



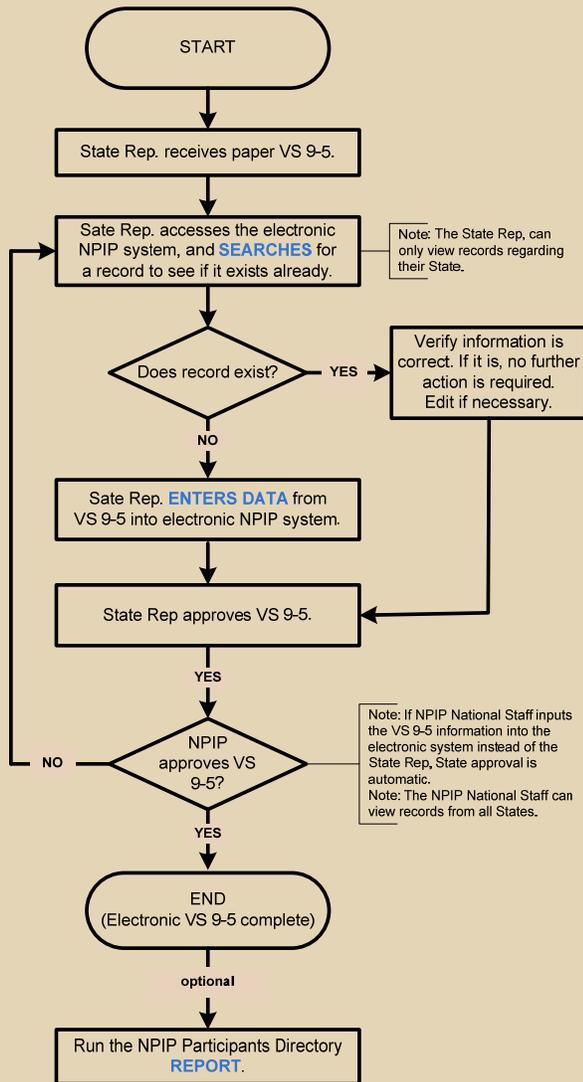
National Poultry Improvement Plan (NPIP)

NPIP Online Application Instructions for Participant Information

Helpful Tips Section

- **Help Desk Phone #** (877) 944-8457 Option 3
- **Help Desk Email Address:** atac@aphis.usda.gov
- **URL** <http://vsps.aphis.usda.gov/vsps/public/CRLLogin.do>
- **Assumptions:** You have obtained a user name, password, and role in order to access the application.
- **Pop-up Blockers:** Before logging into the VS NPIP application, turn off/disable your web browser's pop-up blocker function.
- **Required fields:** You must enter information into the fields next to text with a red-colored asterisk (*).
- **Warning!** Do not click on **X** (top-right corner of browser) to get to the previous screen; use the browser Back button (←).
- **Scope:** This document provides instructions for NPIP National staff and State Representatives to perform the following tasks in the NPIP online application:
 - Search for registration data
 - Enter registration data
 - Run the NPIP Participants Directory Report

Process Flow



Action #1 – Preliminary Steps

A - INITIAL SETUP

- 1) Obtain the following by contacting the APHIS Technical Assistance Center (ATAC). *Note: For ATAC email, enter "VS IT Systems" in the Subject line.*
 - **User name and password**
 - **Role** (Request the *NPIP* role if you are on the NPIP National Staff. Request the *State Representative* role for your State if you are a State Rep.)
- 2) Fill out an **APHIS FORM 513** (User Account Control form) and submit it to your supervisor.

B - PATH TO NPIP

Use the **URL** provided in the *Helpful Tips* Section.

C - WARNING

Read the warning displayed on the screen. Click, *I Agree*, to proceed.

D - LOGIN

Log into NPIP using the **user name** and **password** provided by ATAC.

E - HOME PAGE

- 1) **Menu bar** actions are displayed (*Home, Enter Data, Search Data, Reports, Manage Users, Change Password, Logout, etc.*)
- 2) **Links to approve or reject** information are available in your inbox if you are on the NPIP National Staff.
- 3) **Alerts**, if any have been issued, can also be viewed.

Action #2 – Search Registration Data

A - CLICK ON LINKS

- 1) In the Menu Bar, click on the **Search Data** link.

[Home](#) | [Enter Data](#) | [Search Data](#) | [Reports](#) | [Manage Users](#) | [Admin](#) | [Change Password](#) | [Logout](#)

Search Registration Data (continued)

- 2) Click one of the links below to search for Breeder data
- [VS Form 9-2 Flock Selecting and Testing Report](#)
 - [VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poultry](#)
 - [VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks](#)
 - [VS Form Authorized Laboratories](#)
 - [VS Form 9-8 Flock Inspection & Check-Testing](#)
 - [VS Form 9-9 Hatchery Inspection Report](#)

Click here

B - ENTER SEARCH CRITERIA

There are four **Search Field** options to choose from: (1) **Transaction Number** (2) **Approval Number** (3) **Facility Name** and (4) **All Registrations**.

The first three options are very straight forward:

- 1) Select the appropriate Search Field.
- 2) Enter the corresponding Search Criteria, such as the Transaction Number.
- 3) Select the Record Status.
- 4) Click the **Search Registrations** button to initiate the search. See image below.

The last option, **All Registrations**, has several Search Criteria Details you may use for your search (see the list below). Click the **Search Registrations** button to initiate the search after you choose the search criteria.

All Registrations Search Criteria Details

- State** - Name of the State associated with the record
- State Status** - Pending, Approved, Rejected
- NPIP Status** - Pending, Approved, Rejected
- Stock Code** - Code for type of poultry
- Subparts** - B: Egg Type Chickens-Parents, C: Meat Type Chickens-Parents, D: Turkey-All Levels, E: Waterfowl, upland Game Birds, and Exhibition Poultry, F: Ratites, G: Egg Type Chickens-Primary, H: Meat Type Chickens-Primary
- Submitted Date Range** - Timeframe in which the record was submitted to the NPIP system
- Approved Date Range** - Timeframe in which the record was approved

C - VIEW SEARCH RESULTS

A list of records that meets the search criteria is displayed. The format of the information for each record is shown below.

Search Form 9-5 Results							
Tx ID	Approval #	Facility Name (FirstName LastName)	State	Submit Date	Submitted By	State Status	NPIP Status
		Subpart		Stock Code			Action

Definitions of the result fields:

- **Tx ID** – Transaction number
- **Approval #** - Unique identification number given to the record by the NPIP system, when approved by NPIP staff.
- **Facility Name** - Name of the poultry facility associated with the record
- **Submit Date and Submitted By** - Date record was submitted to the NPIP system, and name of person who submitted it
- **Action** - Edit or Deactivate
- **State, State Status and NPIP Status, Subpart, and Stock Code** (See section 2B .)

Action #3 – Enter Registration Data

A - CLICK ON LINKS

- 1) In the Menu Bar, click on the **Enter Data** link.



- 2) Click one of the links below to search for Breeder data

- [VS Form 9-2 Flock Selecting and Testing Report](#)
- [VS Form 9-2 Flock Selecting and Testing Report Renewal](#)
- [VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poultry](#)
- [VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks](#)
- [VS Form Authorized Laboratories](#)
- [VS Form 9-8 Flock Inspection & Check-Testing Report](#)
- [VS Form 9-9 Hatchery Inspection Report](#)

Click here

B - ENTER PARTICIPANT INFORMATION

- **Approval No:** An approval number is only issued during the NPIP National Staff process (not after a State Rep. enters data). Also, a State (in the *Participant Name and Address* section) must be selected before the system will assign an approval number.

- 1) Select appropriate **State** name from the drop-down menu. The State abbreviation is then displayed next to the *Approval No.* field.
- 2) Click **Get Approval Number** button. An auto-generated number appears in the Approval No. field.

- **NPIP Approval Status:** NPIP National Staff selects *pending*, *rejected* or *approved*. If approved, the *approval date* auto-fills after all required information has been submitted.
- **State Approval Status:** If NPIP National Staff is entering the participant information, *State approved* is the default, and the current date populates the date field. If State Staff is entering the information, select *pending*, *rejected*, or *approved*. If approved, the *approval date* auto-fills.
- **Submit Date:** Defaults to the current date.
- **Submitted By:** Defaults to the name of person logged in.
- **Participant Type:** Select A-Hatchery, B-Independent, or C-Dealer.

Enter Registration Data (continued)

Participant Name and Address

- o **Entity Name** – Name of entity (select from the drop-down menu, or click on *Create New Entity*, enter the new entity's name, and click on *Submit New Entity*).
- o **Farm/Company Name** – Name of the farm or company associated with the entity.
- o **First Name/Last Name** – Name of the primary contact person for the farm/company.
- o **Address/City/State/Zip** – Street address, city, State, and zip code for the farm/company.
- o **Phone/Fax/E-mail** – More contact information for the farm/company.
- o **Mailing Address** – Yes or No, the address entered is the mailing address for corresponding with the farm/company.

C - ADD SUBPART INFORMATION

Click on **Add Subpart** after you enter the participant data.

- 1) Select appropriate **Subpart** from the drop-down menu. Scroll, if necessary, to see all choices.
- 2) **Stock Codes** that correspond to the Subpart appear. Click on one or more stock codes (hold down CTRL-key while clicking on multiple codes).
- 3) Move the desired codes to the **Selected Stock Code** field.

▼	Click to <u>add highlighted</u> codes to Selected Stock Code field.
⌵	Click to <u>add all</u> stock codes to Selected Stock Code field.
▲	Click to <u>remove highlighted</u> codes from Selected Stock Code field.
⌴	Click to <u>remove all</u> codes from Selected Stock Code field.

- 4) Enter the **Hatchery Capacity** (maximum number of birds that can be contained in the hatchery).

- 5) **State Staff:** Click in the box next to **Approve Pullorum in lieu of testing**, if your State is pullorum-free.

D - SELECT PRODUCT INFO CLASSIFICATIONS

- 1) Click in the appropriate boxes associated with the **classifications** that apply to the subpart. See example below.

U.S. Salmonella Enteritidis Clean

- 2) Click the **Add Another Subpart** button if necessary, and follow the steps in 3C & 3D.

E - SAVE INFORMATION

- 1) Click the **Save/View Summary** button. The following table appears with content under the column headings. Review to verify it is accurate.

Summary of Subpart Information					
Subpart	Stock Codes	Product Types	Hatchery Capacity	Classifications (Approval Status)	Action
					Edit Delete

Edit
or
Delete

- 2) Click on **Edit** to modify information or **Delete** to remove the subpart and associated information, if necessary.
- 3) Click the **Finish** button when you feel the information is complete and correct.

F - VIEW SUMMARY & SUBMIT

The **VS Form 9-5 Report** for this record is now displayed. Review the following:

- 5) Classification Approval Summary
- 6) Submit Date & Submitted By are auto-filled.
- 7) Participant Type
- 8) Participant Name and Address

If the information is correct, click the **Submit** button (if you want to cancel the record, click on the **Cancel** button).

The screen shown below appears after you click Submit.

G - SEARCH FOR & VIEW RECORD

Use the Transaction number or Approval number to search for the registration record you just submitted (follow the search steps outlined in Action #2). The search result displays (see example below).

Search Form 9-5 Results							
Tx ID	Approval #	Facility Name (FirstName LastName)	State	Submit Date	Submitted By	State Status	NPIP Status
214271	Subpart		Stock Code		Action		
	CO-116 approved on 09/15/2011	AAA Hatchery (Lester Boggs)	CO	09/15/2011	Susan Vogt	State Approved on 09/15/2011	NPIP Approved
	B - Egg-Type Chickens- Parents	S21B - TATUM, BROWN-NL		Edit Deactivate			

Edit
or
Deactivate

At this point you can **Edit** or **Deactivate** the record.

- If you edit (add subpart, change address information, etc.) click the **Update Registration** button to save the changes.
- If you deactivate the record, it is not searchable.

Action #4 – Generate the NPIP Participants Directory Report

A - CLICK ON LINKS

1) In the Menu Bar, click on the **Reports** link.

Home | Enter Data | Search Data | **Reports** | Manage Users | Admin | Change Password | Logout

2) Click one of the links below to query for reports

[VS Form 9-3 Outgoing Shipment Report](#)
[VS Form 9-3 Incoming Shipment Report](#)
[VS Form 9-4 Participation in the NPIP Report](#)
[NPIP Participants Directory Report](#)
[Commercial Participants Directory Report](#)
[Commercial Processors Directory Report](#)
[Laboratory Directory Report](#)
[Latest Flock Disease Test Dates](#)

Click here

B - ENTER REPORT CRITERIA & RUN REPORT

NPIP Participants Directory Report

Participant Report Criteria

State

Participant Type

Subpart

Stock Code

*Display Format PDF Excel

Run Report Cancel

- 1) Enter or select the appropriate criteria.
- 2) Select the **Display Format**.
- 3) Click **Run Report**.

The report shown below is a partial output of **State = Colorado**, **Participant Type = Hatchery**, and **Subpart = Egg-Type Chickens-Parents**.

HATCHERIES, DEALERS, AND INDEPENDENT FLOCKS PARTICIPATING IN THE NATIONAL POULTRY IMPROVEMENT PLAN

EGG-TYPE CHICKENS - PARENTS

APP. NO.	SUB-PART	PARTICIPANTS NAME AND ADDRESS	HATCHING EGG CAPACITY	PRODUCTS CLASSIFIED U.S. PULLORUM-TYPHOID CLEAN	ADDITIONAL CLASSIFICATIONS FOR WHICH PRODUCT QUALIFIED
84 - COLORADO					
		Susan Vogt 28 McKeag Dr. Fort Collins, CO 80526 Phone: (970)494-0000 Email: svogt@aphis.usda.gov			
		<u>Hatchery</u>			
115	B	AAA ENTITY, ASD, FORT COLLINS 80524	66		AI
116	B	AAA HATCHERY, 2150 CENTRE AVE, FORT COLLINS 80526	1000	S21B	AI SE

To include a **Contact Representative's name** (representative of the Official State Agency of the respective State) at the beginning of a State's listing:

- Click on Manage Users (in top menu bar).
- Search for State Representative.
- Click on Edit (for a specific user).
- Click in checkbox **List in Directory**.
- Save > Save assigned subparts.