

EMRS Job Aid for Tracing Non-Animal Items



Tracing Non-Animal Items

Traces for non-animal items include milk, eggs, feed, hay/forage, and other. There are no associated movement records.

1. Create a Trace

Before you can create a trace you must have the Premises, Animal Business, and an Investigation for the proper incident created in EMRS. Except for slaughter and market trace-backs, affected or infected herds require a Premises Status designating them as “positive” before an Index Trace can be created.

To create a trace for items other than animals, navigate to the Investigations entity.

- 1) Select Disease Management.
- 2) Select Investigations.
- 3) Find and highlight the investigation for which you are creating a trace.
- 4) Select Invest Follow-up in ribbon.
- 5) The Investigation Follow-up dialog box will open. Select Create a Trace
- 6) Select Index trace from an infected/affected herd. *Note: If this is a placeholder trace being created somewhere other than the index premises, select Placeholder trace.*
- 7) Enter the Trace Coordinator. If you do not assign a Trace Coordinator now, you can use a Trace Follow-up dialog to assign a Trace Coordinator later. A Trace Coordinator must be added before a trace can be completed.
- 8) Select the Traceline Type. This is how this trace segment is considered in relation to the index premises. Are we looking for items that moved out of the Affected/Infected premises or into that premises?
- 9) Select the Trace Segment Direction. Did the items you will be adding to this trace segment move forward to the same destination as the trace or is the trace going backwards looking for items that actually moved into the premises where you are creating the trace?
- 10) Enter a Short Narrative about Trace origination and activities.
- 11) Select Origin Trace Priority
- 12) Enter the number of Items to Trace.
- 13) Select item to trace. Non-animal items include milk, eggs, feed, hay/forage, and other.
- 14) Because you are tracing a non-animal item, you do not need to select a Primary Species.
- 15) Enter Additional Item Description.
- 16) Enter the # of individual shipments between the trace origin and trace destination.
- 17) Enter the beginning date for shipment series.
- 18) Enter the ending date for shipment series.
- 19) Enter Name of Destination Premises or Contact.
- 20) Enter Primary Phone.
- 21) Enter Trace Destination Address.
- 22) Enter Trace Destination City.
- 23) Enter Trace Destination State.
- 24) Enter Trace Destination Zip.

You will have an opportunity to review the trace information before creating the trace.

Since you are creating a trace for non-animal items, you will not create movements for this trace.

- 25) Select Quit, I am done for now.

2. Prepare a Trace for Transfer

Once a trace has been created, it must be processed to “Prepare for Transfer” which shares the trace with the receiving state, if crossing state lines. Currently, it is best if you email a link to the epidemiologist in the receiving state.

To prepare a trace for transfer, navigate to the Traces entity.

- 1) Select Disease Management.
- 2) Select Traces.
- 3) Find and highlight the trace you need to prepare for transfer.
- 4) Select Trace Follow-ups in the ribbon.
- 5) The Add Follow-ups to Trace dialog will open. Select Review/Prepare trace segment for transfer.

You will have an opportunity to review the information before continuing to prepare the trace for transfer.

- 6) Enter Trace Destination Access Group
- 7) Enter Trace Destination Incident Site

The trace has been prepared for transfer. If the trace is being transferred to a premises in your state (or to a state to which you have access in EMRS), you can continue the dialog to Transfer Trace to Destination Premises (*see Task 3, Step 6*). If the trace is being transferred to a premises in a state to which you do not have access in EMRS, Quit the dialog.

- 8) Select Quit, I am done.

3. Transfer a Trace

Once a trace has been prepared for transfer, the receiving state can Transfer, or connect, the trace to an existing or new investigation on the traced premises for the same incident. Once a trace is transferred and assigned to an investigator, it has a status of “Under Investigation” where it remains while contacts are made to determine if the items were ever present on the traced premises.

To transfer a trace, navigate to the Traces entity. *Note: if you are continuing the dialog after preparing a trace for transfer, go to step 6.*

- 1) Select Disease Management.
- 2) Select Traces.
- 3) Find and highlight trace you are transferring.
- 4) Select Trace Follow-ups in the ribbon.
- 5) The Add Follow-ups to Trace dialog will open. Select Transfer Trace Segment.
- 6) Select the premises to which the trace is being transferred.
- 7) Select Proceed to transfer trace to premises selected.
- 8) Select Business. If a premises has more than one business, select the business associated with this trace.
- 9) Select Investigation. If a premises has more than one active investigation, select the investigation associated with this trace.
- 10) Select Trace Investigator. *Note: this is the destination investigator – you can assign the investigator now or later.*
- 11) Enter the Date Destination Investigator assigned.
- 12) Select Destination Priority.

The trace has been transferred to the destination investigation.

4. Complete a Trace

Once a trace has been transferred to the destination premises, it has a status of “Under Investigation” where it remains while contacts are made to determine if the items were ever present on the traced premises. After the information has been gathered:

- If you have a disposition for all items on the trace, you can **complete the trace segment**.
- If your investigation reveals that some or all of the items on the trace were on the destination premises, but some or all of the items moved on to other premises, you will **continue or split the trace**.
- If your investigation determines that the items were never on the destination premises, and you have information about a different premises to which the items were sent, you will **redirect the trace**.

COMPLETE THIS TRACE SEGMENT OR EDIT COMPLETED

If you have a disposition for all items on the trace, you can complete the trace segment. To complete the trace, navigate to the Trace entity.

- 1) Select Disease Management
- 2) Select Traces.
- 3) Find and highlight the trace you are completing.
- 4) Select Trace Follow-ups in the ribbon.
- 5) Select Complete this trace segment or edit completed
- 6) Enter the date this trace segment was completed.
- 7) Enter the number of items on this trace never received.
- 8) Enter the number of items on this trace that were located on the destination premises.
- 9) Enter the number of items on this trace determined to have moved through the destination premises.
- 10) Enter the number of items on this trace determined to be untraceable at the destination premises.
- 11) Enter a Trace Close Status.
- 12) Enter Trace Close Comments.

You will have an opportunity to review the information before completing the trace. The trace segment is completed.

Remember, this is for this segment only. If the trace was continued or split, or the trace needs to be redirected, those segments will need to be prepared for transfer, transferred, and completed.

CONTINUE/SPLIT TRACE

If your investigation reveals that some or all of the items on the trace were on the destination premises, but some or all of the items moved on to other premises, you will continue or split the trace. Continue the trace if all of the items moved on to the same new premises. Split the trace if some items stayed on the destination premises and others moved on **or** if all of the items moved on, but went to more than one premises. You will create as many new “split” traces as premises that received items.

To continue or split a trace, navigate to the Trace entity.

- 1) Select Disease Management.
- 2) Select Traces.
- 3) Find and highlight the trace you need to continue or split.
- 4) Select Trace Follow-ups in the ribbon.
- 5) Select Continue/Split this traceline.

You will have an opportunity to review the information before continuing/splitting the trace

- 6) Select the Trace Coordinator. *Note: You can select the Trace Coordinator now or later.*
- 7) Enter a Short Narrative Trace for trace segment.
- 8) Enter Origin Trace Priority.

- 9) Enter the number of items to Trace. This number will be the total number of items on the trace if all the items moved on to this new premises. The number will be less than the total if there are splits. Enter the number of items that moved on to this new premises.
- 10) Enter Additional Item Description.
- 11) Enter the number of Individual Shipments to the Destination.
- 12) Enter the beginning Date for series of shipments to destination.
- 13) Enter the ending date for series of shipments to destination
- 14) Name of Destination Premises or Contact
- 15) Primary Phone number for trace destination or contact
- 16) Enter Trace Destination Address.
- 17) Enter Trace Destination City.
- 18) Enter Trace Destination State.
- 19) Enter Trace Destination Zip.

You have created a new trace for all or part of the shipment. Since you are tracing non-animal items, you do not need to create movements.

- 20) Select Quit, I am done creating traces for this premises and Finish the dialog.

Repeat the process to create additional splits if needed, until all items are accounted for. You will then need to prepare all the new split traces for transfer (see p. 7).

Once all items are accounted for, complete the original trace if you have not already done so.

REDIRECT TRACE

If your investigation determines that the items were never on the destination premises, but you now have information about a different premises to which the items were sent, you will redirect the trace to the new premises. *Note: only traces with a status of Awaiting Transfer, Transferred, or Under Investigation can be redirected.*

To redirect a trace, navigate to the Traces entity. Select Disease Management.

- 1) Select Disease Management
- 2) Select Traces.
- 3) Find and highlight the trace you need to redirect.
- 4) Select Trace Follow-ups in the ribbon.
- 5) The Trace Follow-ups dialog will open. Select Redirect Trace – wrong destination entered.
- 6) Select Redirected Trace Destination Access, if different from current.
- 7) Select Redirected Trace Destination Site, if different from current.
- 8) Enter new trace destination location name.
- 9) Enter new destination phone.
- 10) Enter new destination address.
- 11) Enter new destination city.
- 12) Enter new destination state.
- 13) Enter new destination zip.
- 14) Enter a short explanation for why the trace is being redirected.

You have successfully redirected the trace. You will now need to prepare the redirected trace for transfer.