ADVANCING ANIMAL DISEASE TRACEABILITY
ROAD MAP FOR
NEBRASKA

A Three-Year Plan

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I. EXECUTIVE SUMMARY

Determining an animal or identification device’s location, when interstate movements are properly documented, is now quick and efficient. Improving the number of successful traces will come through increasing the number of movements being properly documented. The ability to enable quick and efficient determination of the animal or identification devices location continues to require significant resources. Those resources are personnel, financial and technological.

The key elements of meeting this challenge include:

- Establish and increase the number of a specific animal’s location reference points for disease investigations;
- Establish reliable method of determining connection between an individual and an animal of concern;
- Increase the number of individual animals or livestock groups with unique identification; and
- Increase the percentage of properly-documented movements and submit them on a timely basis.

The livestock industry in Nebraska is a major contributor to the economic strength and stability of the state. The spread of a serious disease in livestock will have a negative economic impact on the entire state. The impact to the directly-affected livestock producers will not be limited to economic issues but will include psychological, emotional and relationship ramifications as well. The longer a disease event remains uncontrolled, the greater the damages to all. Therefore, it is imperative a system and plan designed to reduce the spread of a disease, and the period of time the disease remains an active threat, be in place prior to a disease event.

Previous efforts to:

- Implement scanning and indexing of animal movement documents;
- Educate veterinarians on the need for improved Interstate Certificates of Veterinary Inspections (ICVI);
- Provide special orange 840 RFID tags for official calf-hood vaccination;
- Provide a method for livestock market veterinarians to prepare ICVIs on a laptop; and
- Provide other initiatives;

have positioned the Nebraska Department of Agriculture favorably to move forward on process improvements.

All objectives and animal disease traceability efforts within this plan will be developed and pursued as supporting or meeting the goals of USDA’s Animal
Disease Traceability System (ADTS) framework. Activities within this Plan have supported and, in some cases, utilized the animal health information systems developed for other functions within the Department. This may include:

- OCV database;
- Database of accredited veterinarians;
- Database of livestock markets;
- Epidemiology data;
- Import system; and
- Any other data and systems which would enhance or simplify the efficient tracing of an animal or identification device or number. The improved speed and efficiency of information retrieval has enhanced our responsiveness to requests for traceability information from other entities.

Other methods for meeting plan objectives will include:

- Utilizing existing databases of other eICVI services for animal movement information;
- Informing and teaching producers, livestock market veterinarians and veterinarians on the requirements of identification and documentation for interstate movement of livestock; and
- Developing new documentation processes and informing producers and veterinarians of those new documentation processes which would enhance traceability information and minimize the impact on producer operations.

The projected costs for the activities in this Road Map will have a direct relationship to the amount of funding provided in each of the years through the cooperative agreement work plan budgets. The objective or benefit for each year will now be an increase in the percentage of interstate movement of livestock with proper documents and official identification. This will be accomplished while maintaining or improving the speed and efficiency of retrieving the movement histories of identification devices and animals of concern. Efficiently forwarding the information to the entities needing the information must also be accomplished. These improvements will be measured by the number of properly-completed Nebraska origin ICVIs and trace exercises or actual events, for retrieval of animal movement information.

II. CURRENT TRACEABILITY SITUATION

2.1 Who Are We?

The primary constituents involved in animal disease tracing activities are:

- Private veterinarians;
- Livestock market veterinarians;
The values guiding animal disease traceability activities within Nebraska will be consistent with the Department’s Animal and Plant Health Protection mission “... of protecting the health of livestock in Nebraska and determining and employing the most efficient and practical means of prevention, suppression, control and eradication of diseases transmissible among livestock ...” In the event of a livestock disease event, the Nebraska animal disease traceability...
activities will support efforts to suppress, control and eradicate the disease of concern. A key value guiding these efforts will be to minimize the negative financial, emotional and reputation impacts disease events have on affected producers and their operations. These activities are also intended to reduce the number of producers and operations involved in a disease event.

The Animal Disease Traceability Advisory Group in Nebraska was made up of representatives from various producer groups and producer support groups. A partial listing of groups having participated on the committee includes:

- Nebraska Department of Agriculture
- USDA-APHIS-VS
- Nebraska Poultry Industry
- Nebraska Farmers Union
- Independent Cattlemen of Nebraska
- Nebraska Veterinary Medical Association
- Nebraska Sheep and Goat Producers
- Nebraska Pork Producers
- Nebraska Livestock Market Association
- Unaffiliated Livestock Markets
- Nebraska Dairymen
- Nebraska Cattlemen Association
- Nebraska Brand Committee
- University of Nebraska Extension Education

The Animal Disease Traceability Advisory Group is currently inactive. The group must be re-activated as Phase 2 discussions begin. In the future, this group may meet in a teleconference web based format.

2.2 Where are we now?

Animal disease traceability is currently defined as “determining where a disease entered an affected herd.” The information compiled to date from previous efforts to establish a disease traceability system was not integrated into most disease response situations or trace outs. Animal disease traceability activities are no longer viewed as a standalone information gathering project.

The current measure of traceability capability is “How quickly and accurately can we determine where and when the animal of concern entered or left Nebraska?” Intrastate movements of animals are not captured at this time. Capturing information on intrastate movement would require legislative action.

Coordination continues to be pursued. One avenue of seeking coordination of activities with other units is through a weekly animal health staff meeting. The staff meeting is open to all Department personnel with an interest in animal health issues. To date, these meetings have been attended by the ADTS
Coordinator and staff assistants, and on one occasion, the State Epidemiologist. The Import Program Manager is a common participant at meetings, as well.

The current measure of traceability capability is now “How quickly and accurately can we determine where and when the animal of concern entered or left Nebraska?” or “Has a herd been exposed to this animal?” These standards are based on the desire to establish that the disease did not start or has not resulted in an infected Nebraska herd. The mission of the Department is to “…protect the . . . industry in Nebraska. . .” therefore, the current standard is sufficient to support this mission.

The current state of the Department’s technology infrastructure provides adequate capabilities to manage ADTS needs. All animal health officials within the Department now have access to ADTS information from their workstations or laptops. ADTS information held or controlled by the Department will remain available to other appropriate entities upon request when deemed appropriate by the State Veterinarian. Requests for information are currently available Monday through Friday during normal business hours. Designated Department staff has access to information 24 hours a day, 7 days a week.

Federal funding is critical to all ADTS activities in Nebraska. The only state funds budgeted for ADTS are those funds required to achieve any state matching contribution required to utilize cooperative agreement funds. If there are no federal funds, there will be no state funds specifically allocated to ADTS activities.

2.3 Strengths and Weaknesses

The animal health functions of the Department have access to excellent technology support. The Department’s Data Center and animal health staff are physically housed adjacent to each other. The Data Center staff is very familiar with activities and information technology (IT) requirements of animal health functions.

The ADTS functions are currently addressed by the full-time coordinator and two full-time staff assistants. This staff has been able to direct the development and implementation of the ADTS activities. The volume of documents and the review evaluation and indexing of those documents indicate an additional staff assistant is needed. This addition will bring the processing of ICVIs to a current status and improve the review and return process for deficient ICVIs. It will also enable more efficient and effective responses to requests for service and information from stakeholders.

**The technology, human resources and personnel capabilities have been stretched and tested, as implementation of the ADTS moved forward to comply with the new Code of Federal Regulations. The use of technology in the field**
necessitates remote training and support. The support aspect of technology will continue to increase time demands on current personnel. The increased support will occur both in the field and at the Data Center and affects both the ADTS staff and the Data Center staff.

The time frames for each proposed performance standard required a significant change in the Department’s handling of ICVIs and the information they contain. The Department is now scanning and indexing each of the ICVIs for both exports and imports. The indexing of individual or official identification fields is a very labor intensive data input task. The current staffing level is estimated to be deficient by one, full-time equivalent (FTE) of being able to meet this need while maintaining the constituent service function.

2.4 Opportunities and Threats

This plan will enable the Department to reduce the consequences of potential threats. While it is desirable to avoid all consequences or potential threats, regardless of the effectiveness of a plan, not all threats can be stopped.

The resources available now and anticipated in the future will be better utilized as a result of this plan. The implementation of this plan necessitated the integration of import order information and compliance activities, ICVI handling procedures and ADTS information management efforts into a coordinated activity. This required the development of a Standard Operating Procedure (SOP) for handling, reviewing, scanning, indexing, commenting, correcting, returning and retrieving ICVIs and the information they contain.

If this plan was not implemented, the timely retrieval of information from ICVIs would not have improved and violations of import order requirements would be undetected for longer periods of time. The timeframes for action under the proposed performance standards would not have been attained and could not be maintained, if this plan was not implemented. The net result of not maintaining this plan is an increased risk of economic and emotional damage to Nebraska livestock producers resulting from an unmitigated disease outbreak. If this plan is not maintained, the entities charged with responding to a disease outbreak will not have resources available to address the disease as it is occurring, and determine the path it followed, and may follow, in the future.

This plan is a major improvement in ADTS efforts. In the past, ADTS activities were not integrated or coordinated into other animal health-related actions. This integration and coordination has now become a necessary aspect of most of the major activities to protect Nebraska’s livestock production.
2.5 Inventory of Existing Infrastructure and Suitability Assessment

Human Resources

While adequate to develop and implement current animal movement records processing activities, it is estimated that staffing is approximately one, full-time equivalent short to address the data and information management. This addition will also enable maintaining efficient and effective constituent service functions.

Space Availability

The office space is adequate for both current and future ADTS activities.

Connectivity resources and access to the USDA animal disease traceability and animal health information resources are available both in the office and in the field.

Equipment for livestock market veterinarians has been acquired, and the Department’s Veterinary Field Officers (VFO) and inspectors have also been equipped. The computer-generated ICVI is now available for use by other accredited veterinarians practicing in Nebraska.

Organization of all existing paper record systems used to access animal disease traceability or animal health information.

The Department is currently scanning existing paper records (ICVIs) to an electronic format and indexing each document to allow for more efficient retrieval of information. All ICVIs received as email attachments are also being indexed into the database. An additional full-time equivalent staff person will be needed to accomplish indexing and maintain acceptable levels of service to stakeholders.

The current data management capabilities are anticipated to be sufficient for future activities. Scanning capacity is now adequate. The scanners are 4 to 5 years old and are being replaced in the 2016 Cooperative Agreement period. The scanners being acquired are the same model as currently utilized. They have performed well with little maintenance.

Automated data capture is anticipated to increase. The use of computer-generated ICVIs should increase the amount of information that may be auto captured. The increase in the number of computer-generated ICVIs will enhance the efficiency of entering the ICVI information to the database. The information from these ICVIs does not require manual indexing. It is mapped into the database in an automated manner.
While direct electronic input of identification at the capture point would be ideal, the most immediate benefit will be our office processes. As eCVI xml formats become standard for each state, additional ICVI data will not require manual indexing.

III. VISION AND MISSION STATEMENT

3.1 & 3.2 Protect the health of livestock in Nebraska by determining and employing the most efficient and practical means of prevention, suppression, control and eradication of diseases transmissible among livestock.

IV. TRACEABILITY REQUIREMENTS

4.1 The Department’s strategic ADTS goal is to develop, implement and refine a statewide infrastructure for advancing animal disease traceability compatible with state and USDA standards.

4.2 Year 1

The Year 1, 2017, Objectives will be:

- Continue the capture, conversion and filing of Interstate Certificates of Veterinary Inspection (ICVI) Animal Movement Data in electronic format;
- Improve NDA recording system for National Uniform Ear tag System (NUES) tags distributed to producers, markets and veterinarians;
- Target, develop and implement outreach messaging encouraging cattle producers to officially identify breeding and potential breeding stock at transfer of ownership in addition to interstate movement;
- Increase number of export ICVIs in electronic formats which will facilitate data pulled into OnBase® without manual indexing or data stored on third party electronic ICVI services;
- Implement re-training for accredited veterinarians on livestock movement requirements; and
- Refine Commuter Herd Agreement processes to avoid loss of traceability.

Years 1, 2 and 3

The outreach objectives are far behind in anticipated activities and effectiveness. Therefore the third objective is a priority.
• Increase number of export ICVIs in electronic formats which will facilitate data pulled into OnBase® without manual indexing or data stored on third party electronic ICVI services.
• Target, develop and implement outreach messaging encouraging cattle producers to officially identify breeding and potential breeding stock at transfer of ownership in addition to interstate movement.
• Update and improve ADTS' Continuity of Operations Plan (COOP).

4.3 Animal Disease Traceability Performance Measures

The current measure of animal disease traceability is through the performance standards. The USDA Emergency Management Response System (EMRS) is now used to record trace activities and results. Most traces, as measured against the performance standards, are now completed in minutes.

4.4 Data Requirements

The primary source of traceability data is and will be ICVIs. Historically, the ICVIs have been stored as hard copies. These were filed by state, species, year and month for manual retrieval as needed.

Previous to 2012 of this Road Map, historical ICVIs were being scanned and then filed electronically in the same manner of filing, state, species, year and month for electronic retrieval when needed. This system allowed for more efficient retrieval of information but was not sufficient to meet retrieval needs when performance standards would be implemented.

The system we now use utilizes a database operated by the State of Nebraska. It is known as the On Base® system. This will provide the benefit of better support and reduce or eliminate concerns about storage space on hard drives and servers. This system provides many advantages. To maximize utilization of the systems capabilities, the data on the ICVIs is indexed. This is because many of the ICVIs will continue to be handwritten for years into the future. The software system is not able to correctly interpret each of the handwritten pieces of information on each ICVI. Because of the need to search for a given identification number that may be included on an ICVI in our database, each identification number on handwritten ICVIs will require manual data input. Given the number of ICVIs written and received in Nebraska each year, and the number of individual animal identification numbers listed on those ICVIs, this data input effort requires the support of two full-time equivalent staff assistants. Group/lot identification listed on ICVIs will be indexed and utilized within the system in the same manner as unique individual identification devices.

The standards for location identification will continue to vary within Nebraska. This is because the method in which official metal tags are distributed and used
in the state has changed. We permit the distribution of “Brite” tags directly to producers. Producers wishing to utilize “Brite” tags will not be required to have a premises identification number (PIN). The location identification for this group of producers is what we refer to as “phone book” information. This is obtained as a part of the distribution system of “Brite” tags as described below.

Participating accredited veterinarians may have “Brite” tags in stock. They may distribute the tags directly to producers. When a producer receives “Brite” tags from the veterinarian, the veterinarian is required to list that distribution on a log form supplied by the Department. The information on the log includes the date, number of tags, the series of tag numbers, and the name, address and phone number of the producer receiving the tags. At the end of each month, the veterinarian forwards a copy of the log form to the Department. The Department enters the information into OnBase®. This will make the tag history information available and retrievable.

The ADTS-related data compiled or held in the Department will be made available upon request and in periodic reports to USDA as required.

4.5 Information Technology Plan

The IT plan has been generally addressed previously in the data requirements section. ADTS information input, storage and retrieval activities will be integrated into the Department’s overall information system. This will allow much of ADTS storage space and information systems support needs to be met by existing Department resources. There may be some funding requirements for IT in later years, such as scanner replacement and updating of laptop and desktop computers. Data security, backups and data redundancy issues will also be addressed by being included in the Department’s IT umbrella.

4.6 Resource Requirements

Expertise, automated data capture and space resources appear to be adequate through 2019. The ADT COOP needs to be updated. The plan in place does not currently address a change in location of operations if needed. This issue will be addressed in Year 1. The COOP for ADTS operations will be consistent with the Department’s COOP.

4.7 Organizational Needs

The current organization structure is adequate and unlikely to change.

4.7.1 Executive Support

The administrative authorities have been and continue to be supportive of the development of a sound animal disease traceability system in
Nebraska. An effective animal disease traceability system is viewed as a needed program to accomplish the NDA mission “…of protecting the health of livestock in Nebraska and determining and employing the most efficient and practical means of prevention, suppression, control, and eradication of diseases transmissible among livestock…”

4.7.2 Coordination and Oversight Procedures

Additional support from executive management will be helpful to integrate the import program and ADTS program activities into mutually-supporting programs. The emphasis of the program in cooperative agreements of past years has been the establishment and building of a database for all locations where animals may be held, raised or assembled. This naturally became an activity of its own, distinct from other Department activities. This has changed with the import program and ADTS program cooperating and supporting each programs’ activities regarding imports of livestock.

The ADTS staff participates in weekly staff meetings. One item on the agenda for each of these meetings, is to update everyone on the many changes in progress and the status of them. These meetings would serve well for executive evaluation of progress and needs in ADTS activities. The staff meetings have been and will continue to be held at a consistent time and place each week.

4.7.3 Policy

The recent changes in emphasis for ADTS, particularly the implementation of performance standards for tracing capabilities, dictate a new view of ADTS activities at the Department. The challenge of meeting the performance standards requires access to data contained in ICVIs. The evaluation of the effectiveness and, thus, future funding of ADTS activities by the Department will be based on the quality, completeness, timeliness and retrieval capabilities of information from ICVIs and other animal health documents. This makes the integration of ADTS activities into the handling and processes involving ICVIs and other animal health documents imperative. These changes will significantly alter responsibilities for some NDA staff and require executive support.

4.7.4 Staffing

The ADTS support staff currently consists of two, full-time staff assistants. The staff assistants are responsible for the scanning and filing of ICVIs and related documents. They are also responsible for developing and
maintaining spreadsheets or appropriate methods to tabulate animal movement data. Additionally, they handle calls from veterinarians, markets and producers. They have authority to make decisions needed to resolve many issues.

The workload for the current staff requires the full-time commitment of both individuals. The increase in recording, filing, scanning and indexing activities will require the addition of a full-time equivalent support staff to bring processes current and to handle the stakeholder interactions effectively and efficiently.

The ADTS support staff must have an above-average competency and comfort level with computer technologies. They must also be capable of comprehending the overall vision and mission of ADTS activities. Professional credentials and certification are not an issue except as guidelines for determining the probable capabilities of an individual being considered for a position.

There is limited opportunity to leverage existing staff from other Department activities to assist in routine data input functions during periods of heavier volume.

The ADTS function has been viewed as a stand-alone, distinct function within the Department. This Road Map helps guide efforts to integrate ADTS activities into the Department’s animal health efforts.

4.7.5 Budget Requirements

ADTS activities in Nebraska are funded by cooperative agreement funds. State funds are utilized to meet contribution requirements when required. The state’s contribution requirement would usually be met in the personnel and fringe benefits budget categories.

The budget for each plan year is determined each year following determination of the funds available to the state through that year’s cooperative agreement. The net result is objectives are evaluated and prioritized in light of funding available that year, not by establishing objectives and then acquiring funds to accomplish them.

The cooperative agreement funding for the 2016 Work Plan was $350,000. Based upon that number and adjustments in priorities, a level of funding for years 2017 through and including 2019, of $360,000, adjusting for rising costs, will be required each year.
4.7.6 Outreach

4.7.6.1 Accredited Veterinarians

The actions of this group will be key to the Department meeting the four performance standards for animal disease traceability. Informing and educating veterinarians was initiated in 2011. This involved a series of meetings across the state for livestock market operators and livestock market veterinarians. The emphasis on veterinarians improving the quality of ICVIs was very strong. The need to meet timeline requirements for submitting the ICVIs to the State Veterinarian was also addressed. These activities and points of emphasis continued through 2015. They will be reemphasized in 2017 as well.

Informational articles regarding the emphasis on improving the quality of information on ICVIs will be submitted to the Nebraska Veterinary Medical Association’s (NVMA) newsletter. The Department also distributes a newsletter to veterinarians in the state. Articles regarding ADTS and how changes will affect veterinarians will be included.

Additionally, efforts will be made to address district meetings of the NVMA and to gain presentation time at other NVMA events. An ADTS newsletter to veterinarians will be implemented to augment and improve the effectiveness of the other activities directed to veterinarians. These activities will continue and possibly increase during 2018 and 2019.

All the previously mentioned ICVI quality improvements will continue to be emphasized by review of ICVIs in the Department. When the review of ICVIs shows continued deficiencies from a veterinarian, the signing veterinarian will be counseled on correct completion of an ICVI. They will also be informed the incorrect ICVI has been forwarded and contact from the receiving state should be expected. This contact will provide opportunity to reinforce the need to meet quality standards when preparing ICVIs.

The accredited veterinarians will also be encouraged to utilize computer-generated ICVIs as much as practical. A computer-based Nebraska ICVI is available to improve the efficiency of capturing quality ICVI information in a retrievable format. This will continue to be made available to Nebraska large animal practitioners.
All the previously-mentioned activities involving veterinarians will require extensive contact. This contact will take place in group meetings by district or areas and in “one-on-one” meetings at the veterinarian’s facilities.

4.7.6.2 Livestock Markets

Informing and educating veterinarians was initiated in 2011. This involved a series of meetings across the state for livestock market operators and livestock market veterinarians. Additional meetings will occur in each of the years covered by this Road Map. In addition, the coordinator will visit most of the markets to keep them informed of requirements and to help with solutions to concerns or challenges they may have. An ADTS newsletter to livestock markets will be implemented.

The Department’s VFOs conduct market inspections at each livestock market in the state. These inspections include records and would be useful in assuring the availability and accessibility of market records when needed. A contact list for each market is also maintained. This will be used to establish a contact person to request traceability information from each market.

The establishment of markets as Approved Tagging Sites was problematic. Approved Tagging Site agreements must be monitored and deficiencies addressed in each year of this Road Map. Any improper actions under an Approved Tagging Site Agreement may cause markets to face enforcement actions.

4.7.6.3 Industry as a Whole

Presentations to producer groups and other interested parties will be made throughout the years covered by this Road Map. ADTS articles will be prepared for inclusion in producer group newsletters. As funds are available media campaigns will be conducted to convey the facts of what is needed for movement of livestock across state lines. All media campaigns have been delayed. The level of this activity will increase significantly in 2017.

The quality of ICVIs produced by Nebraska veterinarians has improved in each of the years and will continue to improve in 2017. A major point of emphasis in 2017 continues to be increasing the percentage of interstate animal movements which are properly documented. This is a significant issue along each of our state lines where producers have operations in each state. Many of these undocumented movements are occurring as normal
operations with the producer having no previous experiences of being required to identify and document. A major effort must be made to improve how Commuter Herd Agreements are dealt with. Veterinarians and producers must know the steps of receiving one and how to comply with requirements.

While all species will be addressed, the main emphasis will be the cow calf, exhibition, rodeo and dairy producers. With the exception of dairy animals these are areas with lowest levels of trace capabilities.

4.8 Monitoring and Reporting Interstate Movement Activity

This activity will again rely on the use of information contained in the ICVIs. A spreadsheet and database have been created to tabulate the number of shipments and the number of animals moving across the Nebraska state lines.

The data being entered to the spreadsheet and database will be directly from the individual documents, so verification will likely consist of simple “cross footing” and checking of totals. The information entered to the spreadsheet and database will include the tabulations on number of ICVIs for imports and exports and the total number of animals by species involved.

The information on the distribution volume of official identification devices and back tags will be obtained from the AIMS, brucellosis vaccination tag order records and “Brite” tag distribution logs from the VS Office.

V. TRACEABILITY IMPLEMENTATION

5.1 Ranking of Priorities for Advancement

The first step required to advance traceability was making needed changes in the organization and processes related to the ICVIs. This includes their evaluation and handling of them. This has been substantially completed.

Second, a SOP was developed which incorporates the necessary changes identified in step one. The SOP has been completed. It will be incorporated into the COOP which must be produced to avoid interruptions in critical information in a disease response.

Outreach is an activity or objective which must be pursued continuously. Outreach must continue at all times to all groups affected or involved in ADTS activities and successes. This will increase the percentage of subject movements being properly documented. The number of animals properly identified will also increase.
5.2 Year One Activities

- Improve NDA recording system for National Uniform Ear tag System (NUES) tags distributed to producers, markets and veterinarians;
- Increase number of export ICVIs in electronic formats which will facilitate data pulled into OnBase® without manual indexing or data stored on third party electronic ICVI services;
- Target, develop and implement outreach messaging encouraging cattle producers to officially identify breeding and potential breeding stock at transfer of ownership in addition to interstate movement; and
- Implement re-training for accredited veterinarians on livestock movement requirements.

Years, 2 and 3

The outreach objectives are far behind in anticipated activities and effectiveness. Therefore the third objective is a priority.

- Increase number of export ICVIs in electronic formats which will facilitate data pulled into OnBase® without manual indexing or data stored on third party electronic ICVI services.
- Target, develop, and implement outreach messaging encouraging cattle producers to officially identify breeding and potential breeding stock at transfer of ownership in addition to interstate movement.
- Update and improve the Continuity of Operations Plan (COOP).

Alignment of Objectives with Budget

Aligning objectives with budget for each of the three years is problematic, because ADTS activities in Nebraska are funded by cooperative agreement funds. State funds are utilized to meet matching contribution requirements when required. The state’s contribution requirement is usually met in the personnel and fringe benefits budget categories.

The budget for each Plan year is determined each year following determination of the funds available to the state through that year’s cooperative agreement. The net result is, objectives are evaluated and prioritized in light of funding available that year, not by establishing objectives and then acquiring funds to accomplish them.

The cooperative agreement funding for the 2016 Work Plan was $350,000. Based upon that number and adjustments in priorities, a level of funding for years 2017 through and including 2019 of $360,000, adjusted for rising costs, will be required each year.