmental samples is completed is required for the second / final virus elimination payment.