

# How to Become an Animal Identification Device Manager

2023

## I. Background

Official animal identification devices (e.g., ear tags) provide essential information to support the administration of animal disease programs and to achieve timely traceability in response to an animal disease event. The definition and administration of official identification devices are defined in [Title 9 of the Code of Federal Regulations \(9 CFR\) Part 86, Animal Disease Traceability \(ADT\)](#) and the [ADT General Standards Document](#). Additional information can be found on the [Animal Disease Traceability Website](#).

The Animal Identification Number (AIN) is a numbering system for the official identification of individual animals in the United States that provides a nationally unique identification number for each animal. An AIN consists of 15 digits, with the first 3 being the country code, such as 840 for the United States. AIN numbers may be imprinted on visual-only official ear tags or imprinted on electronic identification (EID) ear tags and encoded in radio frequency transponders. With the effective date of the new ADT rule November 5, 2024, visual only AIN numbers will no longer be distributed as official identification. The approved Animal Identification Number Devices list is found on the [Animal Disease Traceability Website](#).

An AIN device manager may be any person or entity (e.g., State, Tribe, farm equipment supplier, veterinarian, producer organization, tag reseller, etc.) located in the United States who establishes a relationship with an AIN device manufacturer and agrees to accept responsibilities as defined by USDA APHIS to distribute official identification devices.

There is no application that the potential AIN device manager completes or submits to USDA. Rather, the AIN device manager requests that the manufacturer record an AIN device manager relationship with them on the Animal Identification Management System (AIMS). AIMS is a Web-based information system that may be used to maintain AIN distribution records. A Quick Start Guide is attached to assist with common tasks performed in AIMS.

All distribution records of 840 AIN devices administered by AIN managers must be reported to AIMS, by the AIN device manager when distributing the device to the next individual, whether it is a producer or another reseller.

## II. AIN device managers

To become an authorized AIN device manager, the individual or firm must agree to abide by the following:

1. Distribute AIN devices only to a premises or entity that has either a Premises Identification Number (PIN) or a Location Identifier (LID) and validate the accuracy of the PIN or LID before distributing the AIN device.
2. Maintain a record of inventoried AIN devices received from the AIN device manufacturer and have such records available to USDA upon request.

3. Submit all AIN device distribution records to AIMS or recorded in another database in accordance with prescribed protocols; and
4. Educate producers receiving AIN devices on the proper use of official animal identification devices.

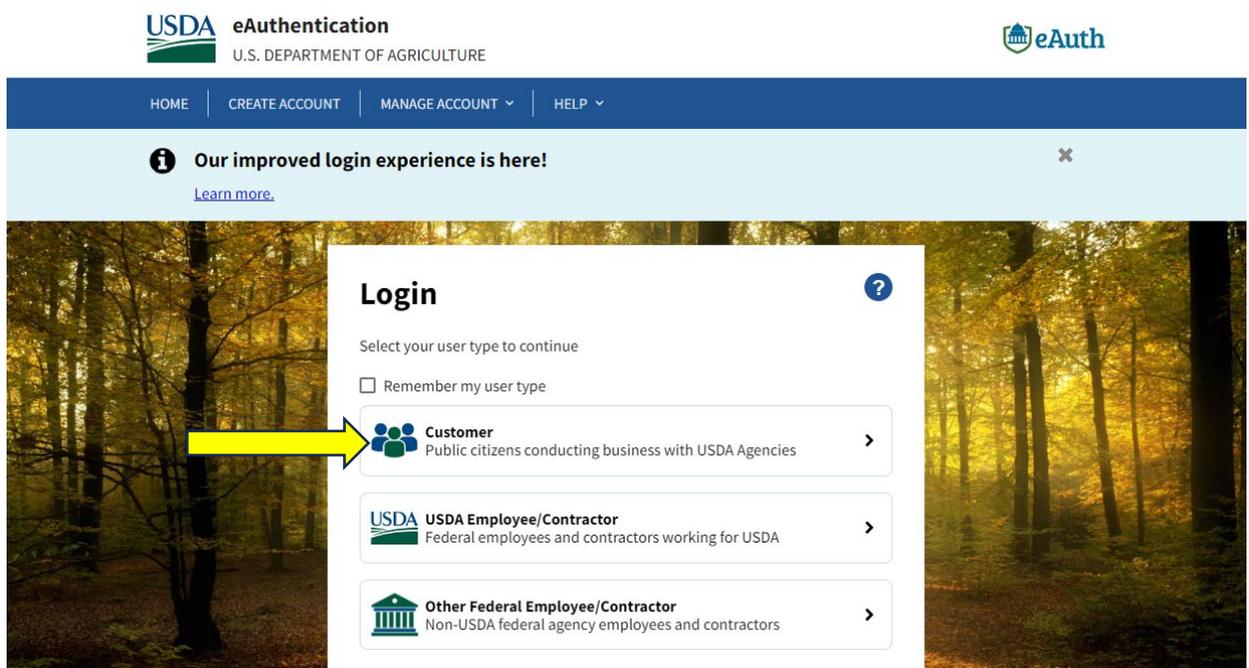
### III. Overview: how to become an AIN device manager

1. Obtain a Premises Identification Number (PIN). If you don't have a PIN, please visit [State PIN Contacts](#) or contact your State Veterinarian's Office to obtain one\*.

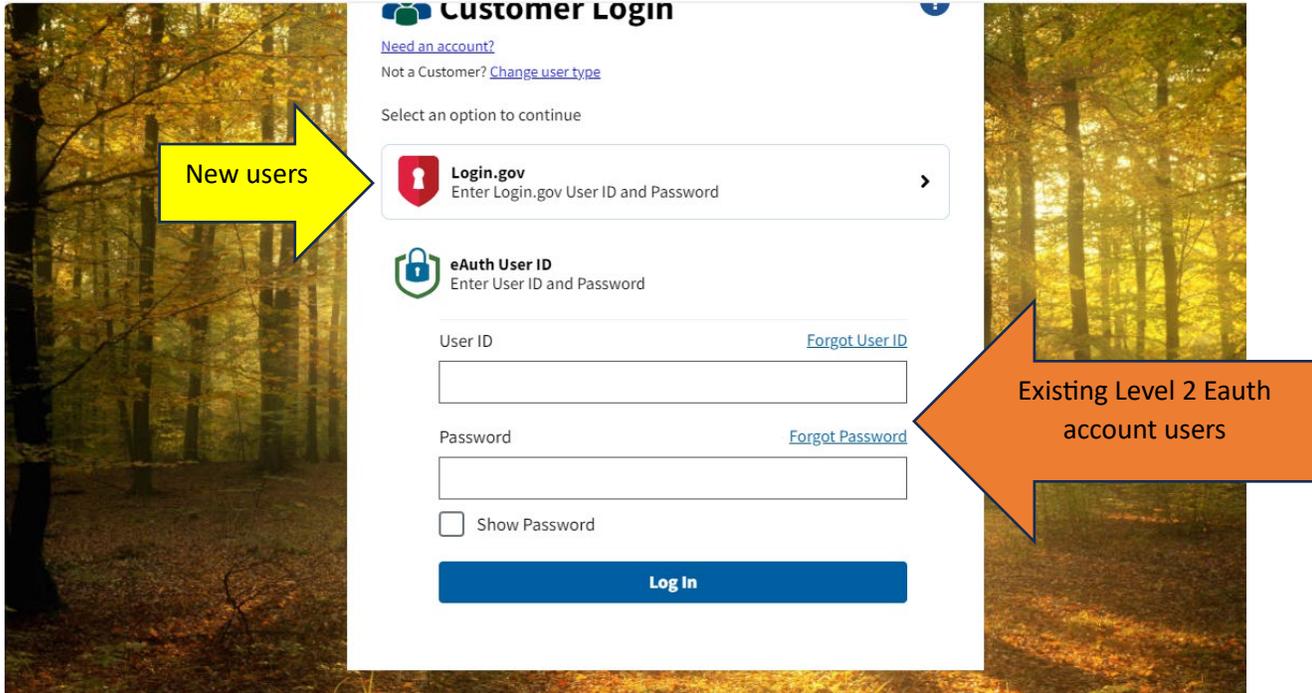
- Note: You MUST have a PIN number to access the AIMS federal database. Some states use LIDs or Location Identification numbers which are only maintained in a state's database. You can verify a LID for tag distribution but cannot use a LID to access AIMS.

2. Obtain a Login.gov account. If you currently have a level 2 eAuthentication account, you may continue to use that to login to the system. If you have an existing level 1 eAuthentication account, you will be directed to create a login.gov account.

- ✓ To create a Login.gov account: go to the eAuthentication webpage here: [eAuth Web Page](#)
- ✓ Click on Customer



- ✓
- ✓
- ✓ If you currently have an eAuthentication level 2, enter your username and password. Otherwise, click on the Login.gov option.



- ✓
- ✓ For Login.gov, click on create account. Follow the steps to verify your identity. It is recommended to use the online identity verification process.
- ✓ For more information: [eAuth Login.gov FAQ](#)

Existing Login.gov

Sign in

Create an account

New Users

**Create an account for new users**

Enter your email address

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

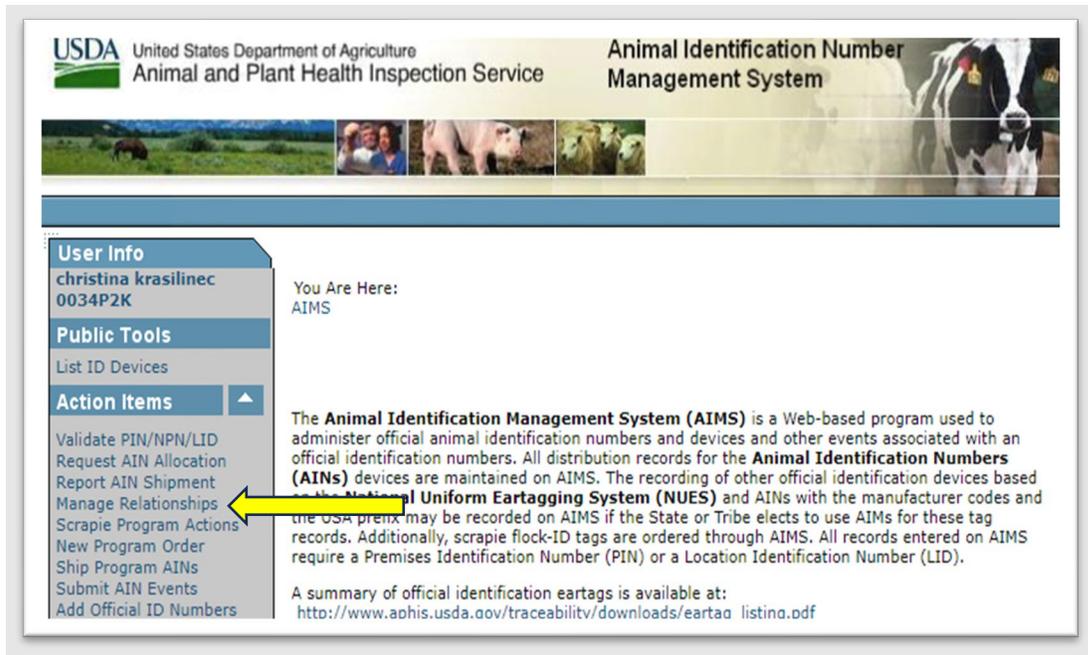
Français

I read and accept the Login.gov [Rules of Use](#)

Submit

- ✓
- ✓
- 3. Create an AIMS user account by navigating to the [AIMS Homepage](#) and clicking “Login”
  - ✓ You will be directed to the eAuthentication system. At the prompt, click on “customer”, then enter your eAuthentication username and password, or click the Login.gov icon and you will be prompted to enter your Login.gov username and password.
  - ✓ Contact the ADTIS Help Desk ([adtis.help@usda.gov](mailto:adtis.help@usda.gov)) to verify that your PIN is classified as one or more of the following operation types within AIMS:
    - Nonproducer Participant Number (NPN) – this is an operation type within AIMS. The number

- is the same as your PIN.
  - Exhibition
  - Production Unit
  - Clinic
  - Market/Collection Point
  - Tagging Site
  - Laboratory
  - Quarantine Facility
  - Port of Entry
  - Rendering
4. Establish a relationship with an AIN device manufacturer, request that they nominate you as an AIN device manager within AIMS.
  5. Accept the AIN device relationship from the manufacturer.



- ✓ The NPN (remember, this is your PIN!) Relationships screen will be displayed. To accept a relationship, click on the Relationships Accepted tab.

• **Success! The relationships were found.**

You Are Here:  
AIMS / NPN Details / NPN Relationships

User Guides: Manufacturer: [User Guide](#)

Nonproducer Participant Information

NPN:

Available Actions

Create Relationship

Relationships Initiated | Relationships Accepted

Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	Active
NPN	Name	Role Nominated	Approved	Approved	

- ✓ The screen shows that you have been nominated for the role of AIN tag manager. The nominating entity's PIN (NPN) and Name are displayed. However, the relationship is NOT active until you approve the relationship.

• **Success! The relationships were found.**

You are here: AIN Management / NPN Details / NPN Relationships

Nonproducer Participant Information

NPN:

Available Actions

Relationships Initiated | Relationships Accepted

Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	Active
NPN	Name	Role Nominated	Approved	Approved	
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No

- ✓ To accept the relationship, click the “Approved” check box. The relationship will then be shown as active.

• The relationship has been enabled from your end; to complete the enabling process the relationship entity must also enable the relationship.

You are here: [AIN Management](#) / [NPN Details](#) / [NPN Relationships](#)

Nonproducer Participant Information

NPN: 000LITB

Available Actions

Create Relationship

Relationships Initiated | Relationships Accepted

Entity and Information that Nominated My Company				Administration of Relationship Nominated by Other Company	Active
NPN	Name	Role Nominated	Approved	Approved	
003RNRC	Barracuda, Ltd.	Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

Congratulations! You have now completed all steps necessary to report official identification device distributions in AIMS.

## Quick User Guide for Device Managers

Now that you have access to AIMS and have approved a relationship with a Manufacturer, you can begin distributing ID devices. This is a quick guide to get you started.

First, let's quickly review your responsibilities as a Device Manager:

- ✓ Distribute AIN tags only to a premises or entity that has either a PIN or LID and validate the accuracy of the PIN or LID.
- ✓ Provide the validated PIN or LID to the entity that ships the AIN tags when not completing the delivery yourselves.
- ✓ Maintain a record of inventoried AIN tags received from an authorized AIN tag manufacturer or another authorized AIN tag manager or returned from a premises and have such records available to USDA upon request; (retain records for 5 years for cattle and bison).
- ✓ Submit a record of all AINs that have been shipped or delivered with 24 hours (or by the close of the next business day) into the AIMS system.
- ✓ Educate producers receiving AIN tags on the proper use of official animal identification devices.

### 1. Validating a PIN or LID.

- The PIN/NPN/LID was retrieved from the database.
- If the Response Information is not correct, please contact your state premises registration official to make changes.

You Are Here:  
AIMS / Validate PIN/NPN/LID

**Request**

PIN/NPN/LID:  Enter PIN or LID

Click on Validate

**Response Information**

PIN/NPN/LID: 0034P2K  
 State: CO  
 Site Type Code: P  
 Alternate IDs:  
 Street: 2150 CENTRE AVE BLDG B  
 City, State, ZIP: FORT COLLINS, CO 80526  
 Operation Type: Nonproducer Participant

**Available Actions:**

Ship AINs to This PIN/NPN/LID

**Nonproducer Participant Contacts**

Contact	Type	City	State	Email
ADTIS Helpdesk	Primary	Ft. Collins	CO	adtis.help@aphis.usda.gov
ADTIS Helpdesk	Primary	Ft. Collins	CO	adtis.help@aphis.usda.gov

Click on the Validate PIN/NPN/LID tab under Action Items on the Menu bar. Enter the PIN or LID into the text box, then click Validate Number. If the PIN/LID is validated, you will see green bullet points that the number was retrieved from the database. If the information is not correct, you will need to contact the state animal health official in that state to request changes.

2. Reporting an AIN shipment.

**User Info**  
Wendy Lehman  
0032XZA

**Public Tools**  
List ID Devices  
**Action Items**  
Validate PIN/NPN/LID  
**Report AIN Shipment**  
Scrapie Program Actions  
New Program Order  
Ship Program AINs  
Submit AIN Events  
Add Official ID Numbers  
**Other Tasks**  
**Resource Info**  
**Administration**  
Help  
Logout

You Are Here: AIMS / Shipped Event [User Guide](#)

**Shipped Event Information**

AINs | Package | AIN Collection

Starting AIN: 840003  
Number of AINs Shipped:  
Ending AIN (calculated):

Event Date (MM-DD-YYYY): \* 10-12-2023  
Source NPN: \* 0032XZA

**Partner NPN Info:**  
Partner NPN:

**Destination Information**  
PIN/NPN/LID: \*

Note: You should overwrite the destination information if the actual destination differs from the default information shown.

**Premises**  
Name:  
First Name:  
Last Name:  
Street:  
City:  
State: \* Maryland  
ZIP:

**Available Actions**

**Other Actions**

(\*) indicates a required field

- ✓ Whenever AINs are shipped from your entity to a Producer Premises or to another device manager, the shipment must be recorded, including the PIN/LID of the recipient of the AINs, and which AINs have been shipped.
- ✓ Click on Report AIN Shipment tab under Action Items on the Menu bar.
- ✓ There are three ways to enter which AINs you are reporting as shipped, indicated by the three tabs (orange box) at the top of the AIN Shipment Information section:
  - AINs- for recording shipments of consecutive numbers, and which can be reported with a start and an end number.
  - Package- this is available only to the Manufacturer.
  - AIN Collection-for recording shipments of non-consecutive numbers. These numbers must be listed individually and/or as ranges of numbers.

- **The destination PIN/NPN was retrieved from the database.**

You are here: [AIN Management](#) / [Report AIN Shipment](#)

**AIN Shipment Information**

AINs	Package	AIN Collection
Starting AIN:	840003000010361	
Number of AINs Shipped:	10	
Ending AIN (calculated):	840003000010370	

Event Date: \*  1. Enter event (shipping) date

Source NPN: 002RNRC

---

**Partner NPN Info:**

Partner NPN:

---

**Ship To Information**

PIN/NPN: \*   2. Enter Ship to PIN here

Note: You should overwrite the Ship-to information if the actual destination information differs from the default information shown.

Company:

First Name:

Last Name: \*  3. Address info populates once you click validate number

Street: \*

City: \*

State: \*

ZIP: \*  -

---

**Available Actions**

4. Enter Last name (orange arrow) then click continue

---

**Other Actions**

1. Enter the Event shipping date. It will automatically fill with the current date. Future dates cannot be entered.
2. Enter the Ship to PIN, click validate number.
3. The address will populate if the number is validated. If you are shipping tags to a different address than the one in the field (ex: a PO box), you can overwrite the information in the address field.
4. Enter the contact's last name, click on continue.

### AIN Shipment Information

[Edit Shipment Info](#)

Starting AIN:	840003000010361
Number of AINs Shipped:	10
Ending AIN:	840003000010370
Mfr Package Number:	
Non-Consecutive AINs:	
Event Date (MM-DD-YYYY):	09-27-2008
Source NPN:	002RNRC
Partner NPN:	
PIN/NPN/LID:	000LITB
Company:	
First Name:	
Last Name:	Cleaver
Street:	211 PINE ST
City:	MAYFIELD
State:	OH
ZIP:	44133-4324

[Edit Shipment Info](#)

### Available Actions

[Submit](#)



Double check your information. If there is an error, you can click on Edit Shipment Info. If everything is correct, click Submit.

- **Success! The shipment event was recorded.**

You are here: AIN Management > Report AIN Shipment

AIN Shipment Information

AINs	Package	AIN Collection
Starting AIN:	840003	
Number of AINs Shipped:		
Ending AIN (calculated):		

Event Date: \* 9-27-2005

Source NPN: 002RNRC

Partner NPN Info:

Partner NPN:

Ship To Information

PIN/NPN: \*

Note: You should overwrite the Ship-to information if the actual destination information differs from the default information shown.

Company:

First Name:

Last Name: \*

Street: \*

City: \*

State: \* Alabama

ZIP: \*  -

Available Actions

Other Actions

Once you submit a shipment, you will be redirected to this screen. You may enter additional shipments as needed.

### 3. Viewing an AIN History

• Records for this official identification number exist in AIMS. The records you are authorized to view are listed in the History Search Results below. Please contact the ADTIS helpdesk at [adtis.help@aphis.usda.gov](mailto:adtis.help@aphis.usda.gov) if you have any questions.

You Are Here: AIMS / [Lookup AIN History](#) [User Guide](#)

AIN History Search Results

Primary AIN ID: 840003000010371  
 Device Name: Destron e.Tag

Legend ■ Restricted

Source		Destination			Event Date/Type		
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event
USDA		CO	005KNHD			11-18-2005	Allocated
005KNHD	Destron Fearing	TX	0076RNA	dartez	MO	12-27-2005	Shipped
0076RNA	USDA Kansas City Warehouse	MO	005D4YX	Colorado Department of Agricul	CO	06-20-2008	Shipped

To look up an AIN history, go to the Resource tab on the menu bar (left) and click on Look Up AIN History. Enter the number in the box, and click the Look Up AIN History tab. The shipping history will be displayed. NOTE: as an AIN device manager you can only view the history of AINs which have been in your possession.

#### 4. AIN Event Reports

An event report can give you information on AINs that have been shipped or returned to you. You can request data by source or destination entity, date ranges, device types and AIN ranges. NOTE: you can only obtain a report on AINs that have been in your possession at some time.

You are here: AIN Management / AIN Event Report

**AIN Event Report**

Begin AIN ID:  End AIN ID:

Source NPN:\*  Dest PIN/NPN:\*

Source ST:  Dest ST:

Begin Date:\*  End Date:\*

Event Type:  Device Name:

Flock ID:\*

Totals Only:  Page Size:

(\* either a Source or Destination NPN (or Flock ID) is required)

Report

previous page / next page

AIN	Date	Source	Destination
840003000010361	07-07-2005	002RNRC	004BV8H
840003000010362	07-07-2005	002RNRC	004BV8H
840003000010363	07-07-2005	002RNRC	004BV8H
840003000010364	07-07-2005	002RNRC	004BV8H
840003000010365	07-07-2005	002RNRC	004BV8H
840003000010366	07-07-2005	002RNRC	004BV8H
840003000010367	07-07-2005	002RNRC	004BV8H
840003000010368	07-07-2005	002RNRC	004BV8H
840003000010369	07-07-2005	002RNRC	004BV8H
840003000010370	07-07-2005	002RNRC	004BV8H
840003000010411	12-13-2005	002RNRC	002G6XQ
840003000010412	12-13-2005	002RNRC	002G6XQ
840003000010413	12-13-2005	002RNRC	002G6XQ
840003000010414	12-13-2005	002RNRC	002G6XQ
840003000010415	12-13-2005	002RNRC	002G6XQ
840003000010416	12-13-2005	002RNRC	002G6XQ
840003000010417	12-13-2005	002RNRC	002G6XQ
840003000010418	12-13-2005	002RNRC	002G6XQ
840003000010419	12-13-2005	002RNRC	002G6XQ
840003000010420	12-13-2005	002RNRC	002G6XQ

previous page / next page

Under the Resource Info tab, click on AIN Event report (in red).

1. Enter your pin into the source NPN field.
  2. Enter a beginning date.
  3. Enter an ending date.
  4. Click on Get Event Report (purple box).
  5. The report will populate at the bottom of the screen. You can also view this as an excel spreadsheet by clicking on the Export to Excel button.
  6. If you want to view a report for a specific location, enter the destination PIN in the Dest. PIN field.
5. Current AIN Holdings
- If you would like to view the tags that you currently have in your possession, you can go to the current AIN Holdings.

**User Info**  
Wendy Lehman  
0032XZA

**Public Tools**  
List ID Devices

**Action Items** ▲

Validate PIN/NPN/LID  
Request AIN Allocation  
Report AIN Shipment  
Manage Relationships  
Scrapie Program Actions  
New Program Order  
Ship Program AINs  
Submit AIN Events  
Add Official ID Numbers

**Other Tasks** ▼

**Resource Info** ▲

Current AIN Holdings

Lookup AIN History  
AIN Event Actions  
AIN Event Report  
State Reports  
Find Program Orders  
Scrapie Summary Report  
Scope Management

**Administration** ▼

Help  
Logout

• **Success! AIN Holdings Found.**

You Are Here:  
AIMS / Current AIN Holdings [User Guide](#)

**Producer Premises/Nonproducer Participant Information**

PIN/NPN/LID:

840 or all tag types:

"Age" of tags at premises:

**Get Current Holdings**

*Recommended* (yellow arrow pointing to 'only 840 ids')

**AINs**

State: MD  
Site Type Code: P

Start AIN	End AIN	# of AINs
840003000266462	840003000266486	25
840003000266548	840003000266661	114
840003000268078	840003000268086	9
840003000268237	840003000268311	75
840003000268412	840003000268461	50
840003001710056	840003001710062	7
840003001710066	840003001710067	2
840003001710071	840003001710072	2
840003001710074	840003001710080	7
840003001710207	840003001710585	379
840003001711006	840003001711505	500
840003123558661	840003123558680	20
840003125482365	840003125482384	20
840003129252180	840003129252262	83
840003129252269	840003129252269	1

Go to the Resource info tab on the Menu bar and click on Current AIN holdings. You may be able to select tag "age" ranges, but it is recommended to leave the default setting of only 840 tags. Click on Get Current Holdings and a report will populate at the bottom of the screen.

This guide is intended to introduce you to the common activities that you will need to perform in AIMS as a Device Manager. If you have additional questions regarding AIMS, please contact the ADTIS Help Desk ([adtis.help@usda.gov](mailto:adtis.help@usda.gov)), or the ADT staff at [traceability@usda.gov](mailto:traceability@usda.gov). Thank you for your participation as an AIN Device Manager!