Historical Introduction

The affiliation between the U.S. Poultry & Egg Association (USPOULTRY) and the APHIS-USDA National Poultry Improvement Plan (NPIP) dates back several decades. USPOULTRY has a longstanding record of providing crucial support, funding, and resources to the NPIP in order to ensure the livelihood and success of this Federal-Industry-State cooperative program.

Over the past 80 years, USPOULTRY has played an instrumental role in safeguarding the NPIP’s infrastructure. USPOULTRY advocated on multiple occasions for continued operations of the General Conference Committee and the Biennial Conference. In the early 1980’s, USPOULTRY was granted Member-At-Large position within the General Conference Committee, which at the time provided leadership continuity within the NPIP. Financial support from USPOULTRY have funded data libraries for NPIP diseases. USPOULTRY also made substantial financial contributions in the relocation of the NPIP offices to its current Georgia location.

Today, the relationship between USPOULTRY and the NPIP is better and stronger than ever. USPOULTRY has recently developed a user-friendly database for the NPIP. This booklet, which contains instructions for the use of electronic NPIP forms, showcases the paper reduction efforts that have been made possible through expertise and assistance from USPOULTRY. The project is yet another example of collaborative efforts for poultry improvement shared by USPOULTRY and the NPIP.

At its core, USPOULTRY’s support of the NPIP reflects the belief that NPIP has been a crucial, effective and integral partner in the success of the U.S. poultry industry. USPOULTRY looks forward to the opportunity to contribute and serve such an effective federal/state/industry partnership.
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**National Poultry Improvement Plan Database User Guide**

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**U.S. Poultry & Egg Association**

**V 2.2**
Navigation

1. Navigate to “http://www.poultryimprovement.org” and click on NPIP Database.
Logging In

2. Login to database.
   a. Passwords are case sensitive.
NPIP VS Forms

3. Upon successful login, you will be presented with multiple options for selection of the needed VS Forms.
   a. Select the VS form you need.

VS 9-4 Summary of Breeding, Slaughter Plant & Commercial Flock Participation Form

1. Upon selection of the VS 9-4 form on the first screen, you will see a list of the Subparts that are used in your state from the VS 9-5 Database. Click on the Subpart you would like to complete.
2. The top part of the form is auto populated from the information that is provided in the VS 9-5 form and cannot be edited.
3. Next, fill in the Disease Control Program. This section will only show the sections for the selected Subpart. If you have previously saved the form, the values will be populated in the fields.

***Please note: If the selected Subpart is for a multiplier only subpart or a primary only subpart, there will be no need to complete Section B. Thus Section B will not be displayed.***
4. Finally scroll down to enter the values in Section B. As in the previous section “Disease Control” above you will only see the class associated with the chosen Subpart.

<table>
<thead>
<tr>
<th>Disease Control Class and Breeding Status</th>
<th>Total Number of Flocks and Birds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flocks</td>
</tr>
<tr>
<td><strong>U.S. Pullorum-Typhoid Clean</strong></td>
<td></td>
</tr>
<tr>
<td>A. Primary</td>
<td></td>
</tr>
<tr>
<td>B. Multiplier</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. M. gallisepticum Clean</strong></td>
<td></td>
</tr>
<tr>
<td>A. Primary</td>
<td></td>
</tr>
<tr>
<td>B. Multiplier</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. Synoviae Clean</strong></td>
<td></td>
</tr>
<tr>
<td>A. Primary</td>
<td></td>
</tr>
<tr>
<td>B. Multiplier</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. H5/N7 Avian Influenza Clean</strong></td>
<td></td>
</tr>
<tr>
<td>A. Primary</td>
<td></td>
</tr>
<tr>
<td>B. Multiplier</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. Salmonella Monitored</strong></td>
<td></td>
</tr>
<tr>
<td>A. Primary</td>
<td></td>
</tr>
<tr>
<td>B. Multiplier</td>
<td></td>
</tr>
</tbody>
</table>

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5. Upon completion of the VS 9-4 form click on the Insert button and you will be asked if you want to Submit as “Final” or Save the form for later review and editing.
   a. Clicking Submit Final will finalize the form and you will not be able to edit the form.
   b. Clicking Save will allow you to come back and edit the form.
VS 9-5 State Participant Form

1. The Main Page allows you to see pending and rejected request(s).
   a. View Reports.
   b. View Pending and Rejected Request(s).
2. Click on Company that was rejected to correct and resend for approval.
3. Drill down search option.
   a. Allows you to search database within a set of predefined fields that will allow you to quickly access data returned by your search criteria.
   b. Editable fields:
      i. NPIP, First Name, Last Name, Company, Subpart and Status.
4. Once you define your criteria, on the lower portion of the page (Grid) your return set is displayed.
   a. Select your record for viewing and or updating.
Update Participant Information

5. Participants update page.
   a. Update contact information.
   b. Add/remove stock codes.
   c. Add/remove Disease codes.

***To add multiple stock codes or disease codes, select the codes while also depressing the Control key (Ctrl).
6. Participants update page continued.
   a. Update changed information.
   b. Print participant’s information.

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Insert New Participant

7. Insert New Participant: On this screen you will have the option to insert “New” participants into the system. As you type in your information on the right “Possible Duplication” the system will show any records in the Database that may be a duplicate entry.
8. Insert New Participant continued.
   a. Stock Codes are based on Subpart chosen.
   b. Disease Codes are based on Subpart chosen.
   c. Click “Approve” Button to submit form.
VS 9-8 Flock Inspection and Check – Testing Report Form

1. The VS 9-8 form is a stand-alone form that you can fill out and send to the inspector, flock owner, hatchery manager and yourself.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Flock Owner</th>
<th>Supply Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tested By: Katy Wiles

BREED, STOCK, OR TRADE NAME

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NUMBER OF BIRDS IN FLOCK

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Replacement Stock been Replaced

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Yes, Give Source

Flock separated from other flock

<table>
<thead>
<tr>
<th>Select One</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other fowl tested

Reactors and cull removed

<table>
<thead>
<tr>
<th>Select One</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Health of flock

Condition of litter

<table>
<thead>
<tr>
<th>Select One</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location of equipment

Condition of equipment

<table>
<thead>
<tr>
<th>Select One</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Windows screened

<table>
<thead>
<tr>
<th>Select One</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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V 2.2
**VS 9-8 Flock Inspection and Check – Testing Report Form (Continued)**

<table>
<thead>
<tr>
<th>EGG HANDLING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition of nests</td>
<td>Select One</td>
</tr>
<tr>
<td>Frequency of collecting</td>
<td>Select One</td>
</tr>
<tr>
<td>Cleanliness of hatching eggs</td>
<td>Select One</td>
</tr>
<tr>
<td>Egg room temperature</td>
<td>Select One</td>
</tr>
<tr>
<td>Egg room sanitation</td>
<td>Select One</td>
</tr>
<tr>
<td>NO. birds check tested</td>
<td></td>
</tr>
<tr>
<td>NO. reactors</td>
<td></td>
</tr>
<tr>
<td>Results of inspection and check testing</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

**National Poultry Improvement Plan Database User Guide**

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VS 9-9 Hatchery Inspection Form

1. On the VS 9-9 form, you will start on the search page. You can drill down the search by any of the following fields, individually or in combination:
   a. NPIP Number
   b. Subpart
   c. First Name
   d. Last Name
   e. Company
   f. State
   g. Active
   h. Inactive
2. During the definition of your search the result set will be automatically generated in the grid below the search criteria.
   a. Click on the preferred hatchery in the result field.

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3. Upon clicking the desired result, if there is a “past” inspection, it will show up in the Past Inspection Form field.
   a. You can click on the Hatchery or click on the New Form Button to create new Inspection.
4. On the inspection form, the top part is automatically populated from the information that was entered into the VS 9-5 database.
5. On this screen, you must first select the **Days of Week Hatched** by clicking the check box next to the day.
6. After selecting Days of Week Hatched, click on the Add Incubator Button. Another window will open up.

7. You will proceed to add the following criteria:
   a. Incubator Make and Model.
   b. Number of incubators and the egg capacity.

8. If the information already exists the box will self-populate. After you enter the information click on the Add Incubator button. The window will close and the information will show on the grid.
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V 2.2
9. Continue to enter Unsatisfactory or Satisfactory under the Compliance section.
   a. Add Remarks if needed.
10. Add email address to email the form to the hatchery owner.

<table>
<thead>
<tr>
<th>Home</th>
<th>NPIP Approved Rapid Assays for Salmonella</th>
<th>NPIP Participants by State</th>
<th>APHIS Home</th>
<th>APHIS Poultry Team Contacts</th>
<th>NPIP Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eggs Receiving</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tray Cleaning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chick Handling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hatching</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fumigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Disposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Rating**

Satisfactory

**Remarks**

Text1

**Email**

Email 1: jrwites@uspoultry.org

Email 2: piqueusa@bellsouth.net

**Update**

**Email Form**

**Print Form**

---

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11. Next choose the final action for the information by selecting one of the following:
   a. Update and/or Insert
      i. Update or insert button actions are dynamically generated by the system depending on previous actions.
   b. Email
      i. Emails information to the addresses generated in previous steps.
   c. Print Form
      i. Prints Report to PDF
Order VS Forms

1. Enter number of forms you need and click “Submit Order” button.
   a. NPIP receives email of the requested forms.
   b. You will receive an email when the request is processed and when the forms are shipped.
VS Form Access Request

1. User request form.
   a. Complete all fields.
   b. Email sent to NPIP for approval.
   c. Person who submits the form and the new user will receive email if approved.
2. OSA request form.
   a. Complete all fields.
   b. Email sent to NPIP for approval.
   c. Person who submits the form and the new user will receive email if approved

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