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# **EMRS Manual for Routine FAD/EDI Investigations**

## **EMRS – Emergency Management Response System**

- *a web enabled lotus notes application developed by the [Center for Epidemiology and Animal Health](#) in cooperation with multiple program areas of Veterinary Services, State Departments of Agriculture and other stakeholders to use in the management of emergency animal disease outbreaks.*

### **Routine FAD/EDI Reporting**

**Instance of EMRS used to track the progress and reporting of routine Foreign Animal Disease and Emerging Disease Investigations in order to improve our recognition of and response to disease outbreaks.**

**-It is the intent of management that this system will be the sole system utilized for the tracking of routine FAD/EDI Investigations after Jan 1, 2004.**

# **Navigation Instructions!**

**-clicking on any text in the Table of Contents will take you to the section referenced.**

**-use the [Return to Table of Contents](#) button to return to the Table of Contents.**

**-use the [Return to Top](#) button to return to the beginning page.**

**-use your browsers Back button to return to a previous screen when navigating to outside web pages.**

**-you may scroll through any part of the document by using the scroll bar.**

**-Text that is highlighted and underlined denotes links to other documents**

**Any Problems or non-working links on this page should be reported to:**

Dr. Fred Bourgeois @ [Fred.G.Bourgeois@aphis.usda.gov](mailto:Fred.G.Bourgeois@aphis.usda.gov)

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## FAD/EDI Information for FADD's

There are several links on the EMRS Download page and directly within EMRS to access helpful information but for your convenience I have included some others here!

<a href="#"><u>Grey Book (Information on Foreign Animal Diseases)</u></a>	<a href="#"><u>VS Memo 580.4 (Procedures for investigating a suspected FAD/EDI)</u></a>	<a href="#"><u>Blank Forms and Other EMRS info</u></a>	<a href="#"><u>NVSL Homepage – Tests &amp; Test Types for Ames &amp; FADDL</u></a>
<a href="#"><u>Grey Book for your PDA</u></a>	<a href="#"><u>Other NVSL Submission Forms</u></a>	<a href="#"><u>Guide to Collection and Submission of Samples</u></a>	<a href="#"><u>NVSL Electronic 10-4</u></a>

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## EMRS USER SUPPORT

Currently all states should be fully utilizing EMRS for all Routine FAD/EDI investigations. The steps necessary to accomplish this are demonstrated within this document and the Q & A's should answer most questions. Anyone having additional questions dealing with passwords should contact [EMRS\\_Registration\\_Approvers@aphis.usda.gov](mailto:EMRS_Registration_Approvers@aphis.usda.gov) or other server or access issues should contact the EMRS support staff team leader Robert T Carr @ [Robert.T.Carr@aphis.usda.gov](mailto:Robert.T.Carr@aphis.usda.gov) in Fort Collins @ 970-494-7297. Additional user support may be obtained by contacting one of the following individuals, Dr. Fred Bourgeois @ [Fred.G.Bourgeois@aphis.usda.gov](mailto:Fred.G.Bourgeois@aphis.usda.gov) or 318-288-4083, or Dr. Sherrilyn Wainwright @ [Sherrilyn.H.Wainwright@aphis.usda.gov](mailto:Sherrilyn.H.Wainwright@aphis.usda.gov) or 631-323-3061.

## USER NAMES & PASSWORDS

***Who can Access the system and how do you get a user name and password?***

The system has been designed so that it can be accessed by any authorized person using Internet Explorer version 5.5 or greater from any computer having Internet access. You do not need to have Lotus Notes installed on the computer or have a Lotus notes ID. You do not need RLD or to be on a secure network. This is very different from the previous version of the FAD/EDI system that required the use of Lotus Notes on your computer to access the system through the Client side interface which is no longer needed. **THIS IS STRICKLY WEB BASED THROUGH INTERNET EXPLORER ONLY –DO NOT USE NETSCAPE!**

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**The method to use for general access to the system will depend on the category you are in:**

### **USDA Lotus Notes Users**

If you are a federal employee or a State employee and you get e-mail through the USDA Lotus Notes system then you have a short user name (usually the same user name you use when you log into Lotus Notes) and you will utilize your [short user name](#) and your [Internet password](#) . If you do not know what your short user name and Internet password please refer to the [Appendix A; Setting Internet passwords and obtaining short user names for Notes users.](#)

### **Non Lotus Notes Users**

If you are not a USDA Lotus Notes user you will need to apply for a [Web User Name and password](#) through the web page referenced in Appendix B. See [Appendix B; Obtaining EMRS User names and Passwords for Non-Notes users.](#)

***How do I actually get into the system once I have a user name and password?***

**Start Internet Explorer by double clicking the Internet Explorer icon on your computer that looks like the one below:**



Shortcut to Internet Explorer.lnk

Navigate to page below; select the link to the Routine FAD/EDI Reporting system; this currently resides on EMRS 03 and EMRS 02 and links will be added for EMRS 04 which is a faster server. I have placed a direct link in this web page for your convenience which can be used and then added to your favorites in Internet explorer so you may quickly return to the Access page for Routine FAD database in the future.

<http://emrs.aphis.usda.gov/emrslogin.html>



Veterinary Services - Emergency Management  
EMRS Login



[Home](#) | [USDA](#) | [APHIS](#) | [VS](#)

Links to servers are in the table below. Information put on one server is automatically replicated (copied) to all other servers every 15 minutes. **Personnel should work off the server that is closest to their current geographical location.** If that server isn't working, click on the link to the next closest server to access the appropriate instance of EMRS.

Only personnel in a specific state, or with other specific needs, are given access to the EMRS databases shown below.

emrsf11-Garden Grove	emrs03-AIX (Ft Collins)	emrs04-Win (Ft Collins)	emrs02-AIX (Riverdale)
	<a href="#">Routine FAD Inves - Admin</a>	<a href="#">Routine FAD Inves - Admin</a>	<a href="#">Routine FAD Inves - Admin</a>
<a href="#">Training Inves - Admin</a>	<a href="#">Training Inves - Admin</a>	<a href="#">Training Inves - Admin</a>	<a href="#">Training Inves - Admin</a>
	<a href="#">Scrapie Tracing</a>	<a href="#">Scrapie Tracing</a>	<a href="#">Scrapie Tracing</a>
	<a href="#">TB Tracing</a>	<a href="#">TB Tracing</a>	<a href="#">TB Tracing</a>
	<a href="#">Brucellosis Tracing</a>	<a href="#">Brucellosis Tracing</a>	<a href="#">Brucellosis Tracing</a>
	<a href="#">EIA Tracing Inves - Admin</a>	<a href="#">EIA Tracing Inves - Admin</a>	<a href="#">EIA Tracing Inves - Admin</a>
	<a href="#">BSE Financial Data</a>	<a href="#">BSE Financial Data</a>	<a href="#">BSE Financial Data</a>
	<a href="#">VSV-05 Inves - Admin</a>	<a href="#">VSV-05 Inves - Admin</a>	<a href="#">VSV-05 Inves - Admin</a>
	<a href="#">Hurricane 05 Inves - Admin - Task</a>	<a href="#">Hurricane 05 Inves - Admin - Task</a>	<a href="#">Hurricane 05 Inves - Admin - Task</a>
	<a href="#">MUP - Mexico</a>	<a href="#">MUP - Mexico</a>	<a href="#">MUP - Mexico</a>
<a href="#">CA END Inves - Admin</a>	<a href="#">CA END Inves - Admin</a>	<a href="#">CA END Inves - Admin</a>	<a href="#">CA END Inves - Admin</a>

If you note any EMRS problems or would like to recommend enhancements to EMRS, please click on the [Suggestions](#) link.

[USDA Home Page](#) • [VS Home Page](#) • [APHIS Home Page](#) • [Inside APHIS](#)

When you click the link for the [Routine FAD/EDI Reporting](#) you will be prompted to enter your user name and password as below:

If you would like to try creating forms and looking at views without worrying about what you create you may want to try the [Training Version of EMRS](#) as it appears essentially the same as the FAD/EDI.

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When you click the link you will be prompted to enter your user name and password as below:

**For user name:**

USDA Lotus Notes Users - you will use your short user name; for more info refer to [Appendix A](#).

Non-Notes Users- use the user name you selected when you registered for Web Access; for more info refer to [Appendix B](#).

**For password:**

USDA Lotus Notes Users- your Internet Password which you initially set in your USDA Address Book profile; for more info refer to [Appendix A](#).

Non-Notes Users- the password you set when you registered for Web Access; for more info refer to [Appendix B](#)

## Emergency Management Response System (EMRS)

All USDA/APHIS telecommunications and automated information systems and related equipment are for the communication, transmission, processing, and storage of U.S. Government information. These systems are subject to monitoring to ensure proper functioning, and to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features and procedures, and for the like purposes. Such monitoring may result in the acquisition, recording and analysis of data being communicated, transmitted, processed or stored in this system by any user. If monitoring reveals criminal activity, such evidence may be reported to law enforcement personnel.

**ANYONE USING A USDA/APHIS SYSTEM OR SYSTEM ACCESSED THROUGH A USDA/APHIS SYSTEM CONSENTS TO SUCH MONITORING.**

### EMRS Login

Please enter your Username and Password

Username  Your Notes short name

Password  Your Notes internet password

[Password Guidance](#)

**By Logging in, you agree to be bound by these conditions.**


Login

[Help with Notes username and internet password - APHIS employees only](#)

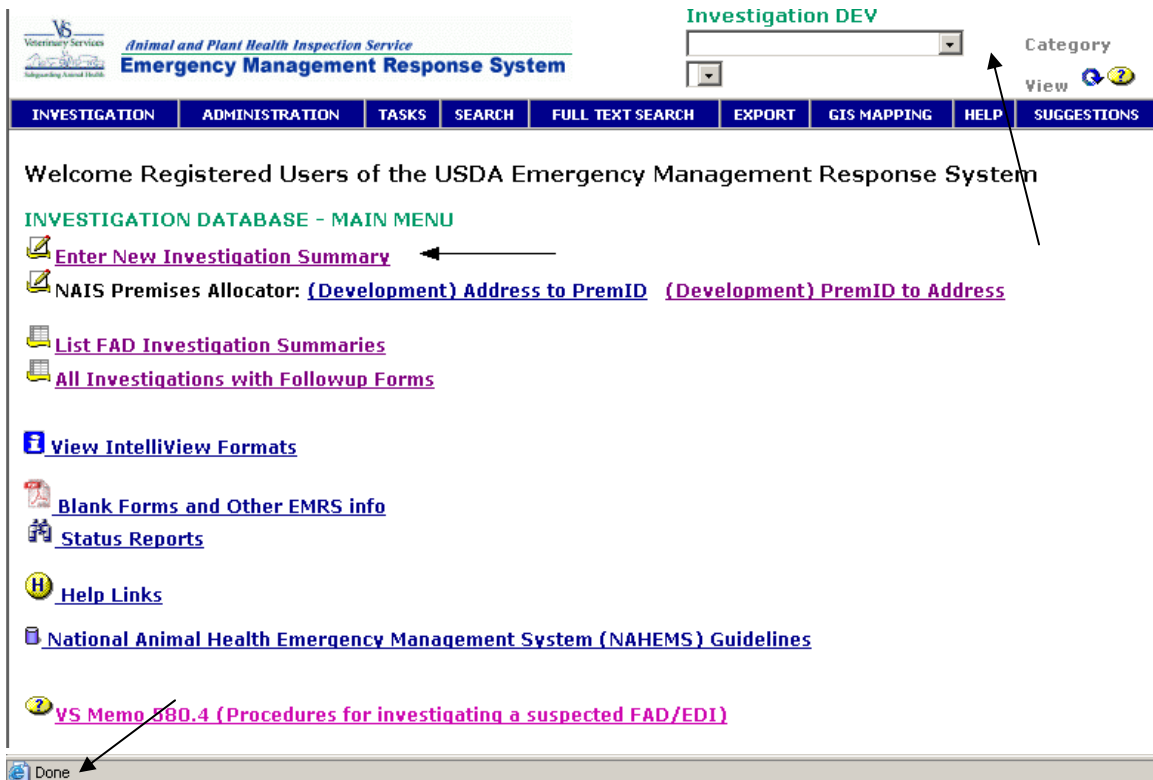
[If you are NOT an APHIS employee and need to register click here](#)

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Once you have entered your short user name and your Internet password and single click the  button you should arrive at the Main Menu page for the Routine FAD/EDI database.

*IMPORTANT – Please wait until the little Internet Explorer Icon at the bottom says done which means all of the look-up information has loaded. If you try to go to other parts of the program too quickly it will fail to load all of the needed information. This will cause problems with your drop down boxes for choices. If you find that you do not have any choices in a drop down box you may need to refresh the look-up by clicking in the spot indicated by the arrow in the top header and doing a right mouse click then choosing refresh. This will reload all look-up information (Notes Quirk!)*




Investigation DEV


Veterinary Services  
Animal and Plant Health Inspection Service  
Emergency Management Response System


INVESTIGATION ADMINISTRATION TASKS SEARCH FULL TEXT SEARCH EXPORT GIS MAPPING HELP SUGGESTIONS


Welcome Registered Users of the USDA Emergency Management Response System


INVESTIGATION DATABASE - MAIN MENU


 [Enter New Investigation Summary](#)


 NAIS Premises Allocator: [\(Development\) Address to PremID](#) [\(Development\) PremID to Address](#)


 [List FAD Investigation Summaries](#)


 [All Investigations with Followup Forms](#)


 [View IntelliView Formats](#)

 [Blank Forms and Other EMRS info](#)

 [Status Reports](#)

 [Help Links](#)

 [National Animal Health Emergency Management System \(NAHEMS\) Guidelines](#)

 [VS Memo 880.4 \(Procedures for investigating a suspected FAD/EDI\)](#)

Done

## DOCUMENTING FAD INVESTIGATIONS IN EMRS.

### *Who will initiate the New Investigation Summaries?*

The person actually creating new Investigation Summaries in each state may vary but the AVIC or their designee will be the responsible party for creation of the Investigation Summary, when they are notified of a request for a New Investigation. To be able to create new Investigation Summaries you will need to have at least author access. This will generally be granted to most users. In truth an Area Office secretary that has been properly trained may be the best person for initiating new investigations with oversight from the Area Epi or the AVIC.

### *What are the specific steps that need to be accomplished in EMRS to properly document and track FAD Investigations:*

<a href="#">Step 1: Create Premises ID.</a>	11
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<a href="#">Step 10: Close case if not FAD and no further action needed.</a>	42

### **Step 1: Create Premises ID.**

#### **Responsible Party in VS 580.4: AVIC or their designee.**


If you have a good address for the producer for which this investigation will be conducted you should first create a Premises ID or retrieve an

existing Premises ID for this producer. This would be accomplished by selecting the button on the Welcome page.

 [NAIS Premises Allocator: \(Development\) Address to PremID](#)

This will bring you to the Prem ID allocation system. If you are unfamiliar with how this system operates then you may find detailed instructions in [Appendix C: Using the EMRS Premises ID System](#).

If you are successful in creating or retrieving an existing Premises ID then you will be able to create a New Investigation from the screen where you have received the Premises ID, by clicking

 which will populate the address and Prem ID fields automatically for you from the information obtained for the Prem ID.

The FAD Referral Control number tracking system that has been used in the past will continue but the number generated should be placed in the Referral Control Number field. This system is explained in [Veterinary Services Memorandum 580.4](#) attachment II.

INVESTIGATIONS	ADMINISTRATION	TASKS	SEARCH	FULL TEXT SEARCH	EXPORT	GIS MAPPING	HELP
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**STEP 3: PREM ID SYSTEM: Premises ID Retrieval**  
Your Premises ID has been created below please use this for unique identification of Premises within USDA.

---

For the address:  
1412 KRISTLE LN  
LAKE CHARLES LA 70611-4514

This address has a premises ID of 001NJZ2

**An existing premises ID was retrieved.**

 | 

If you do not have an accurate address for the producer then follow the alternate Step 1 below:

### Alternate Step 1

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If you have limited information or have had to request a Prem ID exception, then you will be allowed to create a New Investigation Summary directly from the Welcome Page by clicking [Enter New Investigation Summary](#) although this should be the exception since the Prem ID will be important for all Investigations. You will need to enter the address and other information manually and should use the FAD tracking number in both the Referral Control number field and the Prem ID field until you obtain a Prem ID.

## **Step 2 –Create EMRS Investigation Summary**

**Responsible Party in VS 580.4: AVIC or their designee.**

With either method you will have to complete a number of fields on the Investigation Summary.

### **Investigation Summary Header Section**

**Incident Name** – Should be “Routine FAD/EDI”.

**Incident Site** – should be your home state.

**Access Group**: this should be your State- this field limits documents you create to be viewed by only those in your state group or at the regional level. If you are not a member of the EMRS group for your state and you save a document with the group entered you may not be able to see the investigation.

**Referral Control Number**: this would be the number assigned with the FAD numbering system using the Year/State/number format.

**Local ID Number** – may be used for alternate Premises numbering systems.

**Prem ID** – if the summary was created using the Prem ID system this will be filled in for you if using the alternate method then repeat the local control number entry.

Most of the fields in the Header of the Investigation Summary will be inherited from other fields completed in following Sections:

<b>INVESTIGATION SUMMARY</b>		Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>
<b>This is a sensitive case or there are special issues surrounding it. Read the case completely before taking action.</b>			
<b>Access Group *</b>	<b>EMRS Louisiana</b>		
<b>Referral Control Number</b>	<b>051102092617V</b>	<b>Prem ID *</b>	<b>002FW9D</b>
Local ID Number		Prem Name	<b>Cowboy's Beef Farm</b>
Form Status	<b>ASSIGNED</b>	Prem Owner	<b>Cowboy, John</b>
		Prem Address	<b>1412 Kristle Ln Lake Charles, LA 70611-4514</b>
		Prem County	<b>Calcasieu</b>
		Operation Type	<b>Breeder, Beef Animals</b>
		Prem Org Assoc	<b>Calcasieu Cattlemans</b>

**Prem Info Section**

**Prem ID** – inherited if enter thru Prem ID System, otherwise enter

**Premises Operation Type**- select appropriate, eg Farm or Ranch

**Primary Species on Premises**- main species present even if it is not involved in Investigation- judgment call as to what is primary, eg – a Dairy with a few chickens, primary species would be Bovine

**Purpose of Animals** – select

**Estimated # of Primary Species**- enter #

**Prem Owner Last & First**- Enter if appropriate

**Prem Name**- Farm or Company Name, eg Heavenly Acres, this should be the unique facility name not the name of a large company owning multiple farms.

**Organization Association**- Any group association- CoOp, Broiler Company, etc , can be used to query for all farms associated with one organization or company.

**Contact Information**- enter as appropriate for Prem location

**Physical Prem Address**- this is the address associated with the unique Prem ID, this will be inherited if the prem id system was used to create a prem id before creating the Investigation Summary.

**Front Gate Lat & Long**- should be entered as determined, set source for coordinates and record person obtaining coordinates.

**Geo-code values section-** will be calculated by agent. Some fields are available for data entry if you have GIS role allowing you to override values.

**Primary Contact person-** this should be set to the person who will be the primary contact for the prem, for example an Animal Owner living off-site may be the primary contact instead of the Prem Owner.

INVESTIGATION SUMMARY		Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>
<b>This is a sensitive case or there are special issues surrounding it. Read the case completely before taking action.</b>			
<b>Access Group *</b>	<b>EMRS Louisiana</b>		
<b>Referral Control Number</b>	<b>051102092617V</b>	<b>Prem ID *</b>	<b>002FW9D</b>
Local ID Number		Prem Name	<b>Cowboy's Beef Farm</b>
Form Status	<b>ASSIGNED</b>	Prem Owner	<b>Cowboy, John</b>
		Prem Address	<b>1412 Kristle Ln Lake Charles, LA 70611-4514</b>
		Prem County	<b>Calcasieu</b>
		Operation Type	<b>Breeder, Beef Animals</b>
		Prem Org Assoc	<b>Calcasieu Cattleman's</b>

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## **Investigation Reasons/Details Section**

**Initiation Reason** – self explanatory, follow-up fields will vary depending on selection but most are self-explanatory.

**Reason Details** – This is where you fill in all of the History gathered in the initial phone interview.

**Species Initiating Investigation-** may be different than primary species on premises.

**Purpose, Estimated #-** fill as appropriate

Investigation Reasons / Details			
Initiation reason *	Complaint	Species Initiating Investigation	Bovine (Cattle)
Complaint *	Central Nervous System	Purpose of Animals	Bait Eggs Exhibit Feed
Reason Details / Initial Phone Interview		Estimated Total # of Above Animals	
Owner reports that one cow was circling this morning and then went down.			

## Referring Contact Section

*-Note: This section only appears if the initiation reason is Complaint since the other reasons would not have a referring contact associated with the initiation of the case!*

If it is a practitioner or county agent then the name and contact information would need to be entered. If the referring contact was the premises owner then the click the button "Copy from Animal Location" and the information will be copied from that already entered above. These fields should be completed at the time the investigation is initiated if known.

Referring Contact / Complaint Source	
Referral Type ?	Producer
Name	Cowboy, John
(Enter as Last Name, First Name)	Work Phone
Fax Number	Pager
Cell Phone	Referral Phone
Comments	

## Animal Owner Information Section

Many times this is the same as the Premises owner and you can use the button "Copy from Animal Location". If different enter as appropriate.





### Copy from Animal Location

### Animal Owner

Animal Owner Information - if multiple owners, list in comments			
<b>Animal Owner</b>			
Last Name * <b>Cowboy</b>		First Name * <b>John</b>	MI
Company Name* <b>Cowboy's Llc</b>		Org Assoc <b>American Beef Producers</b>	
Home Phone		Fax Number	
Cell Phone:		Pager	
Work Phone			
Physical Address <b>1412 Kristle Ln</b>		Address2	
City <b>Lake Charles</b>		State * <b>LA</b>	
Zip <b>70611-4514</b>		County <b>Calcasieu</b>	
Latitude: <b>34.245670</b>		Longitude <b>-91.245600</b>	
Comments about Owner and/or Directions to premises			

### Case Coordinator Section- assign case coordinator if known:

How to assign a Case Coordinator: Just start typing the last name of the person responsible and if they have a profile entered then their name will eventually be in the list to select from.

A Case Coordinator is the person that will be responsible to be sure that all parts of the FAD Investigation are completed. This is not necessarily the FADD but will usually be someone at the Area Office level such as the Area Epidemiologist. The FADD assigned to do the Investigation is assigned to the Herd Exam.

Case Coordinator			
<b>Case Coordinator*</b>	<b>Bourgeois, Freddy (Veterinary Medical Officer - Ca)</b>		
<b>Date Assigned *</b>	<b>11/02/2005</b>	Employee ID	<b>TF0241</b>
Work Phone		Pager	
Fax			
Cell Phone		E-Mail	
Headline(s) - DROs only	<b>Sensitive Cases/Issues</b>		

#### **Note:**

If you cannot find the person you are looking for then they do not have a completed profile in the FAD database and one needs to be entered before they can be assigned the case. See comments below about profiles:

### How do you get profiles for the Investigators into the Routine FAD/EDI database?

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The system should have already been loaded with the profiles of all of the VS employees within each state. Profiles of all the state VMO's that will be utilizing the system should be created by the person designated in each Area Office to maintain the profiles. This person will need to be assigned the Admin role to have the ability to create profiles. Instructions on creating profiles can be found in the following document [EMRS Administrative Module Instructions](#)

Once all of this information is complete you can  and then review if all data entered is correct.

### Step 3: Create Assigned Herd Exam, E-Mail it.

#### Responsible Party in VS 580.4: AVIC or their designee.

Once you have created an Investigation Summary assigned to a case coordinator to oversee the investigation at the area level you should create a herd exam with and assign the herd exam to an investigator to make a visit to the premises.

#### Note About Follow up Forms:

All follow up forms now contain a header section which inherits details from the Investigation Summary to clearly identify these forms as part of a specific Prem. This section can be collapsed when working to free up screen space:

HERD/FLOCK EXAM FORM		Incident: <b>Fad Investigations</b>		Incident Site: <b>Louisiana</b>	
<b>Hide Prem Info</b>					
Referral Control Number Local ID	<b>051102092617V</b>	Prem ID	<b>002FW9D</b>	Prem Name	<b>Cowboy's Beef Farm</b>
Case Classification	<b>Undetermined</b>	Prem Owner	<b>Cowboy, John</b>	Prem Address	<b>1412 Kristle Ln Lake Charles LA, 70611 4514</b>
Form Status	<b>COMPLETED</b>	Prem County	<b>Calcasieu</b>	Operation Type	<b>Breeder, Beef Animals</b>
		Prem Org Assoc			<b>Calcasieu Cattleman's</b>

As well all action follow-up forms contain a section for animal owner to clearly identify which animal owner this particular form is addressing when operating on prems with multiple animal owners. This section can also be collapsed if not needed.

HERD/FLOCK EXAM FORM		Incident: <a href="#">Fad Investigations</a>	Incident Site: <a href="#">Louisiana</a>
<a href="#">▶ Show Prem Info</a>			
Referral Control Number	<a href="#">051102092617V</a>	Prem ID	<a href="#">002FW9D</a>
<b>Anim Owner Info</b>	<b>Investigator</b>	<b>Exam Summary</b>	<b>Animal Info</b>
		<b>Exams</b>	<b>Diagnosis</b>
		<b>Lab view</b>	<b>Files</b>
			<b>All Sections</b>
<a href="#">▼ Hide Animal Owner Contact Info</a>			
<b>Animal Owner Contact Information</b>			
Owner's Last Name:	<a href="#">Cowboy</a>	Owner First Name	<a href="#">John</a>
Home Phone		Owner MI	
Cell Phone		Fax Number	
Owner Company Name		Pager	
Address	<a href="#">1412 Kristle Ln</a>	Work Phone	
City	<a href="#">Lake Charles</a>	Address2	
Zip	<a href="#">70611-4514</a>	State	<a href="#">LA</a>
		County	

**To create a new Herd Exam:**

**Herd Exam**

The herd exam form is completed for every premises visit to status the visit and to record any and all findings associated with animals that were examined or to record reasons animals were not examined. The Area Office will create the initial herd exam but follow-up exams will usually be created by the person scheduling the re-visit.

**Fields to be completed include:**


**Animal Owner Section**- if different from Inherited values from Investigation Summary.

**Exam Reason** – entered when created.  
-usually Sick Call

**Assigned Investigator**-entered when created.  
-enter name of FADD or VMO to actually make the farm visit.

**Date Assigned**- entered when created, defaults to today's date.  
-the date you notify the investigator about assignment

HERD/FLOCK EXAM FORM		Incident: <b>Fau Investigations</b>	Incident Site: <b>Louisiana</b>
 			
Referral Control Number	<b>05LA0001</b>	Prem ID	<b>002FW9D</b>
<a href="#">Show Animal Owner Contact Info</a>			
<b>Animal Owner Contact Information</b>			
Owner's Last Name:	<input type="text" value="Cowboy"/>	Owner First Name	<input type="text" value="John"/>
<b>Investigator Contact Information</b>			
Tentative Scheduled Date	<input type="text" value="12/12/2005"/>  		
Reasons	<input type="text" value="Sick Call"/>		
Assigned Investigator*	<input type="text" value="bourg"/> <b>Bourgeois, Freddy (Veterinary Medical Officer - CA)</b>	Employee ID	<input type="text" value="TF0241"/>
Date Assigned *	<input type="text" value="12/12/2005"/> 		
Work Phone	<input type="text"/>	Pager	<input type="text"/>
Field Fax	<input type="text"/>	Field Phone	<input type="text"/>
Field Cell Phone	<input type="text"/>	E-Mail	<input type="text"/>

All of the remaining fields should be completed by the Investigator so you would now click .

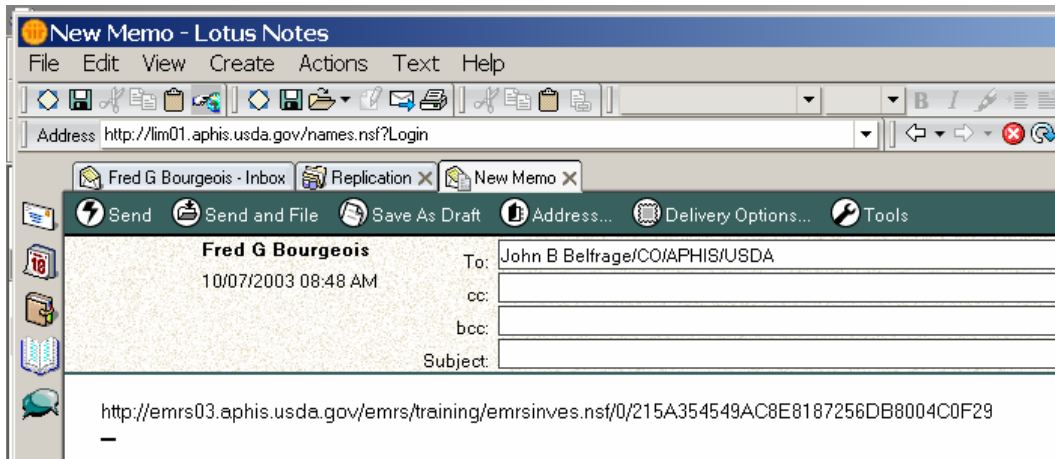
Once you have assigned an Investigator to the Herd Exam, you Save it and you can send a link to this Investigation directly to the investigator and any other

parties you wish by selecting the  button while you are in the herd exam.

This will bring up a new memo in Lotus Notes if your Internet Explorer has Lotus notes as the default e-mail program and you will need to address it to the proper investigator. Other e-mail programs can be used if you choose. If you want to use Lotus Notes for e-mail you can get further details on setting the default e-mail of Internet Explorer in [Appendix D](#);

You can add further comments and then choose send. When the investigator receives the message they only need to click on the link and Internet Explorer will start automatically and prompt them for their user name and password then take them directly to this investigation

**A phone call to the assigned Investigator is still required to notify them that you have assigned them a new investigation since they may not have a chance to view their e-mail.**



#### **Step 4: Notify by Phone**

Emergency Programs, Ames & FADDL, and the Regional Offices will be notified by an automatic agent every time a new Investigation Summary is created so it will not be necessary for you to e-mail anyone outside of your state that a New Investigation has been started. **The AVIC should still notify Region and EP by phone when dealing with a high profile or highly suspicious case. Also remember to call the FADD in case they do not have ready access to e-mail.**

#### **Step 5: On-Farm Investigation by FADD!**

##### **Responsible Party in VS 580.4: FADD.**

The assigned Investigator will proceed to investigate the case and will apply appropriate diagnostic techniques. The FADD is responsible to collect and submit any samples to the appropriate laboratory along with a properly prepared lab submission that is shipped with the samples. The FADD should also notify the appropriate lab by phone that the samples are shipped. The appropriate groups to notify are identified in VS Memo 580.4.


## **Step 6: Send Samples, complete Follow-up forms.**

### **Responsible Party in VS 580.4: FADD.**

The FADD is responsible for completing any assigned Herd Exam, and will need to create a Lab submission in EMRS for any samples submitted, also quarantine status forms if the premises received a quarantine. The FADD should also add any additional information to the Investigation Summary such as GPS coordinates or address and contact information that was collected or corrected during the visit.

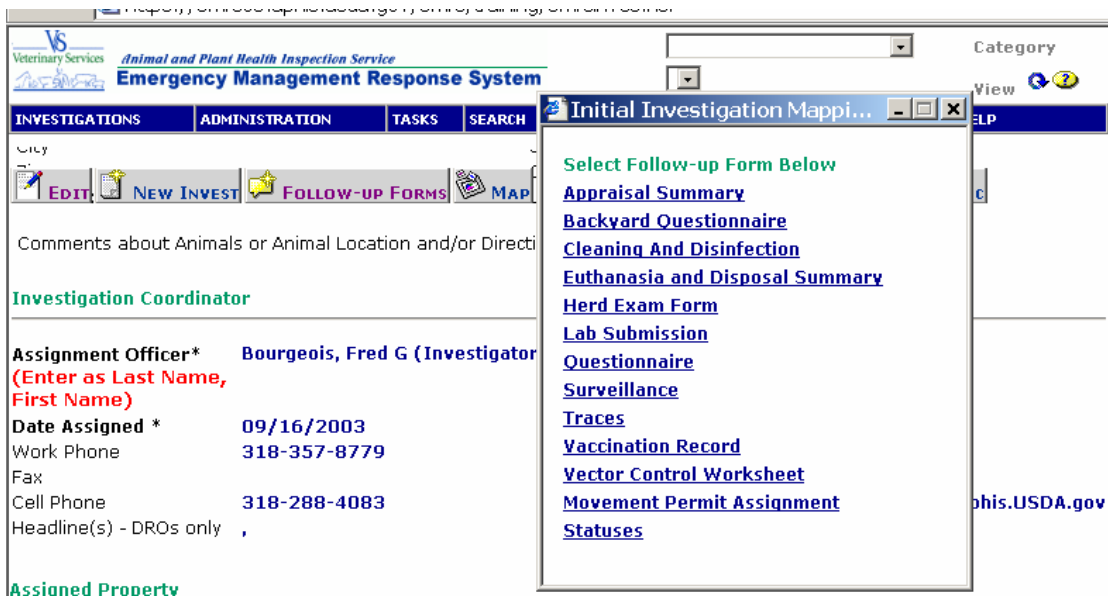
We eventually have the capability to replicate the Investigation Summary to a tablet PC and complete all of these follow-up forms in the field, to print the Lab submission form specific to whatever lab you are using, complete with bar coding for premises ID. Then any findings would be replicated back up to the master FAD database. Until an FADD has the equipment and software to make this possible they must take written findings and complete the following follow-up forms.

The following is a complete list of follow-up forms to the Investigation Summary.

These forms are created by clicking the button  at the top of the Investigation Summary, then selecting the type of follow-up form from the list. Most of these forms will only apply in special circumstances or during an outbreak. The statuses for Diagnosis would be available only to those with the DRO ( Disease Reporting Officer) role which would generally be the Area Epidemiologist or other designated persons.

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**The follow-up forms that would usually be completed by the FADD would be:**


**Herd Exam**

The herd exam form is completed for every premises visit to status the visit and to record any and all findings associated with animals that were examined or to record reasons animals were not examined. The Area Office will usually create the initial herd exam but follow-up exams will usually be created by the person scheduling the re-visit.

A herd exam that had been assigned to you would be located by following the link sent to you or by using one of the views or the search features to locate the Investigation Summary for this case. The link is just for Viewing the document quickly, if you wish to make edits to the document you should open the FAD/EDI database and search for the case so that all parts of the Look-up database are operational. Once you have the Investigation Summary open you would click the

**Assignments and Forms** tab and scroll to the bottom to find any existing herd exams, then click on **Herd Exam Form** to open it.

INVESTIGATION SUMMARY		Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>
<b>This is a sensitive case or there are special issues surrounding it. Read the case completely before taking action.</b>			
<b>Access Group *</b>	<b>EMRS Louisiana</b>		
<b>Referral Control Number</b>	<b>051102092617V</b>	<b>Prem ID *</b>	<b>002FW9D</b>
Local ID Number		<b>State PremID:</b>	<b>002FW9D</b>
Form Status	<b>ASSIGNED</b>	Prem Name	<b>Cowboy's Beef Farm</b>
		Prem Owner	<b>Cowboy, John</b>
		Prem Address	<b>1412 Kristle Ln Lake Charles, LA 70611-4514</b>
		Prem County	<b>Calcasieu</b>
		Operation Type	<b>Breeder, Beef Animals</b>
		Prem Org Assoc	<b>Calcasieu Cattlemans</b>
<b>Prem Info</b>	<b>Reason</b>	<b>Referring</b>	<b>Anim Own Info</b>
<b>Case Coord</b>	<b>Followup Forms</b>	<b>Close</b>	<b>Attachments</b>
<b>All Sections</b>			
<b>Assigned Property</b>			
<a href="#">Refresh</a>			
<b>Trace Forms</b>			
<a href="#">Refresh</a>			
List assignments	<b>No documents found</b>		
Number initiated	<b>No documents found</b>		
Number transferred in	<b>No documents found</b>		
<b>Follow-up Forms</b>			
<a href="#">Herd Exam Form Sick Call</a> ● ASSIGNED Bourgeois, Freddy (Veterinary Medical Officer - CA) 11/02/2005			

The Herd Exam will open in the view mode and must be placed in the edit mode to make changes by clicking the  button

**Fields to be completed include:**



- Exam Reason – when created.
- Assigned Investigator- when created.
- Date Assigned- when created.

**Exam Date-** by Investigator-this is the trigger for Completion.

**Clinical History-** The FADD will include any clinical history obtained.



**Exam Date / Clinical History**

**Exam Date \***    Exam Time

**Clinical History**

Owner said on phone that cow started walking in circles this morning.

**Date of Onset** – when did owner think the first signs appeared.

**Date of First Death** –if any animals died, when.

**Primary Species Affected**

**#sick, dead, unaffected**

**Breed**

**Secondary Species**

Same as above

**Other Species**

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Animal Information				
Date of Onset of Condition*	<input type="text" value="11/02/2005"/>			Today Calendar
Date of First Death	<input type="text"/>			Today Calendar
	<b>Species</b>	<b># Sick *</b>	<b># Dead *</b>	Number Unaffected Total
Primary Species Affected.	<input type="text" value="Bovine (Cattle)"/>			
<i>* Please wait for the form to refresh then select the breed!</i>				
Breed ?	<input type="text" value="Aberdeen Angus"/> <input type="text" value="Abondance"/> <input type="text" value="Africander"/>			
Purpose of Animals ?	<input type="text" value="Bait"/> <input type="text" value="Eggs"/> <input type="text" value="Exhibit"/> <input type="text" value="Feed"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/> <input type="text" value="6"/>
Second Species Affected.	<input type="text" value="Porcine (Hogs)"/>			
<i>Please wait for the form to refresh then select the breed!</i>				
Breed ?	<input type="text" value="Berkshire"/> <input type="text" value="Black (Large)"/> <input type="text" value="British Saddleback"/>			
Purpose of Animals ?	<input type="text" value="Bait"/> <input type="text" value="Eggs"/> <input type="text" value="Exhibit"/> <input type="text" value="Feed"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/> <input type="text" value="6"/>
Other Species Susceptible/Affected	<input type="text" value="Alpaca"/> <input type="text" value="Avian (Birds)"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Number in Herd</b>		<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="6"/> <input type="text" value="12"/>

## Physical Exam Findings

Multiple fields by system

**Note:** Exam Findings can be by individual or by group, to detail findings by individual if more than one examined you would create a new herd exam for each individual or list group and detail in comments which individuals were showing signs. Same can be done for necropsy results.

Physical Exam			
<input checked="" type="radio"/> Individual <input type="radio"/> Group		Id #(s): <input type="text" value="72AXB1234"/>	
Category	Normal?	Comments - <a href="#">If group detail in comments individual animals</a>	
General	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Skin	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Head Area	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Respiratory	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Cardiovascular	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Abdomen - Digestive	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Urogenital including Reproductive	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Musculoskeletal	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Nervous	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Exam	<input type="text" value="Circling"/>	
Lymph Node	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	
Diet	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Exam	<input type="text"/>	

**Differential Diagnosis** –both domestic and foreign

**Probable Diagnosis**-both domestic and foreign,

**Confidence of Diagnosis**-both domestic and foreign


**Sample Collection**- yes or no

**Comments**-comments about samples

Diagnosis Impression			
	Foreign Animal Diseases	Domestic Diseases	
<b>Differential Field Diagnosis*</b> 	African Horse Sickness African Swine Fever Akabane Avian Influenza, High Path Bovine Babesiosis (Piroplasmosis)	Actinobacillus pleuropneumoniae Actinomycosis Adenovirus <b>Anaplasmosis</b> Anthrax	
<b>Other</b> To add to the list of most probable diag, add disease names and separate by a comma with no spaces	<input type="text"/>	<input type="text"/>	
<b>Most probable diagnosis</b>	<input type="text" value="Bovine Spongiform Encephalopathy"/>	<input type="text" value="Anaplasmosis"/>	
<b>Confidence in diagnosis</b>	<input type="text" value="Unlikely"/>	<input type="text" value="Highly Likely"/>	
<b>Have samples been taken?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Field evaluation/comments</b>	<input type="text"/>		

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When all fields are complete then you will click the  button

## **Laboratory Submission**

A lab submission needs to be filled in for each day that lab samples are submitted. Several samples collected the same day going to the same lab may be included on one submission but detailed on several follow-up Lab Sample/report forms. **It is recommended that if a Herd Exam is completed the Lab Submission Form be created from the button within the Herd Exam form which will then keep the Lab Submission associated with the herd exam for that visit.**



### **Sections/Fields to be completed:**

#### **Animal Owner Section**

-only if different from inherited, can be edited, opens collapsed

[Show Prem Info](#)

Referral Control Number **051102092617V** Prem ID **002FW9D**

**Animal Owner Info** **Submitter Info** **Lab Info** **Sample Info** **Test View** **Progress** **Files** **All Sections**

[Hide Animal Owner Contact Info](#)

**Animal Owner Contact Information**

Owner's Last Name:	<input type="text" value="Cowboy"/>	Owner First Name	<input type="text" value="John"/>
		Owner MI	<input type="text"/>
Home Phone	<input type="text"/>	Fax Number	<input type="text"/>
Cell Phone	<input type="text"/>	Pager	<input type="text"/>
Owner Company Name	<input type="text"/>	Work Phone	<input type="text"/>
Address	<input type="text" value="1412 Kristle Ln"/>	Address2	<input type="text"/>
City	<input type="text" value="Lake Charles"/>	State	<input type="text" value="LA"/>
Zip	<input type="text" value="70611-4514"/>	County	<input type="text"/>

**Collector/ Submitter Section**

**Collected by-** defaults to Herd Exam Investigator

**Submitter-** defaults to collector

**Collector / Submitter Information**

Collected by *	<input type="text" value="Bourgeois, Freddy (Vet)"/> <small>(Enter as Last Name, First Name)</small>	Date Collected *	<input type="text" value="11/02/2005"/>
	<input type="text" value="Bourgeois, Freddy (Veterinary Medical Officer - CA)"/>		
Submitter *	<input type="text" value="Bourgeois, Freddy (Vet)"/> <small>(Enter as Last Name, First Name)</small>		
	<input type="text" value="Bourgeois, Freddy (Veterinary Medical Officer - CA)"/>		
Date Assigned *	<input type="text" value="11/02/2005"/>	Employee ID	<input type="text"/>
Submitter Work Phone:	<input type="text"/>	Submitter Fax:	<input type="text"/>
Submitter Cell Phone:	<input type="text"/>	Submitter Pager:	<input type="text"/>
		Submitter EMail:	<input type="text"/>

**Lab Information Section**

**Purpose of Submission-** usually FAD/EP Diagnostic

**Priority of Submission-**enter appropriate See [Attachment 111 on Page 10 of VS580.4](#) –

**Lab Submitted to:** Select

**Field Tracking Number-** if unique id used

**Lab Accession number-**entered later by lab

**Date Shipped**

**Courier Name/ Delivered by:**

**Air Bill #/ Delivered by-**depends on prior selection if Hand Delivered then Delivered by:

**Shipping Container Packing-** this is the outside container not the primary sample container

Lab Information	
Purpose of Submission	FAD/EP Diagnostic
Priority of Submission	2
Lab Submitted To	IA-National Veterinary Services Laboratory - Pathobiology-Ames
Field Tracking Number:	P908Ty67
Lab Accession Number:	
Date Shipped	11/02/2005
Courier Name	Fed Ex
Air Bill #	E4567543
Shipping Container Packing	None
	Formalin
	Borax
	Alcohol
	Other Preservation, Specify Here

### Specimen Herd/Flock Information

**Species**

**Number sick, dead, unaffected, total-inherited from herd exam**

**Purpose of animals-inherited**

**Country of Origin-defaulted to US**

**Sample Preservation Method-no dry ice**

**Submitters Name**

**Date Submitted**

**Number of Specimens Submitted - # Containers, # Animals-all calculated from specimen forms**

**Disease to test for: select appropriate, not required**

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**Specimen Herd/Flock Information:**

Species	# sick	# Dead	# UnAffected	Total
Bovine (Cattle)	1	2	3	6

Please specify Purpose of Animals:

Country of Origin:

---

Total Number of Specimens Submitted Exams Asked for:

Total Number of Containers Used:

Total Number of Animals Sampled:

Disease(s) to test for:

Other Disease Specify Here:

Toxicosis / Poisoning Specify Here:

Comments:

After Saving this form you add sample detail forms to detail type and amount of samples.

**Lab Work Completed Date – Leave Blank until all results are received!**

To create a sample form from a Lab Submission form select the Create Sample Button at the top of the form

Investigation DEV

Animal and Plant Health Inspection Service  
**Emergency Management Response System**

Category:

View:

INVESTIGATION ADMINISTRATION TASKS SEARCH FULL TEXT SEARCH EXPORT GIS MAPPING HELP SUGGESTIONS

EDIT CREATE SAMPLE MAIL REQUEST DEL DEL DOC HELP PRINT 10-4

WelcomePage -> Investigation Summary -> Herd Exam Form -> Lab Submission Form

LAB SUBMISSION FORM Incident: **Fad Investigations** Incident Site: **Louisiana**

This will create a lab sample form where individual samples can be detailed. One sample form should be filled out for each sample. Prem Info, Collection Date, Field Tracking

Number for the Submission Container and Species will be inherited from the Lab Submission.

Fields to be completed

**Sample ID** – this should be a unique identifier for this sample

**Sample Type**- drop down

**Sample Preservation**- this is in the container for this sample not the shipping container.

**Examinations Requested**- radio buttons

**Primary Container**- this is the inner most container for this sample not any additional packaging.

**# of Containers used for this sample**- usually 1

**# of Animals per container**- usually 1 unless a pooled sample

**ID Type**- radio buttons to detail the id units for the ID field

**ID**- this is the unique identifier for the animal or group sampled

**Breed**- pick

**Color**- enter

**Age** –enter

**Age qualifier**- what does the previous number mean?

**Sex**- radio button, intact or not?

**Status**- necropsy sample or live animal sample?

<b>SAMPLE DETAIL FORM</b>				Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>		
<a href="#">Show Prem Info</a>							
Referral Control Number	<b>051102092617V</b>	Prem ID	<b>002FW9D</b>				
<b>Sample Info</b>							
Collection Date	Field Tracking #	Lab Accession #	Species				
<b>11/02/2005</b>	<b>P908Ty67</b>		<b>Bovine (Cattle)</b>				
Sample ID	<b>BF100105#1</b>	Sample Type	<b>Brain</b>	Sample Preservation	<b>Formalin</b>		
Examinations Requested <input type="checkbox"/> <b>Yolk (Eggs)</b> <input type="checkbox"/> <b>Serology</b> <input type="checkbox"/> <b>Agent Isolation</b> <input checked="" type="checkbox"/> <b>Histopathology</b> <input type="checkbox"/> <b>Toxicology</b>							
Primary container used (Smallest unit) <input type="radio"/> <b>Blood Tube</b> <input type="radio"/> <b>Sample Vial</b> <input type="radio"/> <b>Whirlpack</b> <input checked="" type="radio"/> <b>Jar</b> <input type="radio"/> <b>Other</b>							
# of Containers / Tubes / Bags		<b>1</b>	# of Animals per Container		<b>1</b>		
<b>ID Type</b>	<b>Unique ID #</b>	<b>Breed</b>	<b>Color</b>	<b>Age #</b>	<b>Age Qualifier</b>	<b>Sex</b>	<b>Status at Sampling</b>
<input checked="" type="radio"/> <b>Animal</b>	<b>72VAX1234</b>	<b>Aberdeen Angus</b>	<b>Black</b>	<b>8</b>	<input type="radio"/> <b>Days</b>	<input type="radio"/> <b>Male</b>	<input type="radio"/> <b>Alive</b>
<input type="radio"/> <b>Barn</b>					<input type="radio"/> <b>Weeks</b>	<input checked="" type="radio"/> <b>Female</b>	<input checked="" type="radio"/> <b>Dead</b>
<input type="radio"/> <b>Flock</b>					<input type="radio"/> <b>Months</b>	<input type="checkbox"/> <b>Spayed</b>	<input type="radio"/> <b>Unknown</b>
<input type="radio"/> <b>Group</b>					<input checked="" type="radio"/> <b>Years</b>	<input type="checkbox"/> <b>or Neutered</b>	
<input type="radio"/> <b>House</b>							
<input type="radio"/> <b>Lot</b>							
<input type="radio"/> <b>Other</b>							
Comments: Cows was euthanized and sampled							



All fields applicable should be completed and then the sample form Saved. Once a completed sample form is saved then it appears as a single line on the Lab Submission form in the Sample View Section.

Sample View						
SampleID	Type	AnimID	Breed	Age	Sex	
<a href="#">BF100105#1</a>	Brain	Animal 72VAX1234	Aberdeen Angus	8 Years	Female	<a href="#">NEW TEST</a>

To create additional samples on a Lab Submission you would create the first sample then after saving if you would like to create additional samples, which share some of the same information you have several options available. While viewing the Sample Detail form you would click on the Copy Sample button.

[EDIT](#) [NEW SAMPLE](#) [COPY SAMPLE](#) [CREATE TEST RESULT](#) [MAIL IT](#) [REQUEST DELETION](#) [DELETE DOC](#) [HELP](#)

[WelcomePage](#) -> [Investigation Summary](#) -> [Herd Exam Form](#) -> [Lab Submission Form](#) -> [Sample Form](#)

**SAMPLE DETAIL FORM** Incident: **Fad Investigations** Incident Site: **Louisiana**

This would open a pop-up giving you several options for quickly creating sample using some of the information already entered. This allows the “canned” samples on the left or you can choose any and all fields that you wish to be inherited by clicking the choices on the right.

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How do you wish to copy your sample

Cancel

Same Animal(s) Different Test

Same Test Different Animal(s)

Same Test Similar Animal(s) Description

Create Custom Sample form

Select All

Deselect All

- Sample Type
- Sample Preservation
- Examinations Requested
- Primary Container Used
- # of Containers
- # of Animals per Container
- ID type
- Unique ID
- Breed
- Color
- Age #
- Age Qualifier
- Sex
- Spayed or Neutered
- Status at Sampling

Clicking the Same Animal(s) Different Test will result in a form that copies the animal ID and type already entered but not the rest of the sample information. Other variations follow the same pattern to allow you to quickly create many different samples for the same animal, many like samples for different animals or any variations of such. This allows you to quickly create a form for each individual sample so that results can be detailed down to the unique sample and animal from which they came.

Copy Sample: Same Animal(s) Different Test button:

<b>SAMPLE DETAIL FORM</b>		Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>
<a href="#">Show Prem Info</a>			
<b>Referral Control Number</b>	<b>051102092617V</b>	<b>Prem ID</b>	<b>002FW9D</b>
<b>Sample Info</b>			
Collection Date	Field Tracking #	Lab Accession #	Species
<b>11/02/2005</b>	<b>P908Ty67</b>	<b>234567</b>	<b>Bovine (Cattle)</b>
Sample ID	Sample Type	Sample Preservation	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Examinations Requested <input type="checkbox"/> <b>Yolk (Eggs)</b> <input type="checkbox"/> <b>Serology</b> <input type="checkbox"/> <b>Agent Isolation</b> <input type="checkbox"/> <b>Histopathology</b> <input type="checkbox"/> <b>Toxicology</b>			
Primary container used (Smallest unit) <input type="radio"/> <b>Blood Tube</b> <input type="radio"/> <b>Sample Vial</b> <input type="radio"/> <b>Whirlpack</b> <input type="radio"/> <b>Jar</b> <input type="radio"/> <b>Other</b>			
# of Containers / Tubes / Bags	<input type="text"/>	# of Animals per Container	<input type="text"/>
<b>ID Type</b>	<b>Unique ID #</b>	<b>Breed</b>	<b>Color</b>
<input checked="" type="radio"/> <b>Animal</b>	<input type="text" value="72VAX1234"/>	<input type="text" value="Aberdeen Angus"/>	<input type="text" value="Black"/>
<input type="radio"/> <b>Barn</b>			
<input type="radio"/> <b>Flock</b>			
<input type="radio"/> <b>Group</b>			
<input type="radio"/> <b>House</b>			
<input type="radio"/> <b>Lot</b>			
<input type="radio"/> <b>Other</b>			
			<b>Age #</b>
			<input type="text" value="8"/>
			<b>Age Qualifier</b>
			<input type="radio"/> <b>Days</b> <input type="radio"/> <b>Weeks</b> <input type="radio"/> <b>Months</b> <input checked="" type="radio"/> <b>Years</b>
			<b>Sex</b>
			<input type="radio"/> <b>Male</b> <input checked="" type="radio"/> <b>Female</b>
			<input type="checkbox"/> <b>Spayed or Neutered</b>
			<b>Status at Sampling</b>
			<input type="radio"/> <b>Alive</b> <input checked="" type="radio"/> <b>Dead</b> <input type="radio"/> <b>Unknown</b>
Comments:			
<input type="text"/>			

## Statutes

**This would be used to set a Quarantine status in place if the Investigation resulted in an individual premises quarantine which would be the responsibility of the FADD.**

To create a *Quarantine Status* you would click the button labeled





then select statuses from the pop-up menu

and once the document below opens select

**Status type** -Quarantine

**Start Date** –date quarantined

**End Date**-leave empty until released

**Reasons & Comments**- Details, Quarantine #, etc

SAVE  HELP	
<b>STATUS</b>	
Local Control Number	Premises Company Owner
Prem ID	Location Prem Owner
Incident Name	Animal Owner Company
Incident Site	Animal Owner
	Disease
<b>Status Type *</b>	<input type="text" value="Quarantine"/> <span style="float: right;">Current Open Statuses: Premises/Diagnosis Status</span>
<b>Start Date *</b>	<input type="text" value="09/17/2003"/> <span style="float: right;">End Date <input type="text"/></span>
Created By	
Reason/Comments	
<div style="border: 1px solid gray; height: 40px;"></div>	
<b>Follow-Up Forms</b>	
<small>The selected forms will be created upon saving this form, but only if there is not an existing Pending or Assigned form of</small>	

## Step 7: Record lab Results and further findings or history in EMRS.

**Responsible Party in VS 580.4: AVIC or their designee.**

The Area Epidemiologist or his designee would enter the results of any lab submissions on the Lab Sample/Lab report usually at the Area level. The FADD would be consulted for any further input. This is done by first locating the existing Investigation Summary using one of several methods.

### Search by Prem ID

### List All Investigation Summaries and pick from list

### Or using Views that sort by person or location

Date assigned	Premises	Premises ID	Company	Status	Assignment	Count
	Amend Dr., James (VMO -)					1
	Amend, James					5
10/17/2002	Leghorn, Joe B	CO0216	Leghorn's Brown Egg Farm	Completed	Herd Exam Form	
10/18/2002	Leghorn, Joe B	CO0216	Leghorn's Brown Egg Farm	Completed	Trace Summary	
10/29/2002	Pork, Fresh	CO0215		Completed	Herd Exam Form	
	Leghorn, Joe B	CO0216	Leghorn's Brown Egg Farm	Assigned	Lab Submission Form	
	Pork, Fresh	CO0215		Assigned	Lab Submission Form	
	Archer, Brian					3

Once a sample is submitted to the lab and a result is received then a new Test Result is entered for that sample by clicking on the New Test button shown above in the Sample View Section of the Lab Submission. This will create a new Test Result form for this sample, which allows you to enter one test result for the sample. Each new test result should have a new test result form created.

TEST RESULT FORM		Incident: <b>Fad Investigations</b>	Incident Site: <b>Louisiana</b>
<a href="#">Show Prem Info</a>			
Referral Control Number	<b>051102092617V</b>	Prem ID	<b>002FW9D</b>
<b>Sample Info</b>			
Collection Date	Field Tracking#	Species	
<b>11/02/2005</b>	<b>P908Ty67</b>	<b>Bovine (Cattle)</b>	
Sample Type	<b>Brain</b>		
Sample ID	Animal ID	Breed	Age
<b>BF100105#1</b>	<b>Animal: 72VAX1234</b>	<b>Aberdeen Angus</b>	<b>8 Years</b>
Sex	<b>Female</b>		
Lab Tested at *	IA-National Veterinary Services Laboratory - Pathobiology-Ames		
<b>Test Info</b>			
Lab Accession #*	<input type="text" value="234567"/>	Result Date:	<input type="text" value="11/03/2005"/>
Disease Tested For	Test Type	Test Results	Test Interp *
<b>Bovine Spongiform Encephalopathy</b>	<b>IHC</b>	<b>Negative</b>	<b>Negative</b>
Comments:			
<input type="text" value="No BSE Compatible lesions found."/>			

Once a completed **Test Result form** is saved it will be visible as a single line in the Test Results Section of the Sample form from which it was created:

Test View				
Disease	TestType	Test Result	Test Interp	Test Date
<b>Bovine Spongiform Encephalopathy</b>	<b>IHC - Immunohistochemistry</b>	<b>Negative</b>	<b>Negative</b>	<b>11/03/2005</b>

It will also be visible on the **Lab Submission form** below the appropriate sample;

Sample View					
SampleID	Type	AnimID	Breed	Age	Sex
<b>BF100105#1</b>	<b>Brain</b>	<b>Animal 72VAX1234</b>	<b>Aberdeen Angus</b>	<b>8 Years</b>	<b>Female</b>
		<b>IHC Immunohistochemistry</b>		<b>Negative - 11/03/2005</b>	
<a href="#">NEW TEST</a>					

After Multiple Samples are created and test results are entered they can be viewed together in the Sample View Section of the Lab Submission. New Test Results can also be entered from this view by clicking the New Test button.

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Sample View						
SampleID	Type	AnimID	Breed	Age	Sex	
<a href="#">457890</a>	Tissue	Animal 72VAX1234	Aberdeen Angus	8 Years	Female	<a href="#">NEW TEST</a>
	Bovine Leukosis	<a href="#">HISTO HISTOPATH</a>				Positive - 11/03/2005
<a href="#">BF100105#1</a>	Brain	Animal 72VAX1234	Aberdeen Angus	8 Years	Female	<a href="#">NEW TEST</a>
	Bovine Spongiform Encephalopathy	<a href="#">IHC Immunohistochemistry</a>				Negative - 11/03/2005

:

**When all lab reports have been received and entered then you will need to reflect that in the Lab Submission by entering a Lab Complete Date.**

 the Lab Submission and enter a LabWork Complete Date and .

Progress & Completion Date	
Lab Work Received Date	
Lab Work Started Date	
Lab Work Completion Date*	<input type="text" value="11/03/2005"/>  
	Today Calendar

## Step 8: Make Diagnosis

**Responsible Party in VS 580.4: AVIC or their designee.**

**In consultation with the FADD and the AVIC or any other interested parties the Area Epidemiologist would make a case diagnosis.**

This would be done by opening the Investigation Summary,

To create a Diagnosis Status you would click the button labeled 



then select statuses from the pop-up menu

and once the document below opens select


**Status type – Diagnosis** –Negative or Positive

**Start Date** –date Diagnosis made

**End Date** -leave empty until case closed

**Reasons & Comments**- Details

Status definition \* 

Then select the  button and a pop-up will give you the choices to define the Diagnosis.

Incident	Disease	StatusType	Effect date	Status definition description	StatusDefCode	Las
CA VVND 2002	Viscerotropic Velogenic Newcastle's Disease	Diagnosis Negative	10/08/2002	Negative END premises because it does not have a combination of clinical signs, lesions, or virus isolation for END.	HTN	Marl Sch
CA VVND 2002	Viscerotropic Velogenic Newcastle's Disease	Diagnosis Negative	05/09/2003	Negative END premises because it does not have a combination of clinical signs, lesions, virus isolation, and/or detection by RRT-PCR.	HTN1	Marl Sch

and when you select the definition it will appear in the status document..



STATUS Incident: **Fad Investigations** Incident Site: **Louisiana**

▼ **Hide Prem Info**

Referral Control Number	<b>051102092617V</b>	Prem ID	<b>002FW9D</b>
Local ID		Prem Name	<b>Cowboy's Beef Farm</b>
Case Classification	<b>Undetermined</b>	Prem Owner	<b>Cowboy, John</b>
		Prem Address	<b>1412 Kristle Ln</b>
			<b>Lake Charles LA, 70611-4514</b>
Form Status		Prem County	<b>Calcasieu</b>
		Operation Type	<b>Breeder, Beef Animals</b>
		Prem Org Assoc	<b>Calcasieu Cattlemans</b>

**Status Summary**

Status Type \*

Start Date \*  End Date  Today Calendar

Created/Updated By

Status definition \*

Reason/Comments

**Follow-Up Forms**

The selected forms will be created upon saving this form, but only if there is not an existing Pending or Assigned form of the same type.

Create Forms

**Step 9: Consultation of all parties to determine disposition of case.**

**Responsible Party in VS 580.4: AVIC or their designee.**

**Are any further examinations needed or any further action to be taken is decided by the Area Epidemiologist, AVIC and FADD in consultation with state Veterinarian.**

## Step 10: Close case if not FAD and no further action needed.



### Responsible Party in VS 580.4: AVIC or their designee.

First make sure all follow-up forms are complete and statuses have been closed.

### **Remember! Each case should have:**

- 1) Investigation Summary**
- 2) A minimum of one completed herd exam**
- 3) A minimum of one completed lab submission with a minimum of one Sample and one Result form if samples were taken.**
- 4) A Diagnosis status.**

Edit the Investigation Summary and enter a date in the field Investigation Close Date and a Closing Reason.

Disease Control Closing Summary	
Disease Control Close Date *	<input type="text" value="11/04/2005"/>   Today Calendar
Last Diagnosis	<input type="text" value="Diagnosis Negative"/>
Reason for Closing *	<input type="text" value="Diagnosis Negative"/> 

and this will complete the case and will place a red banner across top of Investigation Summary stating that case has been closed.

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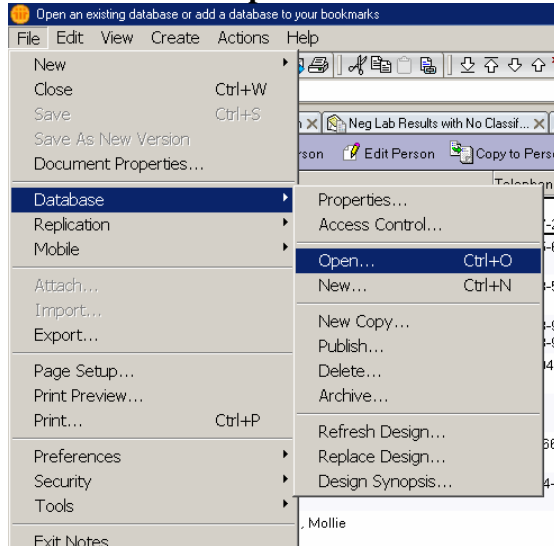
## Appendix A; Setting Internet passwords and obtaining short user names for Notes users.

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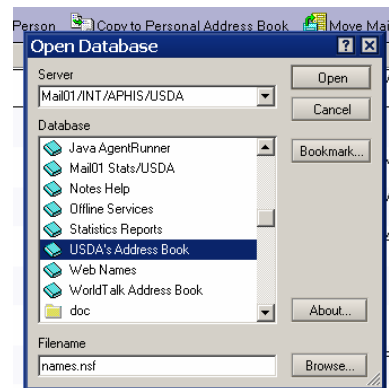
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If you are a Lotus Notes user you may find out your short user name and set an Internet password if you do not know it from within the USDA Address Book while online. Do not use the local copy of the USDA Address book as this will not replicate your changes.

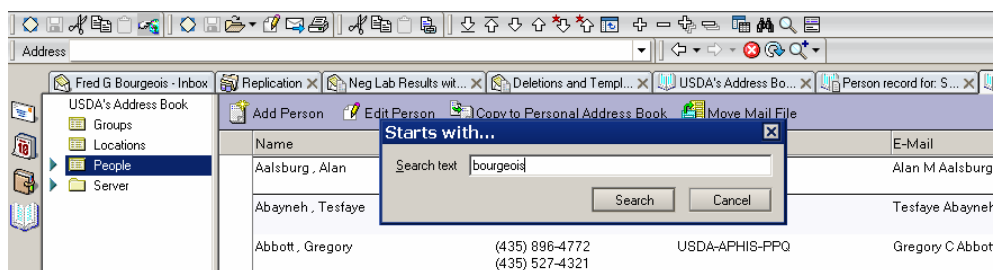
From within Notes navigate to the Notes mail server you normally use by selecting **File>Database>Open**



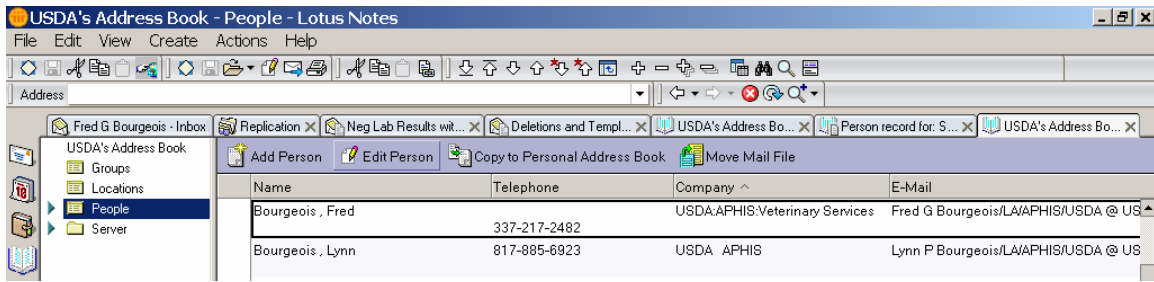
then select your Mail server and when this opens scroll down and select USDA Address Book.



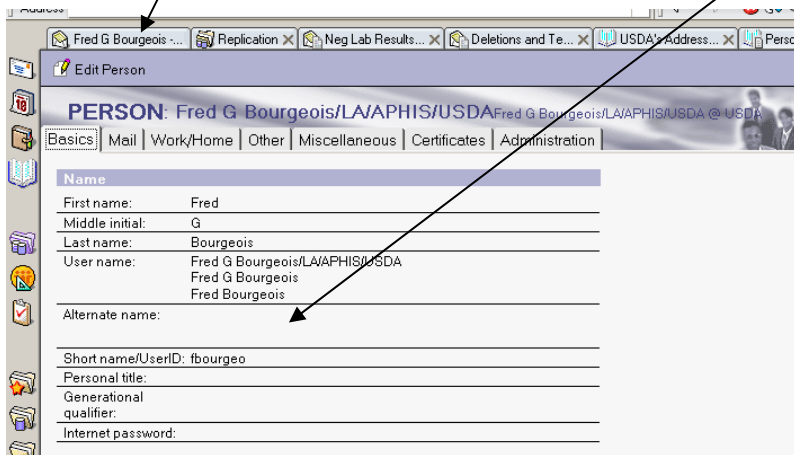
When the Address Book opens begin typing your last name and a search screen will appear



find your profile and select it, open the profile by double clicking it..



**The short user name that you will use to log-in is found in the field Short name. If you need to set an Internet password or re-set your Internet password then you will need to click the EDIT Person button.**



**Once your profile is in the edit mode you may see an Encrypted password made up of letters and numbers in the field Internet password. To set or re-set your password remove all the letters and numbers including the parentheses from this field and type in your new desired password. When you have entered your new password then click Save and Close. Notes will instruct you if the password you select is not suitable. Once the password is accepted it may take up to an hour before your new password will be available for use to access EMRS. The user name is always all lowercase and your password is case sensitive to what you created.**

PERSON: Fred G Bourgeois/LA/APHIS/USDA

Save and Close Examine Internet Certificate(s) Examine Notes Certificate(s)

Basics Mail Work/Home Other Miscellaneous Certificates Administration

Name

First name: Fred

Middle initial: G

Last name: Bourgeois

User name: Fred G Bourgeois/LA/APHIS/USDA  
Fred G Bourgeois  
Fred Bourgeois

Alternate name:

Short name/UserID: fbourgeo

Personal title: Dr.

Generational qualifier:

Internet password: (G9zpV3HmCoUBxZmsUHhL)

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## **Appendix B; Obtaining EMRS User names and Passwords for Non-Notes users.**

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If you are not a USDA employee and have not been issued a Notes ID then you will have to obtain a User name and password through the EMRS Registration Page. This page can be reached from the VS website below, then click the Register button. You will need to answer “Yes” to any warnings that are displayed .

This will generally be required for most State VMO’s and others outside USDA although there are some exceptions. If you have previously registered and cannot remember your password you can change your password by clicking the re-set password option.

<http://www.aphis.usda.gov/vs/ep/emrs.html>

or click here to go directly to registration [Register](#) and when page opens click “New registration” unless you are trying to change your password and you would select reset password and enter the e-mail address you used when you originally registered. If you cannot reset your password then e-mail a request for a change to [EMRS\\_Registration\\_Approvers@aphis.usda.gov](mailto:EMRS_Registration_Approvers@aphis.usda.gov)

When you are presented with the screen below you must click the link on the page for new registration demonstrated below, before you will be presented with the fields you need to fill in.

EMRS  
REGISTRATION  
SYSTEM

Click here for help.

USER REQUESTS  
- new registration  
- reset password

Address <https://web01.aphis.usda.gov/reg.nsf> Go Links

**EMRS REGISTRATION SYSTEM**

Click [here](#) for help.

**USER REQUESTS**

- [new registration](#)
- [reset password](#)

**LOGIN**

Authenticated as Anonymous

After clicking on save, if the screen then says "**No documents found**" we have received your information

---

**EMRS Registration Form**

Registration Submitted	09/16/2003 11:14:22 AM
Status	Pending

**Last Name \***

**First Name \***

Middle Initial

Suffix

Employee ID Number

**Title \***

**Organization \***

**Email Address \***

Work Phone

Cell Phone

**Applications Access \***

**Select Type of Access Needed \***

Read-Only

Input/Update

**What State do you need Access to \***

**Password \***

Verify Password \*

Comments

**Once you have successfully registered the Screen will return No Documents Found which means you have completed Registration. Your new user name and password will be confirmed by e-mail when it is activated.**

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## Appendix C: Using the National Premises ID System.

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*What is a Premises ID (PREM ID) ?* A PREM ID is the identification number assigned to a location (i.e., a house, farm, livestock market, etc). The PREM ID is important to link all documents to the same premises.


- Animals can be sick or healthy
- May be triggered by a phone call, trace, survey, quarantine, etc

The starting point for all investigation within EMRS is the creation of a premises ID.

The National Premises ID system allows you to enter an address for a distinct premises and then validate that address by accepted methods to have a very clear standardized address on which to create a unique Premises ID for use in tracking all activities at that physical location. This number then becomes the key to tie together any activities that are carried out on that physical location regardless of type program, species or ownership. Once an ID is assigned to that physical location it remains in effect..

The premises ID system is currently accessed through the EMRS Welcome page as shown below:














**Animal and Plant Health Inspection Service**  
**Emergency Management Response System**


**FAD Investigation**

**INVESTIGATION** | **ADMINISTRATION** | **TASKS** | **SEARCH** | **FULL TEXT SEARCH** | **EXPORT** | **GIS MAPPING** | **HELP** | **SUGGESTIONS**

Welcome Registered Users of the USDA Emergency Management Response System

**INVESTIGATION DATABASE - MAIN MENU**

-  [Enter New Investigation Summary](#)
-  NAIS Premises Allocator: [Address to PremID](#)
-  [List FAD Investigation Summaries](#)
-  [All Investigations with Followup Forms](#)
-  [View IntelliView Formats](#)
-  [Blank Forms and Other EMRS info](#)
-  [Status Reports](#)
-  [Help Links](#)
-  [National Animal Health Emergency Management System \(NAHEMS\) Guidelines](#)
-  [VS Memo 580.4 \(Procedures for investigating a suspected FAD/EDI\)](#)

Click the  NAIS Premises Allocator: button: which will bring you to this screen where you will enter an address to be validated. The explanation of each field is found in the text next to the field. This screen is actually a Web Page that can easily be set-up to be accessed through the Internet by anyone that registers for a password and user name.

Address: <https://emrsts11.aphis.usda.gov/emrs/cavvnd/emrsinves.nst>

Veterinary Services  
Animal and Plant Health Inspection Service  
**Emergency Management Response System**

Category: [ ] View: [ ]

INVESTIGATIONS ADMINISTRATION TASKS SEARCH FULL TEXT SEARCH EXPORT OFFLINE SERVICES MAPPING HELP

**STEP 1: PREM ID SYSTEM: Address Entry**  
**Welcome to the Prem ID Creation Wizard.**  
 This system will generate a new Premises ID for a given address.

The "delivery address line" is composed of: primary address number, predirectional, street name, suffix, postdirectional, secondary address identifier, and secondary address range. Delivery address line sample: 1234 S MAIN ST NW APT 20 (?)

Address Number:	<input type="text"/>	Primary address number. Can contain 0-9a-z./- and space.
Pre Directional	- [ ]	Predirectional. Select: s/n/e/w/sw/se/ne/nw.
<b>Street Name *</b>	<input type="text"/>	Street name. Can contain a-z and space.
Street Suffix:	- [ ]	Street Suffix. Select: (long list)
Post Directional	- [ ]	Postdirectional. Select: s/n/e/w/sw/se/ne/nw.
Secondary Address Identifier	- [ ]	Secondary address identifier. Select: apt/dept/fl/lot/rm/ste/unit/.../#
Secondary Address Range:	<input type="text"/>	Secondary address range. Can contain 0-9a-z./- and space.
City	<input type="text"/>	Can contain a-z and space.
State:	- [ ]	Select: (list of states and US possessions)
Zip:*	<input type="text"/> - <input type="text"/>	Can contain 0-9.

Validate Address Cancel

Once the information is entered in each field then you should click the **Validate Address** button.

The process of searching a commercially available database of existing valid United States Postal Service addresses through a web service to try and return a standard, validated address. This process is extremely important to allow the computer to look for duplications of addresses before assigning new unique ID numbers. If this procedure is not used then an address of 123 N First St and 123 N. First St would not appear as duplicates due to the period causing these to appear different. Many other examples of misspellings, improper cities, etc can cause the same duplication problems so we have found this to be a critical element in the issuing of Prem ID's. As you can see there is no confidential or sensitive information contained in the system or needed to assign a unique ID to a physical location.

The above returns the below address when validated, in a standard format.

**STEP 2: PREM ID SYSTEM: Address Validation**

Please verify Address Below, if correct press button to get New Prem ID. Or Click Back to Enter a new Address:

Input Address:

601 Oak  
71457

Validated Address:

601 OAKLAND DR  
NATCHITOCHE LA 71457-5629

If the above address is correct,

**The next step is the actual issuing of a Prem ID if one does not already exist. This address previously was issued a Prem ID so it will return an existing Prem ID. This keeps from duplicating ID's on a given location through use of an Oracle database which is maintained in Fort Collins that contains all of the addresses that currently have an existing prem ID. If the system finds no duplicates for a validated address then it will create a new ID with the following format. If an ID already exists then it will return the existing ID.**

**The Create a New Investigation Summary button will create a new Investigation Summary within EMRS with the information contained in the address field being placed in the animal location address fields and the Prem ID in the Prem ID fields and these fields are not editable to maintain the integrity of the Prem ID system.**

**FOR INSTRUCTIONS ON HOW TO COMPLETE THE INVESTIGATION SUMMARY SEE THE SECTION EMRS Manual for Routine FAD Investigations”**

**The validation of addresses is critical to maintain the unique prem ID. We have found in the past that a large number of prems will be assigned duplicate ID's due to the listing of the wrong city or misspellings of streets or city names. This is the reason we have built the system to rely heavily on the U.S. Postal system data and are currently looking at adding Census data to further improve the validation procedure. We have found that in Urban areas we were able to validate about 98% of addresses but in rural areas we may only get about 90% or less validated depending on the level of 911 addresses and the postal data. We anticipate that some areas we will have a low level of validation but we are searching**

for new ways to improve this process. To handle addresses that are not able to be validated from US Postal data we have built the Prem ID Exception Process.

## Prem ID Exception Process

When an address cannot be validated through the use of the postal data then we have this screen which explains that no matches are found and allowing you to request an Exception. This process can be limited to only trained individuals that are able to determine if this is a valid address through several methods that we are currently using such as Street Atlas, US Census 2000 data, and several other sources of address information. This keeps people from requesting large numbers of exceptions due to improper entry of cities, zip codes, etc.

The screenshot shows the 'Emergency Management Response System' interface. At the top left is the logo for 'Veterinary Services Animal and Plant Health Inspection Service'. To the right are two dropdown menus, one labeled 'Category' and another below it. Below the logo is a navigation bar with buttons for 'INVESTIGATIONS', 'ADMINISTRATION', 'TASKS', 'SEARCH', 'FULL TEXT SEARCH', 'EXPORT', 'MAPPING', and 'HELP'. The main content area is titled 'STEP 2: PREM ID SYSTEM: Address Validation' and contains the text: 'Please verify Address Below, if correct press button to get New Prem ID. Or Click Back to Enter a new Address.' Below this is the 'Input Address:' field with the text '22733 Hwy 89' and 'Nueva CA 71456'. Underneath, it says 'No matches found.' At the bottom are two buttons: 'Go Back and Enter New Address' and 'Request Exception PremId for this Address'.


If an exception is requested then the following screen comes up with the address you are requesting and asking some questions about the request. The requestors name and the date, etc are also included with the request as well as an e-mail address so that the requestor can be notified if the request is approved.

https://emrfs11.aphis.usda.gov/emrs/cavvnd/emrsinves.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://emrfs11.aphis.usda.gov/emrs/cavvnd/emrsinves.nsf Go


**Animal and Plant Health Inspection Service**  
**Emergency Management Response System**

Category View

[INVESTIGATIONS](#)
[ADMINISTRATION](#)
[TASKS](#)
[SEARCH](#)
[FULL TEXT SEARCH](#)
[EXPORT](#)
[MAPPING](#)
[HELP](#)

**Prem ID Exception Request**

You have identified the following address as an exception? If you want to issue this address for an exception request click submit or click enter new address to try an alternative address!

The following address has been submitted to you as an exception. Please edit this request review the address and perform the the appropriate checks below. If you are satisfied the address is valid request a new Prem ID, if not reject the address

Address:

City:

State:

Zip:

If known please enter longitude and latitude below:

Latitude:

Longitude:

Submitted By: **Fred G Bourgeois**

Submitted Date: **06/24/2003**

Submitter Email Address:

Submitter Contact Tel#:

Submitter Comments:

**Once a request is sent then it appears as a pending request within the Web interface for the Prem ID Exception process. Approvers have access to this interface to review and approve or reject the exceptions.**

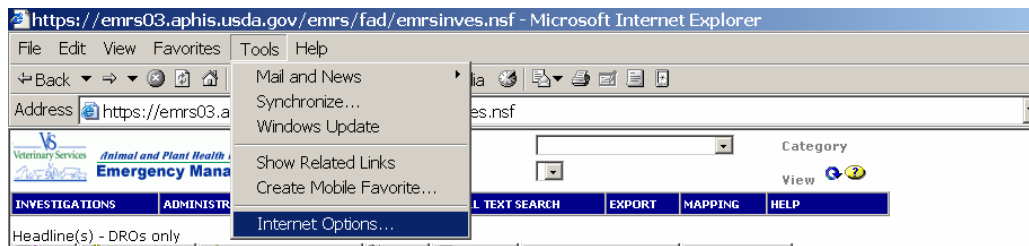
**When you have been approved for an exception it will be e-mailed to you, in the future these exceptions will be retrieved directly into the FAD Instance of EMRS.**

## Appendix D: Setting your e-mail preferences to Lotus Notes in Internet Explorer.

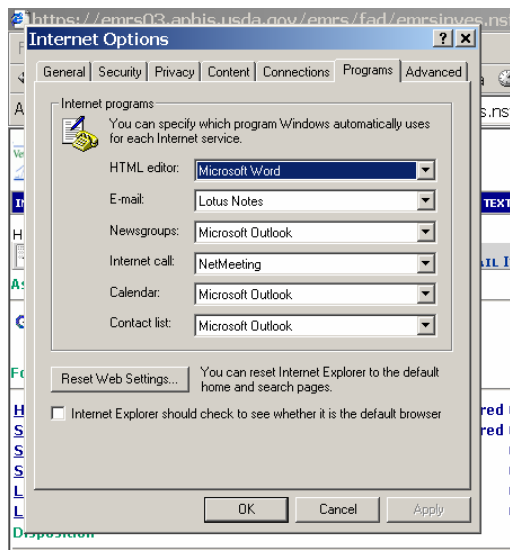
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At anytime when you have Internet Explorer open you may select **Tools>Internet Options**



On the pop-up screen select the Programs tab and select the E-mail Editor as Lotus Notes then Apply and OK.



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