National Poultry Improvement Plan Online User's Guide

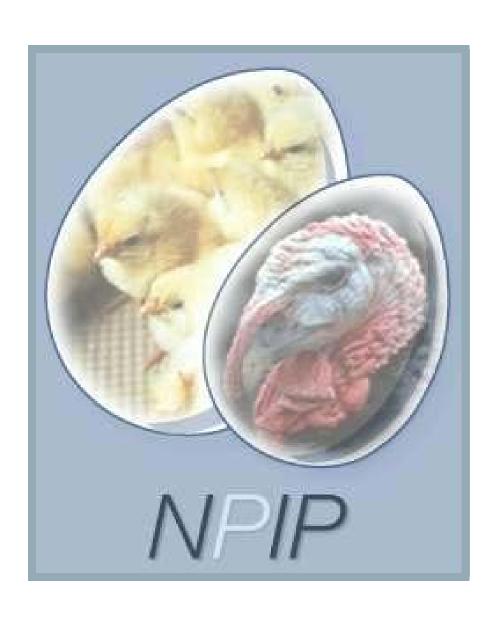


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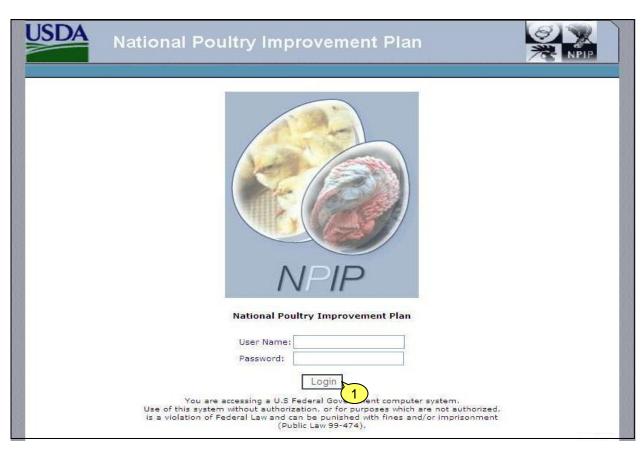
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Logging In

Once the User has an NPIP account, that User will be able to log into NPIP. (To establish an account, contact an **NPIP**, **Administrator**, or **State Representative**.) To log in:

- A. Go to https://npip.aphis.usda.gov/npip
- B. Enter a User Name and Password.
- C. Click on the Login (1) button. The User's Inbox will open following a successful login.
- D. Use the **Menu Bar (2)** on the top of the screen to navigate through the site. (The available selections in the **Menu Bar** will vary based on the **Role(s)** selected in the User's account—not all Users will have the same permissions).





Changing Passwords

The NPIP system will prompt a User to change passwords if 1) a User logging into the system for the first time (i.e., new account with the default password) OR 2) the User's password has expired. In addition, Users can ELECT to change their passwords by selecting the **Change Password** option on the menu bar. To change passwords:

A. If User is REQUIRED to change passwords—No action necessary. At login, the **Change Password** screen will automatically open.

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If User is VOLUNTARILY changing passwords—After logging in, click **Change Password (2)** in the menu bar.

- B. Enter Current Password.
- C. Enter New Password.
- D. Confirm New Password.
- E. Click Save Password (1).





Creating User Accounts (1 of 4)

To log into NPIP a user must first have an account. Only **Administrators**, **NPIP users**, and **State Representatives** have the authorization to create new User Accounts. To create new User Accounts:

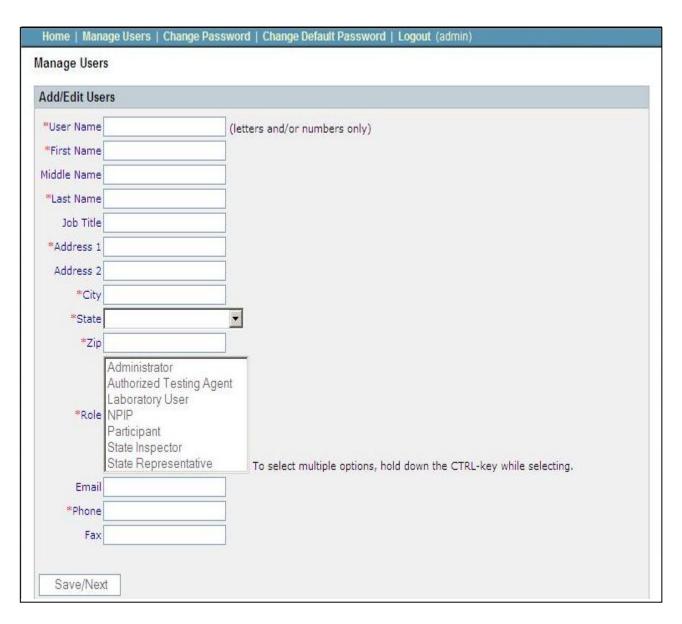
- A. Log in as an Administrator, NPIP user, or State Representative.
- B. In the menu bar, select **Manage Users (1)**. **Note:** depending on which Role the User has been assigned, the options on the menu bar may vary.
- C. The Manage Users module will open (shown below).
- D. Click Add New User (2).



Creating User Accounts (2 of 4)

To log into NPIP a user must first have an account. Only **Administrators**, **NPIP users**, and **State Representatives** have the authorization to create new User Accounts. To create new User Accounts:

- F. Assign a User Name to the User Account using only letters and/or numbers.
- G. Fill in the appropriate fields (only fields with asterisks are mandatory).
- H. Be careful when assigning a **Role** to a user. Roles determine the different authorization levels for a User's account.
- I. Once fields are completed and a **Role** has been assigned, click the **Save/Next** button on the bottom of the screen.
- J. If the **Role** assigned is a **Participant**, **State Representative**, **or Laboratory User**, additional steps will be required to complete the account setup (see next page).



Creating User Accounts -Participant (3 of 4)

To log into NPIP a user must first have an account. Only **Administrators**, **NPIP users**, and **State Representatives** have the authorization to create new User Accounts. To create new User Accounts:

Participant

- Clicking Save/Next will open a new screen prompting selection of a User Type, as well as Entity.
- L. For a **Participant**, the User Type can be **Corporate**, **State** or **Local**.
- M. A Participant account also requires assignment of an Entity. The Entity can be assigned from the Select Entity dropdown, which provides a list of all pre-existing Entities. Once an Entity has been chosen, click on Save. A confirmation message will indicate that the User ID was successfully created.
- N. If the required **Entity** is not in the dropdown, the User can add one by clicking **Add New Entity**.
- O. An **Add Entity** page will open. Enter in the name of the new **Entity** and click **Submit New Entity**. A confirmation message will indicate that the User ID was successfully created.





Creating User Accounts-State Representative & Laboratory User (4 of 4)

To log into NPIP a user must first have an account. Only **Administrators**, **NPIP users**, and **State Representatives** have the authorization to create new User Accounts. To create new User Accounts:

State Representative (1)

- P. After clicking Save/Next, a new screen will prompt that the user Assign Subparts. One State Representative can be assigned multiple Subparts. Be careful on which Subparts are assigned to which user. A State Representative will be able to view only the assigned subparts.
- Q. After Subparts have been assigned, click on **Save**.
- R. A confirmation message will indicate that the User ID was successfully created.

Laboratory User (2)

- S. After clicking **Save/Next**, a new screen will prompt that the user **Select Lab ID. Laboratory Users** can be assigned to multiple labs.
- T. Once the Lab is selected, click on **Save**. A confirmation message will indicate that the User ID was successfully created.

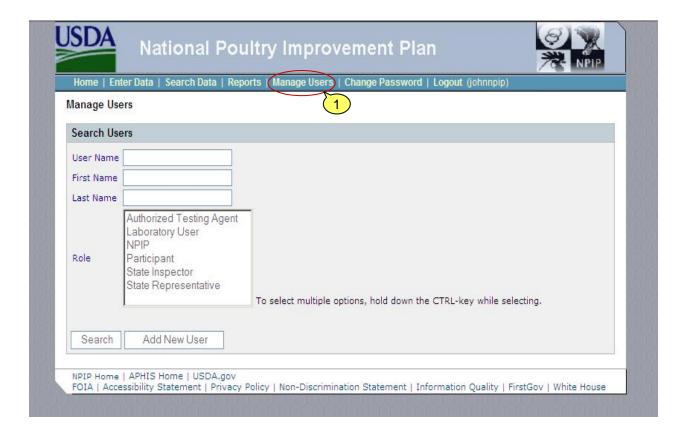




Managing User Accounts (1 of 2)

Only **Administrators**, **NPIP users**, and **State Representatives** have the authorization to manage **User Accounts**. To manage user accounts:

- A. Select the **Manage Users (1)** option from the menu bar on the top of the screen.
- B. A search can be run based on **User Name**, **First Name**, **Last Name**, and **Role** to find a user to manage. After filling in the search fields, click on **Search (2)** to run the query on the user.
- C. To obtain a list of all users in the system, simply run a search with no criteria.



Managing User Accounts (2 of 2)

Only **Administrators**, **NPIP** users, and **State Representatives** have the authorization to manage **User Accounts**. To manage user accounts:

- D. The results of the query will appear on the next screen. Depending on how many matches the system found, results may vary.
- E. Click the **Edit (1)** link in the **Action** column to open that User's account for editing.
- F. Click the **Disable (2)** link in the **Action** column to make the account inaccessible to the User. **Note:** User Accounts cannot be deleted, only disabled from use (i.e., Status = "Disabled"). In addition, for "Disabled" accounts, an account manager (Administrator, NPIP User, or State representative) can "Re-enable" it by clicking the **Enable** link (not shown) in the **Action** column. This will return the User's Status to "Enabled".
- G. Click the **Reset Password (3)** link in the **Action** column to undo any password changes the User has entered, returning that User's password to the system default.



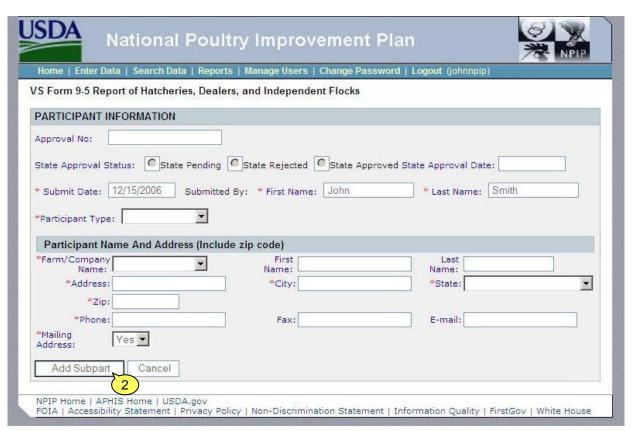
Entering a 9-5 (1 of 4)

Submitting a VS Form 9-2 or 9-3 first requires submission of a VS 9-5. Only NPIP, Participants, State

Representatives, and State Inspectors are able to fill out a corresponding 9-5. To fill out and submit a 9-5:

- A. Select **Enter Data (1)** on the menu bar.
- B. Select VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks.
- C. IF this is a brand new Participant you will need to complete the steps on page 6 first.
- D. Fill out the required fields i.e., fields with red asterisks. (Depending on the logged in role, certain portions of the 9-5 may not be viewable.)
- E. Once all the required fields are populated, click Add Subpart (2).



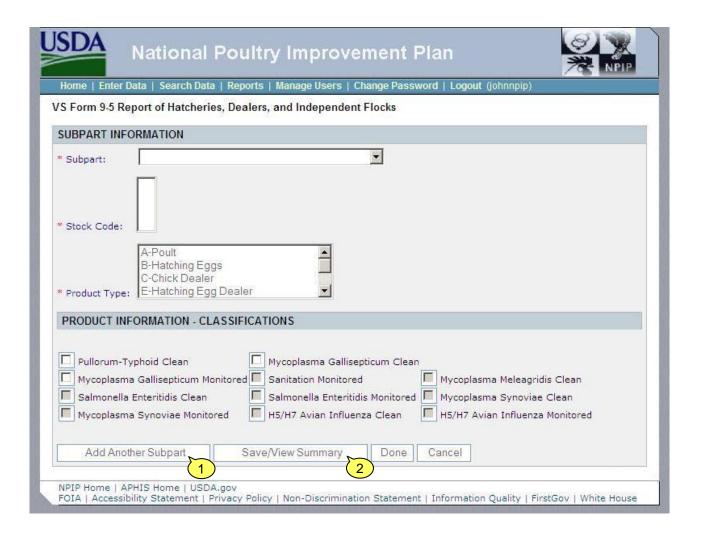


Entering a 9-5 (2 of 4)

 $Submitting \ a\ VS\ Form\ 9-2\ or\ 9-3\ first\ requires\ submission\ of\ a\ VS\ 9-5.\ Only\ \textbf{NPIP},\ \textbf{Participants},\ \textbf{State}$

Representatives, and State Inspectors are able to fill out a corresponding 9-5. To fill out and submit a 9-5:

- F. The **Add Subpart** button will open a blank Subpart screen.
- G. Select the appropriate **Subpart**, **Stock Code**, and **Product Type** from the menu. (**Stock Code** menu will populate only after the **Subpart** is selected).
- H. Select the appropriate **Classifications** by checking the boxes.
- I. To add more subparts to the 9-5, click **Add Another Subpart (1)**. This will open another blank Subpart screen. Follow steps F and G again. **Note:** As each Subpart is added, that Subpart will not be available in the Subpart list on subsequent Subpart screens.
- J. When all the appropriate fields have been entered, click Save/View Summary (2).

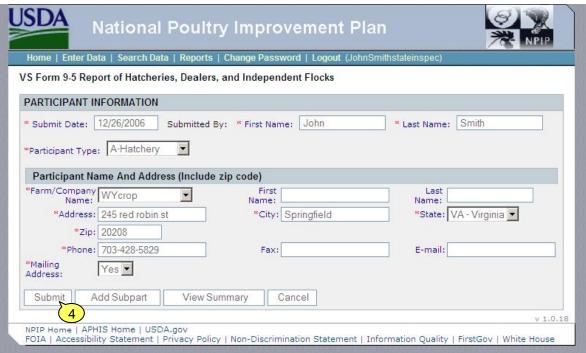


Entering a 9-5 (3 of 4)

Submitting a VS Form 9-2 or 9-3 first requires submission of a VS 9-5. Only **NPIP**, **Participants**, **State Representative**, and **State Inspectors** are able to fill out a corresponding 9-5. To fill out and submit a 9-5:

- K. Clicking Save/View Summary will open a table listing all added Subparts.
- L. The **Edit** and **Delete (1)** options in the **Action** column reopen the or eliminate, respectively, the corresponding Subpart.
- M. Select **Add Subpart (2)** if another subpart needs to be added.
- N. Click **Finish (3)** once all selections have been confirmed.
- O. The original 9-5 screen will open. If all the information is correct, click **Submit (4)** to submit the completed 9-5.





Entering a 9-5 (4 of 4)

Submitting a VS Form 9-2 or 9-3 first requires submission of a VS 9-5. Only NPIP, Participants, State

Representatives, and State Inspectors are able to fill out a corresponding 9-5. To fill out and submit a 9-5:

- P. The **Submit** button will open a verification screen. "Verification" means that the current user's password is required to complete the operation.
- Q. Enter the password and click **Verify (1)**.
- R. Once the 9-5 has been processed, a confirmation screen will open, displaying a transaction number.
- S. The 9-5 has been successfully submitted. A 9-2 can now be created for the 9-5.





Entering a 9-2 or 9-2 Renewal (1 of 7)

- Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles".

 Not every User is necessarily a stakeholder in every action in the process.
- A. The table below summarizes the 9-2 life cycle. Completing a VS Form 9-2 requires four main actions, each of which is performed by different stakeholders (i.e., "roles") and is controlled by certain requirements ("rules"). The table gives an overview of the relationships.

Action	Roles	Rules
Submit	 Participant NPIP State Representative State Inspector 	A VS 9-5 form MUST be completed and submitted before a VS 9-2 form can be filled out.
Assign	 State Representative State Inspector 	State Representatives are assigned specific subparts to approve. They cannot view any 9-2's with subparts that they were not authorized to approve.
		Once a State Representative gets the 9-2, they will assign a State Inspector or an Auth Test Agent to go collect Test Samples.
Test	 Authorized Testing Agent Laboratory User NPIP 	Once a State Inspector/Auth Test Agent collects samples, they send the samples to an NPIP Authorized Laboratory to test the samples.
Test	State Representative	Authorized Testing Agents, Laboratory Users, NPIP and State Representatives can enter in the test results on the VS 9-2 form.
	State Representative NPIP	Once the test results have been entered into the system, the State Representative will be able to approve or reject the classification.
Approve		After the classifications have been approved by the State Representative, they can go in and approve or reject the VS 9-5 form that the test was attached to.
		3. After State Representative approves or rejects the 9-5, NPIP will be able to go in and approve or reject the VS 9-5 and assign an approval number if it is for a new participant or classification.

Entering a 9-2 or 9-2 Renewal (2 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2. *Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles".

Not every User is necessarily a stakeholder in every action in the process.

- B. Go to the menu bar on the top of the screen and select **Enter Data (1)**.
- C. Select VS Form 9-2 Flock Selecting and Testing Report (2).





Entering a 9-2 or 9-2 Renewal (3 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2. *Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles".

Not every User is necessarily a stakeholder in every action in the process.

- D. Once a user selects the VS 9-2, a screen will come up requesting that a 9-5 registration be selected from the **Select a 9-5 registration (1)** dropdown menu.
- E. Select the 9-5 that will be associated with the new 9-2. If the desired 9-5 is not available in the dropdown menu, the 9-5 was not successfully submitted. The user must go back and start with completing a 9-5 in order to complete a 9-2.



Entering a 9-2 or 9-2 Renewal (4 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles".

Not every User is necessarily a stakeholder in every action in the process.

- F. Fill out all appropriate fields. Required fields are marked by a red asterisk. If all the required fields are not filled in, the 9-2 cannot be submitted.
- G. There is a dropdown menu on the top portion of the screen. A lab to send the 9-2 to must be selected. Only laboratories who have been approved by NPIP will be on the dropdown list. (If the desired lab is not available, then the lab has not been approved by NPIP. To find out how to become an NPIP Authorized Laboratory, please go to ____)
- H. Once all required fields have been filled out, click **Add Subpart (1)**.

*On the 9-2 Renewal there will be a required date filed under the Zip Code section.

Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (johnnpip)

VS Form 9-2 Flock Selecting And Testing Report

U 10 10 10 10 10 10 10 10 10 10 10 10 10				
Select a Lab	oratory			
Select the lab	to send this 9-2 to:	•		
Name and Ad	ddress of Flock Owne	er .		
First Name:		* Last Name:		
* Address:	245 red robin st	* City: Springfield	* State: VA - Virginia	_
*Zip:	20208			
Location of F	lock (NO PO BOX #)			
*Farm/Flo Nam		*Flock Code:		
Count		Premise ID		
Addres		(Optional):	*State:	
11255		*City:	State:	
*Z				
Supply Stock	for: (Name and add	ress of hatchery or dealer)		
First Name:		Last Name:		
Address:		City:	State:	•
Zip:		***		

SECTION II - AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTORS

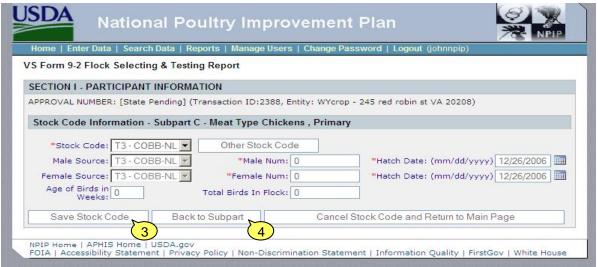
Entering a 9-2 (5 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2. *Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles".

Not every User is necessarily a stakeholder in every action in the process.

- I. A screen will come up and request a **Subpart (1)** be added. Select from the dropdown menu the proper subpart.
- J. The classification that was originally submitted in the VS 9-5 will be below. If the classification should be tested, check the box to the left of the classification.
- K. Once the user is done, click on Add Stock Code (2).
- L. The next screen will ask for information regarding the Stock Code. Fill out the required fields that are marked by a red asterisk.
- M. Upon completion of the require fields, click **Save Stock Code (3)**.
- N. To go back to the Stock Code Screen, click Back to Subpart (4).





Entering a 9-2 (6 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

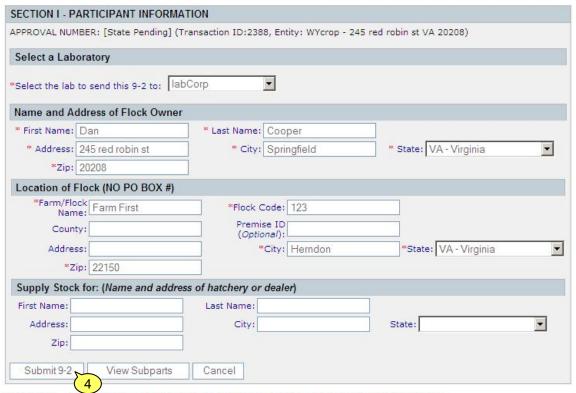
* Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- O. A screen will appear and display the **Subpart**, **Classification**, and **Stock Code** that have been chosen.
- P. If the User needs to make edits, click on the **Edit (1)** button.
- Q. If the User would like to delete the form entirely, click on **Delete (2)**.
- R. Click Continue (3) once all selections have been confirmed. The original 9-2 screen will open.
- S. Click **Submit 9-2 (4)** to submit the completed 9-2.



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (johnnpip)

VS Form 9-2 Flock Selecting And Testing Report

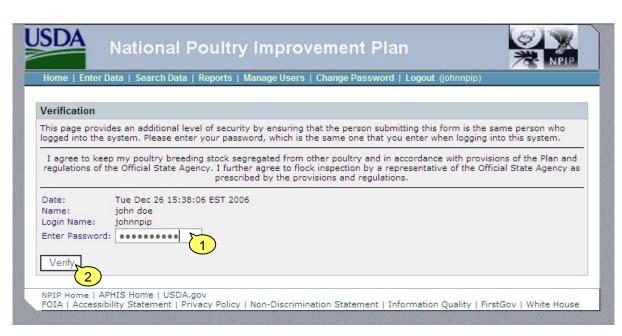


Entering a 9-2 (7 of 7)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

* Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- T. The **Submit 9-2** button will open a verification screen. "Verification" means that the current user's password is required to complete the operation.
- U. Enter the Password (1) and click Verify (2).
- V. Once the 9-2 has been processed, a confirmation screen will open, displaying a transaction number. This indicates that the 9-2 has been successfully submitted.
- W. To return to the Main Menu, Click on the **Return to Main Menu** button **(3)** or select an option from the **Menu Bar Above (4)**.
- X. This will conclude the **Participant** portion of the VS 9-2. The next step is for a **State Representative** to assign the VS 9-2 to a **State Inspector** to collect samples.





Assigning a VS 9-2—State Representative (1 of 4)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

*Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- A. After the first portion of the VS 9-2 has been filled out and submitted, it will be sent to a **State Representative**. The **State Representative** will need to log into the system to further process the VS 9-2.
- B. Upon login, the **State Representative** will be taken to the **Inbox** view (i.e., links to different functions for which a State Representative is responsible). To process the VS 9-2, the **State Representative** will need to select **Assign 9-2 to Sample Collector (1)**.
- C. A list of VS 9-2 that need to be processed will open. A **State Representative** can scroll through the list using the page **navigation links (2)** beneath the table.





Assigning a VS 9-2—State Representative (2 of 4)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

*Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- D. Each VS Form 9-2 (i.e., row in the table) will have a corresponding **Assign To Sample Collector (1)** dropdown. The dropdown will list **State Inspectors** that are authorized to collect samples.
- E. Select an **Inspector** from the dropdown.





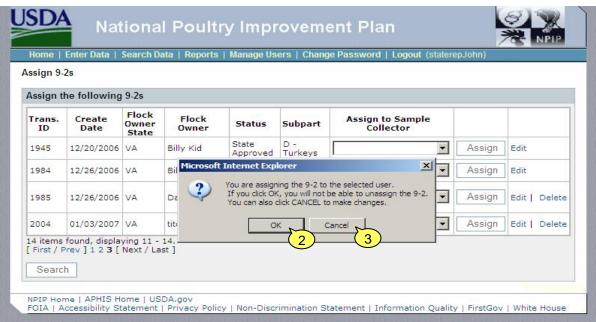
Assigning a VS 9-2—State Representative (3 of 4)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

* Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- F. After selecting an **Inspector**, click the corresponding **Assign (1)** button.
- G. A pop up screen will appear informing the **State Representative** that they are assigning the 9-2 to a selected user. To proceed, click **OK (2)**. To cancel, click **Cancel (3)**.





Assigning a VS 9-2—State Representative (4 of 4)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Before a User can submit a VS 9-3, the 9-5 must first have an NPIP Status = "Approved". NPIP approval is dependent on at least one completed test associated with the 9-2. This section list the full details of the entire cycle of submitting and passing a 9-2.

* Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- I. The table will refresh, minus the now-assigned VS 9-2.
- J. The **State Inspector** will receive the assigned VS 9-2 and will take test samples.



Collecting Samples for a VS 9-2 (1 of 4)

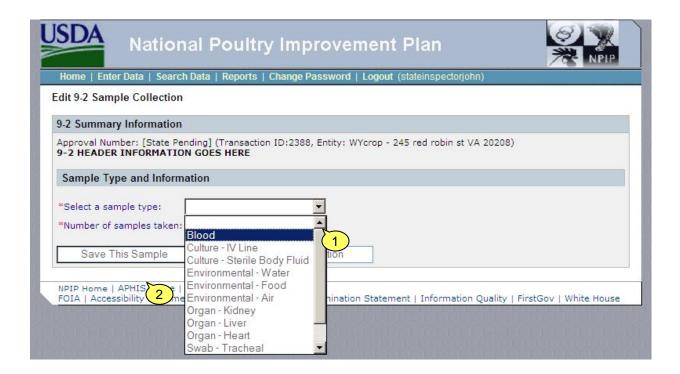
- A. After the test samples have been assigned by a **State Representative** to a **State Inspector**, it will be sent to the **State Inspector** to be further processed.
- B. The **State Inspector** needs to log into the system. Once the **State Inspector** logs into the system, an **Inbox** (1) will appear. The **Inbox** will have links to different functions a **State Inspector** is responsible for. To process the VS 9-2, the **State Inspector** will need to select **Add Samples to the 9-2 (1)**.
- C. A list of 9-2s that need samples will appear on the following screen. To add a sample to the 9-2, click on Add Samples (2) on the right hand side of the screen.





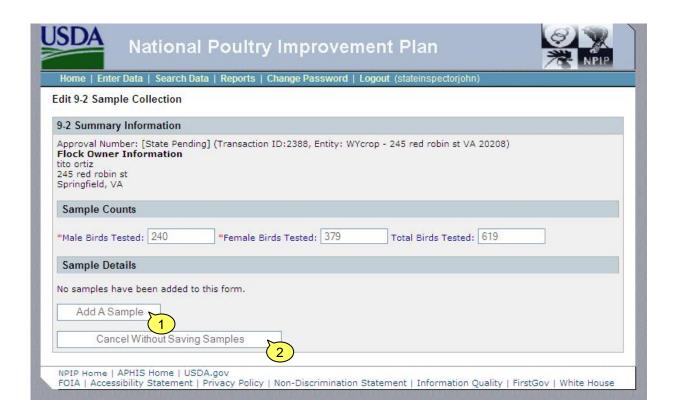
Collecting Samples for a VS 9-2 (2 of 4)

- D. A screen will appear and will ask for sample information.
- E. Select a sample type from the **Select a sample type (1)** dropdown.
- F. Enter in the number of samples taken.
- G. Once the State Inspector is done filling out the information, click Save This Sample (2).



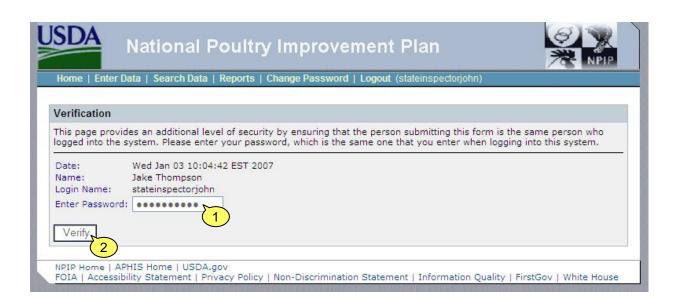
Collecting Samples for a VS 9-2 (3 of 4)

- H. Fill out the **Sample Counts** information.
- I. When complete, click on **Add A Sample (1)** to add the information.
- J. If the user wants to cancel and not save the samples, click on Cancel Without Saving Samples (2).



Collecting Samples for a VS 9-2 (4 of 4)

- K. The **Add Sample** button will open a verification screen. "Verification" means that the current user's password is required to complete the operation.
- L. Enter the Password (1) and click Verify (2).
- M. Once the 9-2 has been processed, a confirmation screen will open, displaying a transaction number.
- N. Next the **Authorized Testing Agent** or a **Laboratory User** will need to test the samples taken by the **State Inspector**. This now ends the **State Inspector**'s role in the VS 9-2.





Entering Test Data on a VS 9-2 (1 of 5)

- A. After the test samples have been collected by a **State Inspector**, the samples will be sent to a **Laboratory User** or **Authorized Testing Agent** to be tested.
- B. The Laboratory User or Authorized Testing Agent needs to log into the system. Once the Laboratory User or Authorized Testing Agent logs into the system, an Inbox (1) will appear. The Inbox will have links to different functions the Laboratory User or Authorized Testing Agent are responsible for. To process the VS 9-2, the Laboratory User or Authorized Testing Agent will need to select Add Test Data to 9-2 (1).
- C. A screen will appear with the different VS 9-2's that are available for data to be added. After locating the appropriate VS 9-2, click **Edit (2)** on the right hand side of the page.





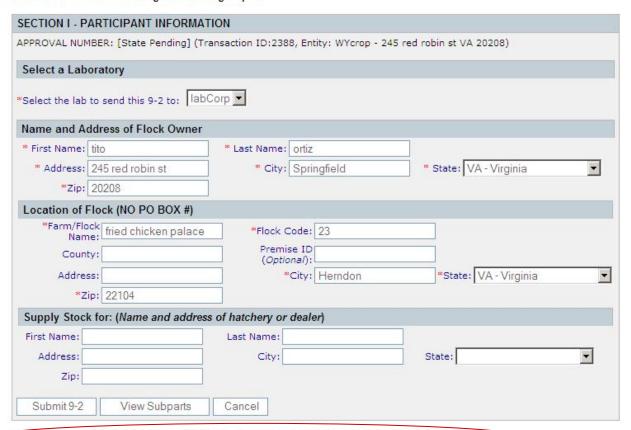
Entering Test Data on a VS 9-2 (2 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

D. A screen will appear with all the required fields already filled in. This is the VS 9-2 that was originally submitted by the Participant. Click on the bottom link that says SECTION II – AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTORS (1)

Home | Enter Data | Search Data | Change Password | Logout (johnLabUser)

VS Form 9-2 Flock Selecting And Testing Report

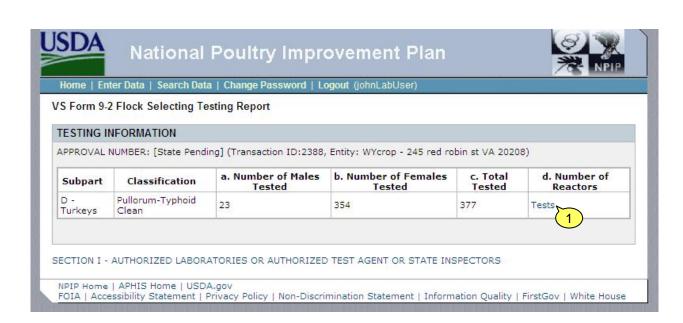


SECTION II - AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTORS



Entering Test Data on a VS 9-2 (3 of 5)

- E. A screen will appear with the summary sample information.
- F. Click **Tests (1)** on the right hand side of the screen to enter in test results.



Entering Test Data on a VS 9-2 (4 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. *Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- G. A screen will appear for the **Laboratory User** or **Authorized Testing Agent** to enter in the test results.
- H. The amount of positive results will go in the **Positive Column (1)**.
- I. The amount of negative results will go in the **Negative Column (2)**.
- J. If there are different types of results or if an explanation needs to be entered, it can be filled in the field on the right labeled **Other/Explanation (3)**.
- K. After all the results have been entered, click **Save Test Results (4)** to submit the test results.

Home | Enter Data | Search Data | Change Password | Logout (johnLabUser)

VS Form 9-2 Flock Selecting Testing Report

Test	Positive	Negative	Other / Explanation
Serum Plate Test	39	247	3
Tube Agglutination Test	10	363	×
dicroagglutination Test	20	265	<u> </u>
Culture	50	457	×
Rapid Whole Blood Plate Test	43	596	_

Entering Test Data on a VS 9-2 (5 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- L. After the test results have been submitted, there will be a message at the top of the screen confirming that the Test results were saved successfully (1).
- M. This concludes the portion of the VS 9-2 that the **Laboratory User** or **Authorized Testing Agent** are responsible for. The **State Representative** will now have to look at the test results and approve or reject the classifications.

Home | Enter Data | Search Data | Change Password | Logout (johnLabUser)

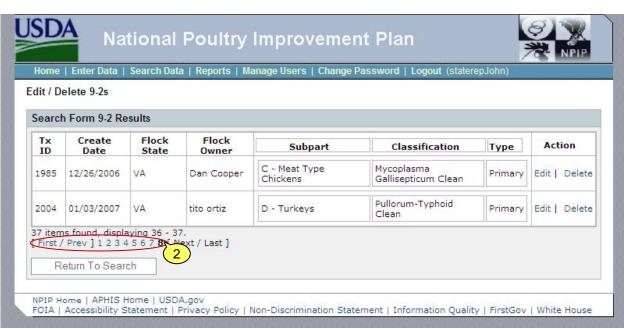
VS Form 9-2 Flock Selecting Testing Report

Test results saved successfully. Testing Results For Classification APPROVAL NUMBER: [State Pending] (Transaction ID:2388, Entity: WYcrop - 245 red robin st VA 20208) Test Positive Negative Other / Explanation Serum Plate Test 39 247 Tube Agglutination Test 10 363 À 20 265 Microagglutination Test Culture 50 457 Α 596 43 Rapid Whole Blood Plate Test Save Test Results Return To Previous Page

Approving a VS 9-2—State Representative (1 of 5)

- A. After the test results have been filled out and submitted, it will be sent to a **State Representative**. The **State Representative** will need to log into the system to further process the VS 9-2.
- B. Once the **State Representative** logs into the system, an **Inbox** (1) will appear. The **Inbox** will have links to different functions a **State Representative** is responsible for. To further process the VS 9-2, the **State Representative** will need to select **Approve/Reject 9-2** (1).
- C. A list of VS 9-2 that need to be approved or rejected will appear on the following screen. A **State Representative** can scroll through the list using the page **navigation links (2)** at the bottom of the screen.
- D. Once the appropriate record has been located, click on its corresponding **Edit** link ("Action" column).





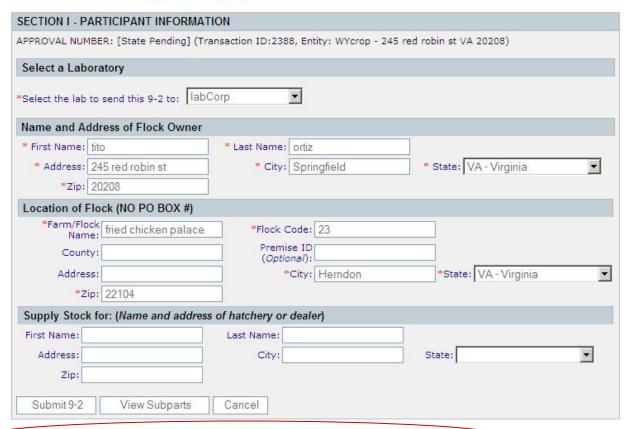
Approving a VS 9-2—State Representative (2 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- E. Selecting **Edit** will bring up the original VS 9-2 form that was filled out by the **Participant**.
- F. Click on the link on the bottom of the screen that reads SECTION II AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTOR (1).

Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (staterepJohn)

VS Form 9-2 Flock Selecting And Testing Report



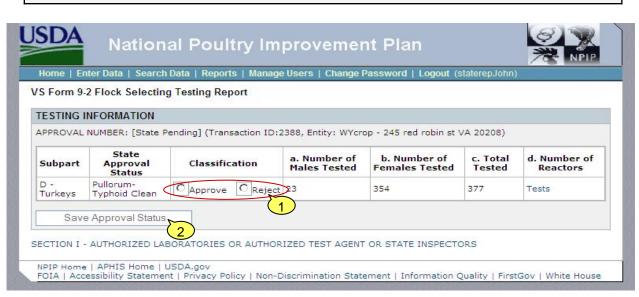
SECTION II - AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTORS

1

Approving a VS 9-2—State Representative (3 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- G. A summary of the test(s) performed will appear on the screen.
- H. The **State Representative** can either **Approve or Reject (1)** the classification.
- I. Click on the appropriate button.
- J. Click on Save Approval Status (2) to save and submit the approval or rejection.
- K. After saving the status, there will be a confirmation at the top of the page that says **Approval Status saved** (3).
- L. Select the link on the bottom of the page that says **SECTION I AUTHORIZED LABORATORIES OR AUTHIRIZED TEST (4)**.





Approving a VS 9-2—State Representative (4 of 5)

County:

Address:

First Name:

Address:

Submit 9-2

Zip:

*Zip: 22104

Supply Stock for: (Name and address of hatchery or dealer)

View Subparts

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

M. Once Section I appears on the screen, click the **Submit 9-2 (1)** button on the lower left hand corner. This is the final submittal for the VS 9-2.

Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (staterepJohn) VS Form 9-2 Flock Selecting And Testing Report SECTION I - PARTICIPANT INFORMATION APPROVAL NUMBER: [State Pending] (Transaction ID:2388, Entity: WYcrop - 245 red robin st VA 20208) Select a Laboratory *Select the lab to send this 9-2 to: labCorp • Name and Address of Flock Owner * First Name: tito * Last Name: ortiz * State: VA - Virginia * Address: 245 red robin st * City: Springfield *Zip: 20208 Location of Flock (NO PO BOX #) *Farm/Flock fried chicken palace *Flock Code: 23

Premise ID

(Optional):

*City: Herndon

SECTION II - AUTHORIZED LABORATORIES OR AUTHORIZED TEST AGENT OR STATE INSPECTORS

Cancel

Last Name:

City:

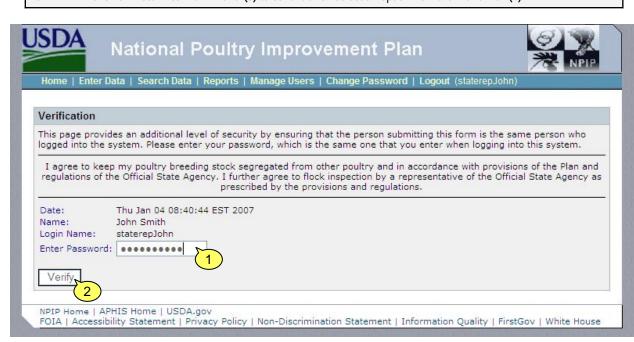
*State: VA - Virginia

State:

Approving a VS 9-2—State Representative (5 of 5)

Submitting a VS Form 9-2 first requires submission of a VS Form 9-5. Once the tests have been completed for the 9-2 and the 9-5 has been approved, the user will then, and only then, be able to submit a 9-3. Below are full details of the entire cycle of submitting and passing a 9-2. * Note: the full life cycle of this form involves several "actions", each performed by different stakeholders, or "roles". Not every User is necessarily a stakeholder in every action in the process.

- N. After submitting the VS 9-2 a Verification page will appear asking for **State Representative** to verify their identity by typing in their password.
- O. Enter in the password in the Enter Password (1) field.
- P. Click on **Verify (2)** when complete.
- Q. When the VS 9-2 has been successfully submitted, there will be a confirmation screen that appears.
- R. The VS 9-2 is completely done. If the classification for the VS 9-2 was approved, the VS 9-5 that was attached to the VS 9-2 is ready for approval or rejection from the **State Representative** and **NPIP**.
- S. Click on **Return to Main Menu (3)** to continue. Or select an option from the **Menu Bar (4)**.





Approving a VS 9-5—State Representative (1 of 3)

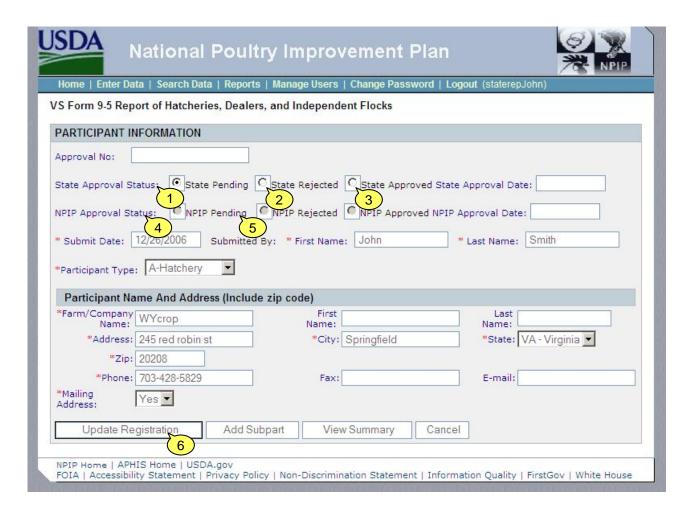
- A. After classification of the **VS 9-2** has been approved, the **State Representative** will need to log into the system to further process the **VS 9-5**.
- B. Once the **State Representative** logs into the system, an **Inbox (1)** will appear. The **Inbox** will have links to different functions a State Representative is responsible for. To approve or reject the VS 9-5, the State Representative will need to select **Approve/Reject 9-5 (1)**.
- C. A list of VS 9-5s that need to be approved or rejected will appear on the following screen. A State Representative can scroll through the list using the page **navigation links (2)** at the bottom of the screen.
- D. Once the user finds the record they would like to approve/reject, click on **Edit (3)** on the right hand side of the screen. Choosing **Delete (4)** will delete the record entirely.





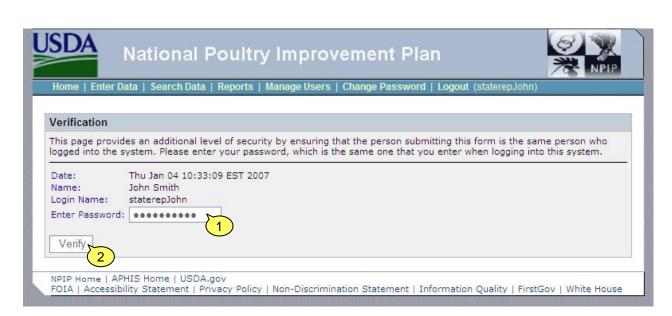
Approving a VS 9-5—State Representative (2 of 3)

- E. A screen will appear with an option to set the **State Approval Status (1)** on the top of the page.
- F. Select either the **State Rejected (2)** or **State Approved (3)** radio button.
- G. Once the **State Representative** selects a button, the **NPIP Approval Status (4)** will be moved to **NPIP Pending (5)**.
- H. Select **Update Registration (6)** to complete the **State Representative's** portion of approving the VS 9-5.



Approving a VS 9-5—State Representative (3 of 3)

- I. The **Update Registration** button will open a verification screen. "Verification" means that the current user's password is required to complete the operation.
- J. Enter the Password (1) and click Verify (2).
- K. Once the 9-5 has been processed, a confirmation screen will open, displaying a transaction number.
- L. The **State Representative's** role in the VS 9-5 is now complete. An **NPIP** user now needs to approve or reject the VS 9-5 for the application to be completely done.
- M. The **State Representative** can return to the Main Menu by clicking **Return to Main Menu (3)** or clicking on the appropriate field on the **Menu bar (4)**.





Approving a VS 9-5 – NPIP User (1 of 4)

- A. After the **VS 9-5** has been approved by the **State Representative**, an **NPIP** user will need to log into the system to further process the **VS 9-5**.
- B. Once the **NPIP** user logs into the system, an **Inbox** will appear. The **Inbox** will have links to different functions an **NPIP** user is responsible for. To approve or reject the VS 9-5, the NPIP user will need to select **Approve/Reject 9-5 (1)**.



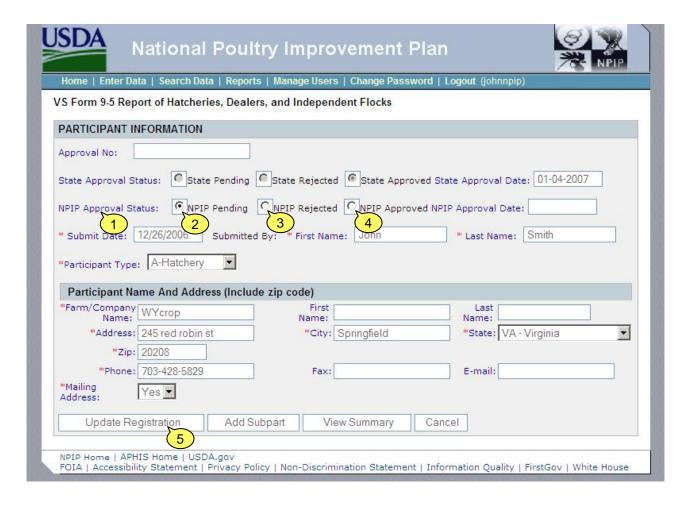
Approving a VS 9-5—NPIP User (2 of 4)

- C. A list of all the VS 9-5s that need **NPIP** approval will appear on the screen.
- D. Find the record that the **NPIP** user would like to approve or reject.
- E. Click on **Edit (1)** on the row of the record that's going to be edited. (The **Delete** link will remove the VS 9-5 entirely.)

Tx ID	Approval #	Participant Information	State	Submit Date	Submitted By	State Status	NPIP Status
1648	Subpart		Action				
		gdfgdg (dgd gdgdgd)	VA	10/24/2006	priya krishnakumar	State Approved on 12/21/2006	NPIP Pending
	F - Ratites B - Egg Type Chickens	A8 - H AND N O1 - OS	Edit Delete				
2268		uyen's farm	VA	12/18/2006	cindy crawford	State Approved on 12/21/2006	NPIP Pending
	D - Turkeys B - Egg Type Chickens	A38 - KENT-NL A8 - H BLACK-NL S2B - ARBO	Edit Delete				
		HI Entity 1 (First Last)	ні	12/21/2006	User NPIP	State Approved on 12/21/2006	NPIP Pending
2373	D - Turkeys F - Ratites B - Egg Type Chickens C - Meat Type Chickens E - Waterfowl, Exhibition Poultry and Game Birds	E3 - BOURBON, RED-N CROSS 3 - OSTRICH LINK-NL T3 - COBB-NL OLD ENGLISH GAME, N	Edit	Delete			
2388		WYcrop	VA	12/26/2006	John Smith	State Approved on 01/04/2007	NPIP Pending
	C - Meat Type Chickens D - Turkeys	T3 - COBB-NL A8 - H /	Edit	Delete			

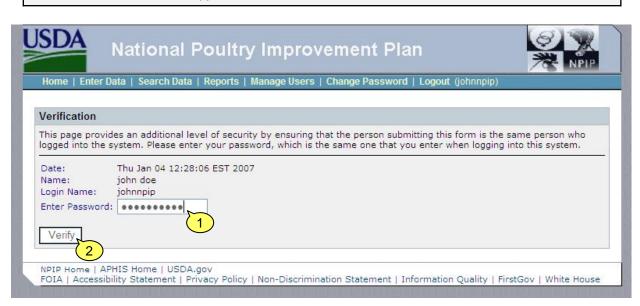
Approving a VS 9-5—NPIP User (3 of 4)

- F. Up towards the top of the screen is a row that begins with NPIP Approval Status (1).
- G. Currently the radio button is on **NPIP Pending (2)**.
- H. Select either NPIP **Rejected (3)** or NPIP **Approved (4)**. The NPIP user can see what status the State Representative has assigned by looking one row above.
- I. Once the selection as been made, click on **Update Registration (5)** to complete the VS 9-5 process.



Approving a VS 9-5—NPIP User (4 of 4)

- J. After submitting the VS 9-5 a Verification page will appear asking the NPIP user to verify their identity by typing in their password.
- K. Enter in the password in the Enter Password (1) field.
- L. Click on Verify (2) when complete.
- M. When the VS 9-5 has been successfully submitted, there will be a confirmation screen that appears.
- N. NPIP's role in the VS 9-5 is now complete. The entire VS 9-5 is completed. The **Participant** is now able to submit at VS 9-3.
- O. The user can return to the Main Menu by clicking **Return to Main Menu (3)** or clicking on the appropriate field on the **Menu Bar (4)**.





Completing a VS 9-3 (1 of 5)

Submitting a VS 9-3 requires the corresponding VS 9-5 to be approved. The VS 9-5 should have been approved by both a State Representative and NPIP. *Note: only Participants, NPIP users, and State Representatives are authorized to submit a VS Form 9-3.

- A. Go to the Menu Bar on the top of the page.
- B. Select **Enter Data (1)**.
- C. Depending on the type of role associated with the user, the menu selections may vary. If the user is authorized to submit a VS 9-3 the link will be available. Keep in mind that the user must have an approved VS 9-5 before they have authorization to submit a VS 9-3.
- D. Click on VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poultry (2)
- E. The following screen will ask the user to select the VS 9-5 registration that is associated with the VS 9-3.
- F. Select from the **Drop Down Menu (3)** the appropriate VS 9-5.
- G. Once selected, click on **Select Registration (4)**.





Completing a VS 9-3 (2 of 5)

Submitting a VS 9-3 requires the corresponding VS 9-5 to be approved. The VS 9-5 should have been approved by both a State Representative and NPIP. *Note: only Participants, NPIP users, and State Representatives are authorized to submit a VS Form 9-3.

- H. Fill out all the required fields that are marked by a red asterisk.
- I. There is a section on the page that will ask if the **purchaser is within the United States (1)**, make sure the appropriate radio button is selected. If the purchaser is outside the United States, choosing the "No" radio button will change the required fields below to accommodate an international address.
- J. Once all the required fields are populated, click on Add Quantities (2).

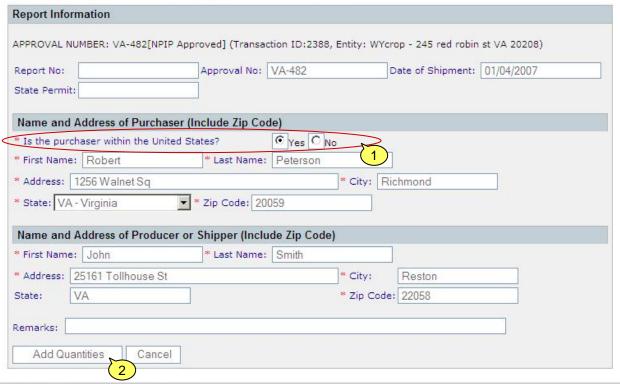


National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (johnnpip)

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults

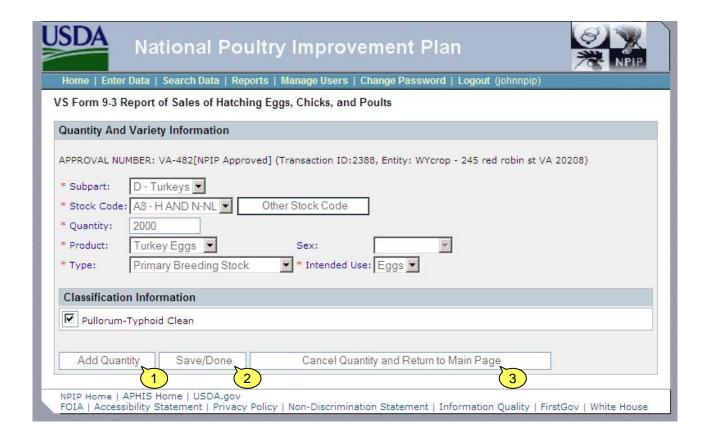


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Completing a VS 9-3 (3 of 5)

Submitting a VS 9-3 requires the corresponding VS 9-5 to be approved. The VS 9-5 should have been approved by both a State Representative and NPIP. *Note: only Participants, NPIP users, and State Representatives are authorized to submit a VS Form 9-3.

- K. Fill in the all required fields that are marked with a red asterisk by making a selection from the drop down menus
- L. If there are multiple classification options available, select the ones that are appropriate to the current VS 9-
- M. Click on Add Quantity (1) to add more quantities and repeat steps K and L.
- N. Click on **Save/Done (2)** to save the selection on continue.
- O. Click on Cancel Quantity and Return to Main Page (3) to do exactly that.



Completing a VS 9-3 (4 of 5)

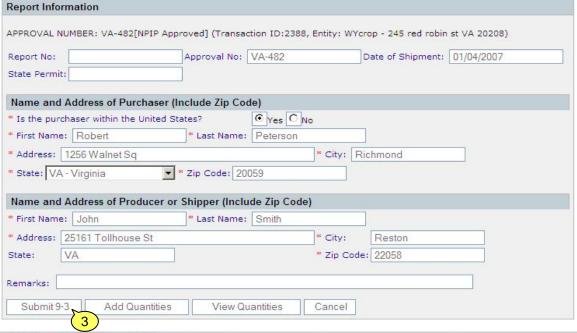
Submitting a VS 9-3 requires the corresponding VS 9-5 to be approved. The VS 9-5 should have been approved by both a State Representative and NPIP. *Note: only Participants, NPIP users, and State Representatives are authorized to submit a VS Form 9-3.

- P. A Quantity Summary Report will appear on the next screen
- Q. Select **Edit/Delete (1)** to make any changes to the quantity information.
- R. Click on **Return to Main Page (2)** to continue.
- S. Verify the information in the required fields. If everything is correct, click on **Submit 9-3 (3)** to complete the form.



National Poultry Improvement Plan Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (johnnpip)

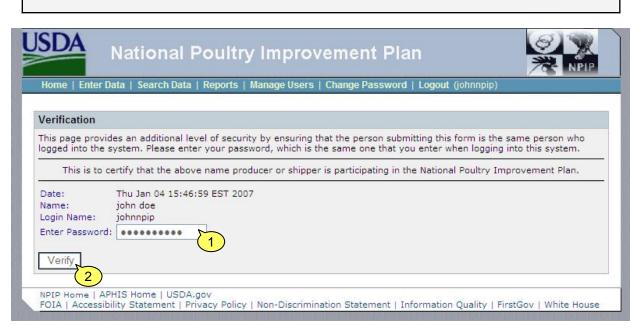
VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults



Completing a VS 9-3 (5 of 5)

Submitting a VS 9-3 requires the corresponding VS 9-5 to be approved. The VS 9-5 should have been approved by both a State Representative and NPIP. *Note: only Participants, NPIP users, and State Representatives are authorized to submit a VS Form 9-3.

- T. After submitting the VS 9-3 a Verification page will appear asking the user to verify their identity by typing in their password.
- U. Enter in the password in the **Enter Password (1)** field.
- V. Click on **Verify (2)** when complete.
- W. When the VS 9-3 has been successfully submitted, there will be a confirmation screen that appears with a Transaction Number and a **PDF file (3)** to print out for the user's private records.
- X. The VS 9-3 is now submitted to the State Representative and NPIP for approval.
- Y. The user can return to the Main Menu by clicking **Return to Main Menu (4)** or clicking on the appropriate field on the **Menu Bar (5)**.





Approving a VS 9-3—State Representative (1 of 2)

Once a VS 9-3 has been submitted, a **State Representative** will approve or reject it. Only an **NPIP** user will only be able to approve or reject the VS 9-3 <u>AFTER</u> the **State Representative** has done so. *<u>Note: only the State Representative</u> and the NPIP user are authorized to approve a VS 9-3.

- A. After the VS 9-3 has been submitted by the user, the **State Representative** will need to log into the system to further process the VS 9-3.
- B. Once the **State Representative** logs into the system, an **Inbox** will appear. The **Inbox** will have links to different functions for which the **State Representative** is responsible. To approve or reject the VS 9-3, the **State Representative** will need to select **Approve/Reject 9-3 (1)**.



Approving a VS 9-3—State Representative (2 of 2)

Once a VS 9-3 has been submitted, a **State Representative** will approve or reject it. Only an **NPIP** user will only be able to approve or reject the VS 9-3 <u>AFTER</u> the **State Representative** has done so. *<u>Note: only the State Representative</u> and the NPIP user are authorized to approve a VS 9-3.

- C. A list of all the VS 9-3s waiting for approval will appear on the screen.
- D. The State Representative can either select the radio button for State App (2) or State Disapp. (3).
- E. The **State Representative** also has the option of approving all the VS 9-3 that are waiting for approval simultaneously by clicking on the **Approve all (4)** button at the bottom of the screen. Selecting the button will fill in all the radio buttons in the **State App. (2)** column.
- F. Once the selection has been made, click on **Submit (5)** to process the form(s).
- G. There will not be a confirmation page that follows after clicking the **Submit (5)** button. If only one record was approved or disapproved that record will be missing from the screen listing all records that are available for approval or disapproval. If all records were approved the screen will have no records available for edits.
- H. NPIP will need to approve the VS 9-3 for the form to be complete.

Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (staterepJohn)

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults Summary

State App.	State Disapp	Trans. ID	App. No	Shipper	Stock Ivne	oduct Type	Classification	Qty	Ship	Date
0 2		3)1	382	lkj lkj	Commercial Production Stock	Eggs	Mycoplasma Gallisepticum Clean	33	VA	Oct 24, 2006
0		621	382	lkj lkj	Commercial Production Stock	Meat	Mycoplasma Synoviae Clean	87	VA	Nov 7, 2006
0	0	522	382	UPdated UPdated	Commercial Production Stock	Eggs	Mycoplasma Synoviae Clean	7676	VA	Oct 24, 2006
					Multiplier Breeding Stock	Meat	Pullorum- Typhoid Clean	12345		
					Commercial Production Stock	Eggs	Mycoplasma Gallisepticum Clean	43333		
0	0	643	382	lkj lkj	Commercial Production Stock	Eggs	Mycoplasma Gallisepticum Clean	33	VA	Nov 7, 2006
0	0	841	VA- 482	John Smith	Primary Breeding Stock	Eggs	Pullorum- Typhoid Clean	2000	VA	Jan 4, 2007

Approving a VS 9-3—NPIP User (1 of 2)

Once a VS 9-3 has been approved by a **State Representative**, **NPIP** will need to approve or reject the form. **NPIP** can approve or reject the VS 9-3 only <u>AFTER</u> the **State Representative** has done so. *<u>Note: State</u> <u>Representatives and NPIP users are the only users authorized to approve a VS 9-3.</u>

- A. After the VS 9-3 has been approved by the **State Representative**, an **NPIP** user will need to log into the system to further process the VS 9-3.
- B. Once the NPIP user logs into the system, an Inbox will appear. The Inbox will have links to different functions the NPIP user is responsible for. To approve or reject the VS 9-3, an NPIP user will need to select Approve/Reject 9-3 (1).



Approving a VS 9-3—NPIP User (2 of 2)

Once a VS 9-3 has been approved by a **State Representative**, **NPIP** will need to approve or reject the form. **NPIP** can approve or reject the VS 9-3 only <u>AFTER</u> the **State Representative** has done so. <u>Note: State</u>

Representatives and NPIP users are the only users authorized to approve a VS 9-3.

- C. A list of all the VS 9-3s waiting for approval will appear on the screen.
- D. The NPIP user can either select the radio button for NPIP App. (2) or NPIP Disapp. (3).
- E. The **NPIP** user also has the option of approving all the VS 9-3 that are waiting for approval simultaneously by clicking on the **Approve all (4)** button at the bottom of the screen. Selecting the button will fill in all the radio buttons in the **NPIP App. (2)** column.
- F. Once the selection has been made, click on **Submit (5)** to process the form(s).
- G. There will not be a confirmation page that follows after clicking the **Submit (5)** button. If only one record was approved or disapproved that record will be missing from the screen listing all records that are available for approval or disapproval. If all records were approved the screen will have no records available for edits.
- H. The VS 9-3 is now successfully complete.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (johnnpip)

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults Summary

NPIP App.	NPIP Disapp.	State App.	Trans. ID	App. No	Shipper		oduct ype	Classification	Qty	Ship to	Date
C (<mark>2</mark>) (3	523	382	lkj lkj	Commercial Production Stock	Eggs	Mycoplasma Gallisepticum Clean	76	VA	Oct 24, 2006
C	C	Y	641	382	lkj lkj	Commercial Production Stock	Eggs	Mycoplasma Gallisepticum Clean	33	VA	Nov 7, 2006
С	С	Y	581	382	lkj lkj	Commercial Production Stoc	Eggs k	Mycoplasma Gallisepticum Clean	3	VA	Oct 25, 2006
C	0	Y	564	382	lkj lkj					VA	Oct 24, 2006
0	0	Y	661	382	bvcbxcvb fdgdsfg	Multiplier Breeding Stock	Eggs	Mycoplasma Synoviae Clean	5	VA	Nov 28, 2006

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Entering a VS 9-8 Flock Inspection & Check Testing Report (1 of 5)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- Click on Enter Data (1) from the menu bar. A.
- B. Select VS Form 9-8 Flock Inspection & Check-Testing Report (2)
- If the user does not have a VS 9-5 associated with their account, there will be a screen that appears with C. instructions that need to be followed prior to submitting VS 9-8.
- D. If the user has multiple VS 9-5s associated with their account, they will need to select the appropriate 9-5 from the drop down menu.





National Poultry Improvement Plan



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VS Form 9-8 Flock Inspection & Check-Testing Report

No 9-5 Registrations Found

You cannot create a new 9-8. You do not have any 9-5 registrations associated with your user account.

You must have at least one registration associated with your account.

9-5 registrations are associated with your account in the following scenarios:

- Submit a new 9-5. If you or anyone at your facility has submitted a 9-5, then you should have access to it.
 A state representative or NPIP administrator manually associates a registration with your user account.

If any of the scenarios listed above has occurred but you are receiving this message, then you should contact your system administrator.

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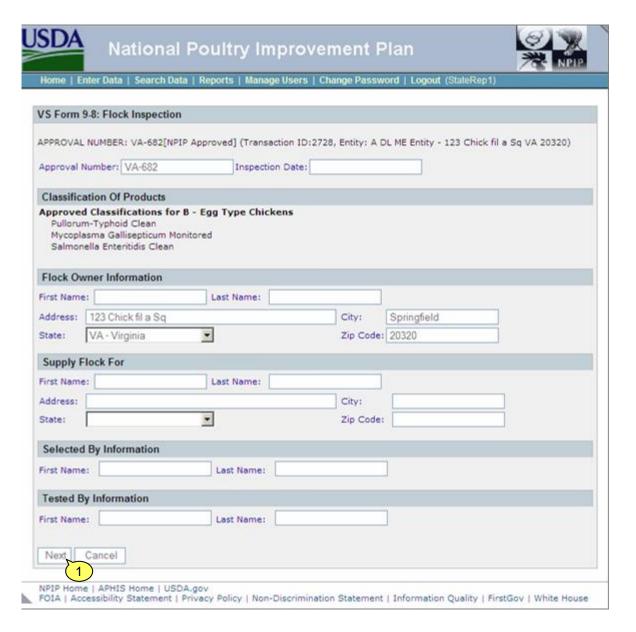


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Entering a VS 9-8 Flock Inspection & Check Testing Report (2 of 5)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- D. Once a VS 9-5 is associated with a user's account, a screen will appear with information that has been transferred over from the associated VS 9-5.
- E. Fill out all the appropriate fields.
- F. When finished, select the **Next (1)** button on the bottom of the screen.



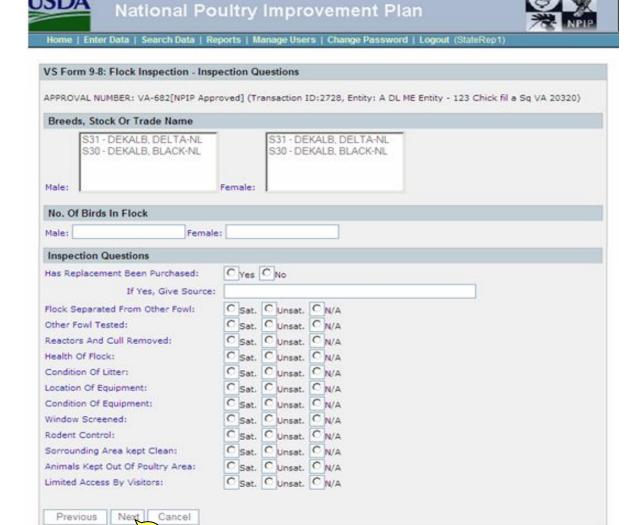
Entering a VS 9-8 Flock Inspection & Check Testing Report (3 of 5)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- G. The stock codes that were selected from the VS 9-5 will appear on the top of the next screen.
- H. Fill out all the appropriate fields.

1

- I. Answer all the **Inspection Questions** by selecting the appropriate radio button. The options are Satisfactory, Unsatisfactory, or N/A. Please choose the best that answers the question.
- J. Once done, select the Next (1) button on the bottom of the page.



Entering a VS 9-8 Flock Inspection & Check Testing Report (4 of 5)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- K. Answer all the **Egg Handling Questions** by selecting the appropriate radio button. The options are Satisfactory, Unsatisfactory, or N/A. Please choose the best that answers the question.
- L. Fill out the appropriate fields in the **Summary** section.
- M. Once complete, select the Submit (1) button on the bottom of the page.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep1)

Egg Handling Questions	
Condition Of Nests:	C Sat. C Unsat. C N/A
Condition Of Containers:	C Sat, C Unsat, C N/A
Frequency Of Collecting:	C Sat. C Unsat. C N/A
Dirty Eggs kept Separated:	C Sat. C Unsat. C N/A
Cleanliness Of Hatching Eggs:	C Sat. C Unsat. C N/A
Egg Grading:	C Sat. C Unsat. C N/A
Egg Room Temperature:	C Sat. C Unsat. C N/A
Egg Room Humidity:	C Sat. C Unsat. C N/A
Egg Room Sanitation:	C Sat. C Unsat. C N/A
Summary	
No. Birds Checked And Tested:	No. Reactors:
Results Of Inspection And Check Te	sting:
Remarks:	

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Entering a VS 9-8 Flock Inspection & Check Testing Report (5 of 5)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- N. After submitting the VS 9-8, a Verification page will appear asking for the User to verify their identity by typing in their password.
- O. Enter in the password in the **Enter Password (1)** field.
- P. Click on **Verify (2)** when complete.
- Q. When the VS 9-8 has been successfully submitted, there will be a confirmation screen that appears.
- R. The VS 9-8 is completely done.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep 1)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

Date: Wed Mar 28 10:05:43 EST 2007

Name: Phil Smith Login Name: StateRep1

Enter Password:



Verify 2

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National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep1)

VS Form 9-8 Flock Inspection & Check-Testing

Report Information

Transaction Number: 321, Created on: 03-28-2007

Your VS form "9-8 Flock Inspection & Check-Testing" was successfully submitted.

Please save or print this page for your records.

Return to Main Menu

NPIP Home | APHIS Home | USDA.gov

Entering a VS 9-9 Hatchery Inspection Report (1 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- A. Click on **Enter Data (1)** from the menu bar.
- B. Select **VS Form 9-9 Hatchery Inspection Report (2)**
- C. If the user does not have a VS 9-5 associated with their account, there will be a screen that will appear informing the user that they need an approved VS 9-5 prior to filling out a VS 9-9.
- D. If the user has multiple VS 9-5 associated with their account, they will have to select the appropriate 9-5 from the drop down menu.







Entering a VS 9-9 Hatchery Inspection Report (2 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- E. Once a VS 9-5 is associated with a user's account, a screen will appear with information that has been transferred over from the associated VS 9-5.
- F. Fill in the appropriate fields.
- G. Select **Add Incubator Details (1)** to add Incubator details. Select **Cancel (2)** to cancel the entire page, or select **Submit 9-9 (3)** to submit the VS 9-9.



Entering a VS 9-9 Hatchery Inspection Report (3 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

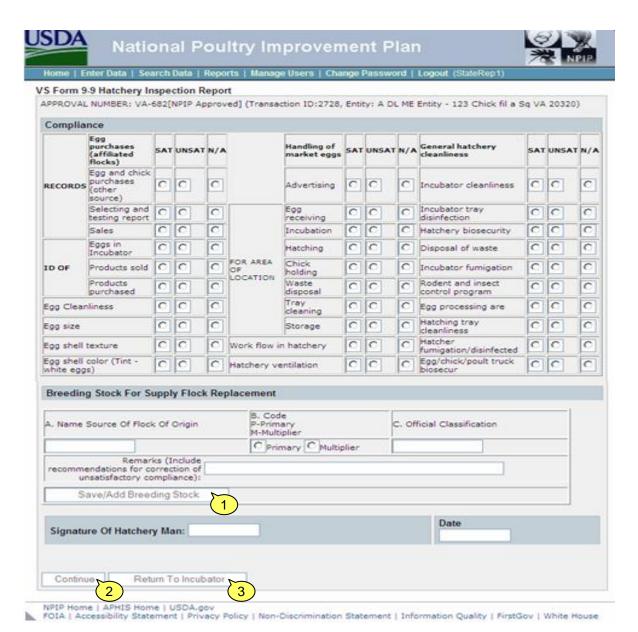
- H. If **Add Incubator Details** was selected, the screen below will appear.
- I. Fill out all the appropriate fields.
- J. Once done, the user can **Save/Add Another (1)** by selecting the Save/Add Another button on the bottom of the screen. Or they can just select the **Save (2)** button to save their current selection.
- K. Select **Return to Main Page (3)** to return to the VS 9-9.



Entering a VS 9-9 Hatchery Inspection Report (4 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- L. Once the selection from the **Add Incubator Details** section is completed and saved, the screen below will appear.
- M. Fill out the appropriate radio button for each section. The options are Satisfactory, Unsatisfactory, or N/A. Please choose the best that answers the question.
- N. Once done, select Save/Add Breeding Stock (1).
- O. Select Continue (2) to continue on with the VS 9-9 or select Return to Incubator (3) to go back to the previous screen.



Entering a VS 9-9 Hatchery Inspection Report (5 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- P. The screen will return back to the first section of the VS 9-9.
- Q. Review the data on the screen.
- R. If the user would like to add Incubator Details, select the **Add Incubator Details (1)** button.
- S. Select **Cancel (2)** to cancel the entire form.
- T. Select **Submit 9-9 (3)** to submit the VS 9-9.



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Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep1)

VS Form 9-9 Hatchery Inspection Report



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Entering a VS 9-9 Hatchery Inspection Report (6 of 6)

Once a VS 9-5 has been submitted, a user will be able to fill out a VS 9-8 Flock Inspection & Check Testing Report.

- N. After submitting the VS 9-9, a Verification page will appear asking for the User to verify their identity by typing in their password.
- O. Enter in the password in the **Enter Password (1)** field.
- P. Click on **Verify (2)** when complete.
- Q. When the VS 9-9 has been successfully submitted, there will be a confirmation screen that appears.
- R. The VS 9-9 is completely done.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep1)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

This is to authorize the hatchery Inspection Report

Date: Wed Mar 28 10:24:45 EST 2007

Name: Phil Smith Login Name: StateRep1

Enter Password:





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Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (StateRep1)

VS Form 9-9 Hatchery Inspection Report

Hatch Inspection Information

Transaction Number: 522. Created on: 03-28-2007

Your VS form 9-9 Hatchery Inspection Report was successfully submitted.

Please save or print this page for your records.

Return to Main Menu

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Entering a Commercial Participant Registration (1 of 3)

A commercial participant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the commercial participant does not have access to the system (User name and password).

- A. After logging into the system, click on **Enter Data (1)** on the menu bar.
- B. Click on the Commercial Participant Registration (2) link.

National Poultry Improvement Plan Home Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP) Please select an action from the menu bar above, or select one of the links below. Inbox | Items Approve/Reject 9-5 | 1 | Approve/Reject 9-3 | 0 | Approve/Reject Commercial 9-5 | 3 | Approve/Reject Slaughter Plant/Egg Processing Plant Registration 3 My Alerts View my Alerts | 0 | Display User Guide (6 MB) |

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Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP

Click one of the links below to begin entering Breeder data

VS Form 9-2 Flock Selecting and Testing Report

VS Form 9-2 Flock Selecting and Testing Report Renewal

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks

VS Form Authorized Laboratories

VS Form 9-8 Flock Inspection & Check-Testing Report

VS Form 9-9 Hatchery Inspection Report

Click one of the links below to begin entering Commercial data

Commercial Participant Registration
Slaughter Plant Registration
Slaughter Plant Testing
Egg Processing Plant Registration
Egg Processing Plant Testing

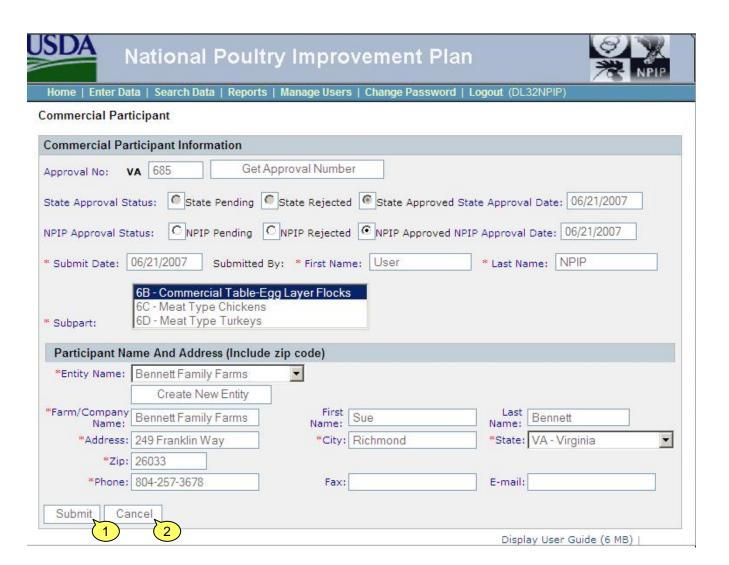
Display User Guide (6 MB) |

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Entering a Commercial Participant Registration (2 of 3)

A commercial participant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the commercial participant does not have access to the system (User name and password).

- C. Fill out all the required fields marked was a red asterisk.
- D. Once all the fields are filled in, click **Submit (1)** to submit the registration or click **Cancel (2)** to go back to the previous page.



Entering a Commercial Participant Registration (3 of 3)

A commercial participant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the commercial participant does not have access to the system (User name and password).

- E. Once the submit button is clicked, there will be a page that appears asking for the user to enter their password. Please enter your password and click the **Verify (1)** button on the bottom of the screen.
- F. After the password is verified, a page will appear showing that the Commercial Registration has successfully been submitted.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

Date: Thu Jun 21 10:50:56 EDT 2007

Name: User NPIP
Login Name: DL32NPIP
Enter Password:

Verify 1

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Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Commercial Participant Registration

Registration Information

Transaction Number: 3468. Created on: 06-21-2007

Your Commerical Registration was successfully submitted. Please save or print this page for your records.

The approval number is VA-685.

Return to Main Menu

Display User Guide (6 MB)

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Entering a Slaughter Plant Registration (1 of 3)

- A Slaughter Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Slaughter Plant does not have access to the system (User name and password).
- A. Starting from the Enter Data portion of the menu bar, select Slaughter Plant Registration (1)



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Click one of the links below to begin entering Breeder data

VS Form 9-2 Flock Selecting and Testing Report

VS Form 9-2 Flock Selecting and Testing Report Renewal

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults

VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks

VS Form Authorized Laboratories

VS Form 9-8 Flock Inspection & Check-Testing Report

VS Form 9-9 Hatchery Inspection Report

Click one of the links below to begin entering Commercial data

Commercial Participant Registration

Slaughter Plant Registration

Slaughter Plant Testing

Egg Processing Plant Registration

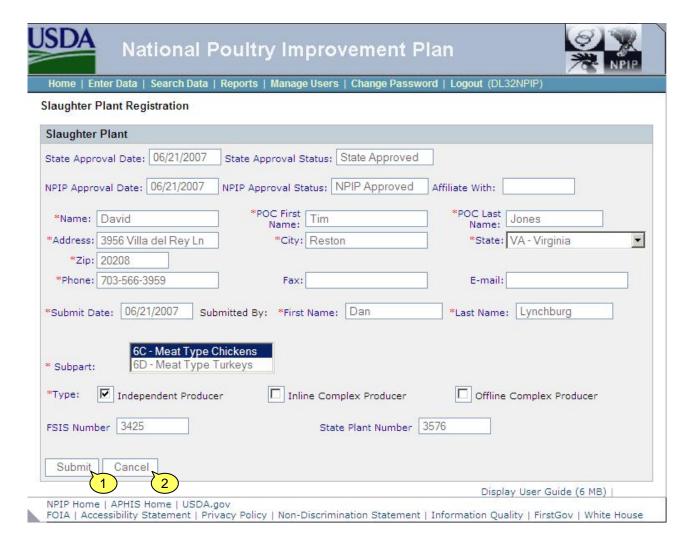
Egg Processing Plant Testing

Display User Guide (6 MB)

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Entering a Slaughter Plant Registration (2 of 3)

- A Slaughter Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Slaughter Plant does not have access to the system (User name and password).
- B. Fill out all the required fields marked was a red asterisk.
- C. Once all the fields are filled in, click **Submit (1)** to submit the registration or click **Cancel (2)** to go back to the previous page.



Entering a Slaughter Plant Registration (3 of 3)

- A Slaughter Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Slaughter Plant does not have access to the system (User name and password).
- D. Once the submit button is clicked, there will be a page that appears asking for the user to enter their password. Please enter your password and click the **Verify (1)** button on the bottom of the screen.
- E. After the password is verified, a page will appear showing that the Registration has successfully been submitted.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

Date: Thu Jun 21 11:03:04 EDT 2007

Name: User NPIP Login Name: DL32NPIP

Enter Password:

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Verify

National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Slaughter Plant Registration Success

Registration Information

Transaction Number: 201. Created on: 06-21-2007

Your registration was successfully submitted. Please save or print this page for your records.

Return to Main Menu

Display User Guide (6 MB)

NPIP Home | APHIS Home | USDA.gov

Entering a Slaughter Plant Test (1 of 5)

Once a Slaughter Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Slaughter Plant.

A. Starting from the Enter Data link on the menu bar, select Slaughter Plant Testing (1).



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Click one of the links below to begin entering Breeder data

VS Form 9-2 Flock Selecting and Testing Report

VS Form 9-2 Flock Selecting and Testing Report Renewal

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults

VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks

VS Form Authorized Laboratories

VS Form 9-8 Flock Inspection & Check-Testing Report

VS Form 9-9 Hatchery Inspection Report

Click one of the links below to begin entering Commercial data

Commercial Participant Registration

Slaughter Plant Registration

Slaughter Plant Testing

Egg Processing Plant Regi

Egg Processing Plant Testing

Display User Guide (6 MB) |

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Entering a Slaughter Plant Test (2 of 5)

Once a Slaughter Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Slaughter Plant.

- B. Fill in all the required fields indicated by a red asterisk.
- C. Once all the required fields are filled in, click on the **Enter Test Results (1)** button on the bottom of the screen. To cancel and go back to the previous screen, click **Cancel (2)**.



National Poultry Improvement Plan

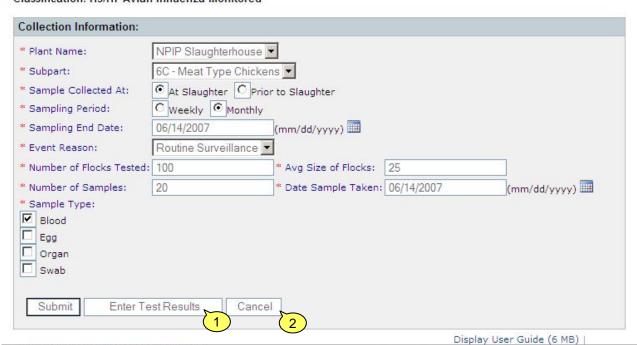


Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

National Chicken Council Summary Data

Classification: H5/H7 Avian Influenza Monitored

Required Fields

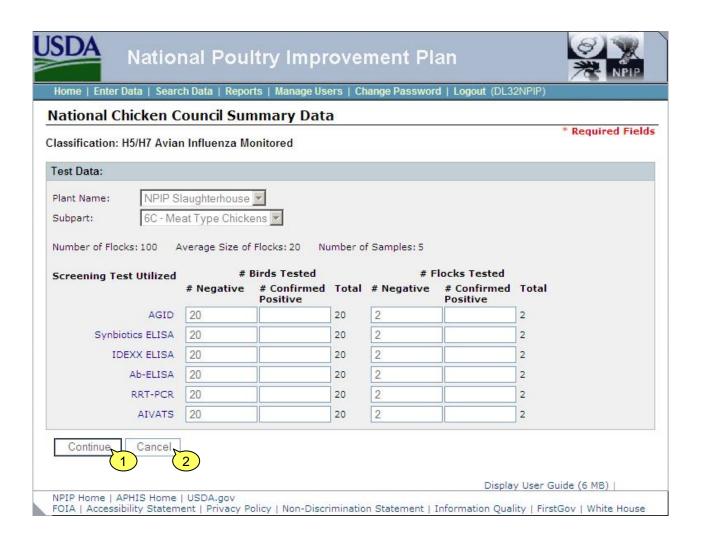


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Entering a Slaughter Plant Test (3 of 5)

Once a Slaughter Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Slaughter Plant.

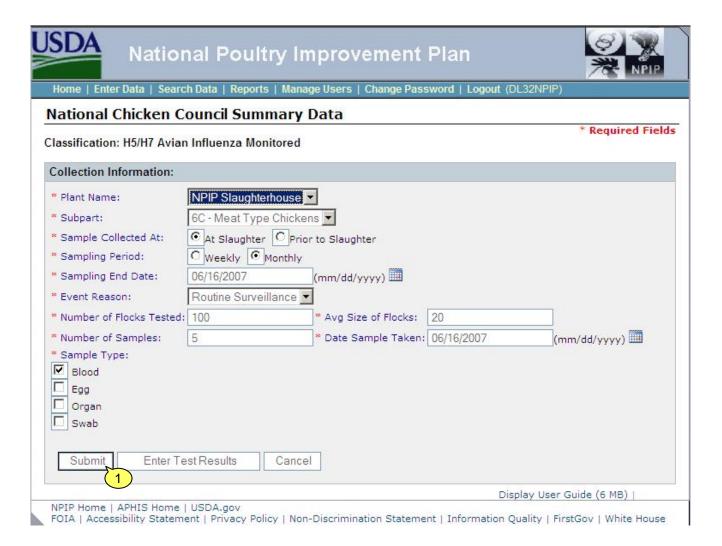
- D. A page will appear that will allow you to fill out all the test data.
- E. Once results are filled out, click on the **Continue (1)** button at the bottom to proceed or click **Cancel (2)** to go back to the previous page without saving the test results.



Entering a Slaughter Plant Test (4 of 5)

Once a Slaughter Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Slaughter Plant.

- F. After clicking **Continue**, The original Test page will appear.
- G. If all the data is correct, click on the **Submit (1)** button on the bottom of the screen.



Entering a Slaughter Plant Test (5 of 5)

Once a Slaughter Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Slaughter Plant.

- H. Once the submit button is clicked, there will be a page that appears asking for the user to enter their password. Please enter your password and click the **Verify (1)** button on the bottom of the screen.
- After the password is verified, a page will appear showing that the test has successfully been submitted.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

Date: Thu Jun 21 11:03:04 EDT 2007

Name: User NPIP
Login Name: DL32NPIP
Enter Password:

Verify 1

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Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Registration Information

Transaction Number: 201. Created on: 06-21-2007

Your registration was successfully submitted. Please save or print this page for your records.

Return to Main Menu

Display User Guide (6 MB)

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Entering Egg Processing Plant Registration (1 of 3)

An Egg Processing Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Egg Processing Plant does not have access to the system (User name and password).

A. Starting from the Enter Data link on the menu bar, select **Slaughter Plant Testing (1)**.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Click one of the links below to begin entering Breeder data

VS Form 9-2 Flock Selecting and Testing Report

VS Form 9-2 Flock Selecting and Testing Report Renewal

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults

VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks

VS Form Authorized Laboratories

VS Form 9-8 Flock Inspection & Check-Testing Report

VS Form 9-9 Hatchery Inspection Report

Click one of the links below to begin entering Commercial data

Commercial Participant Registration Slaughter Plant Registration Slaughter Plant Testing

Egg Processing Plant Registration

Egg Processing Plant Testing

1

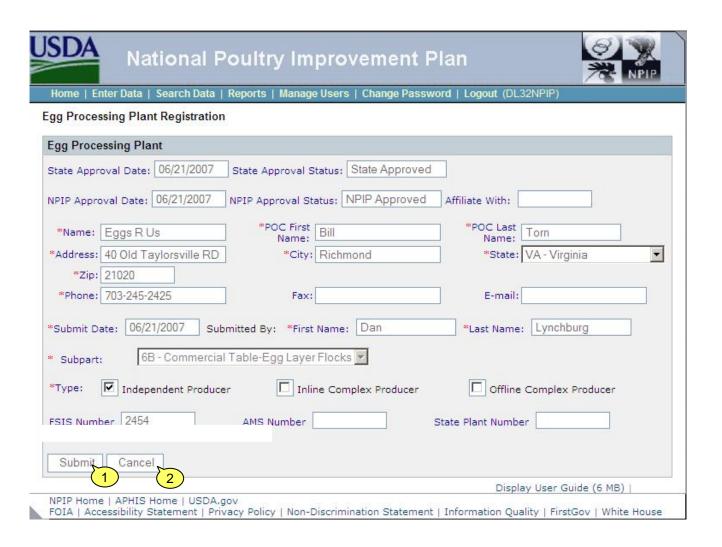
Display User Guide (6 MB) |

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Entering Egg Processing Plant Registration (2 of 3)

An Egg Processing Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Egg Processing Plant does not have access to the system (User name and password).

- B. Fill out all the required fields marked was a red asterisk.
- C. Once all the fields are filled in, click **Submit (1)** to submit the registration or click **Cancel (2)** to go back to the previous page.



Entering Egg Processing Plant Registration (3 of 3)

An Egg Processing Plant will need to fill out a registration to become part of the system. A State Representative or NPIP will be able to set up the account if the Egg Processing Plant does not have access to the system (User name and password).

- D. Once the submit button is clicked, there will be a page that appears asking for the user to enter their password. Please enter your password and click the **Verify (1)** button on the bottom of the screen.
- E. After the password is verified, a page will appear showing that the Egg Processing Plant Registration has successfully been submitted.





Egg Processing Plant Registration Success



Display User Guide (6 MB) |

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Entering an Egg Processing Plant Test (1 of 5)

Once an Egg Processing Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Egg Processing Plant.

A. Starting from the Enter Data link on the menu bar, click on the Egg Processing Plant Testing (1) link.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Click one of the links below to begin entering Breeder data

VS Form 9-2 Flock Selecting and Testing Report

VS Form 9-2 Flock Selecting and Testing Report Renewal

VS Form 9-3 Report of Sales of Hatching Eggs, Chicks, and Poults

VS Form 9-5 Report of Hatcheries, Dealers, and Independent Flocks

VS Form Authorized Laboratories

VS Form 9-8 Flock Inspection & Check-Testing Report

VS Form 9-9 Hatchery Inspection Report

Click one of the links below to begin entering Commercial data

Commercial Participant Registration Slaughter Plant Registration Slaughter Plant Testing Egg Processing Plant Registration

Egg Processing Plant Testing

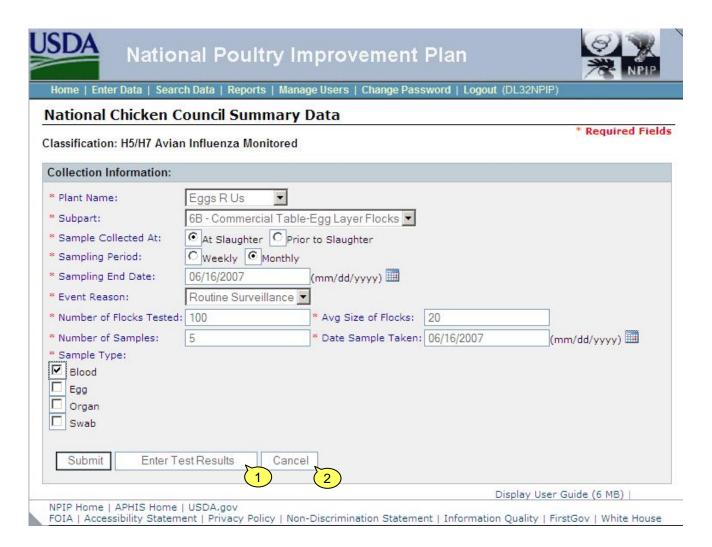
NPIP Home | APHIS Home | USDA.gov

Display User Guide (6 MB) |

Entering an Egg Processing Plant Test (2 of 5)

Once an Egg Processing Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Egg Processing Plant.

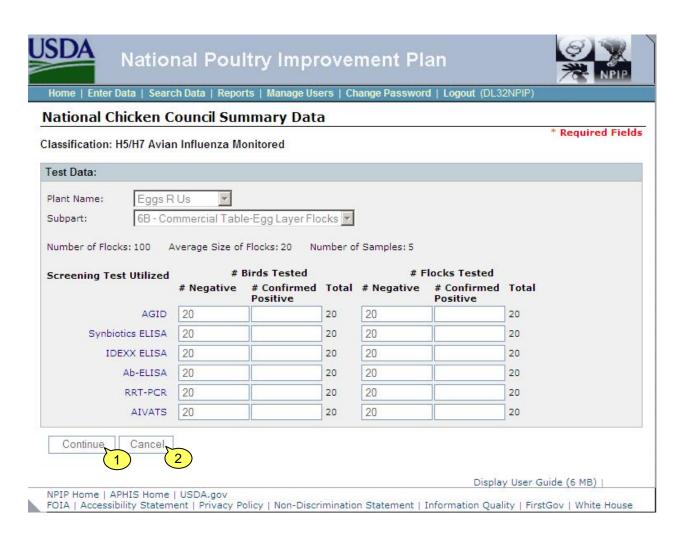
- B. Fill in all the required fields indicated by a red asterisk.
- C. Once all the required fields are filled in, click on the **Enter Test Results (1)** button on the bottom of the screen. To cancel and go back to the previous screen, click **Cancel (2)**.



Entering an Egg Processing Plant Test (3 of 5)

Once an Egg Processing Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Egg Processing Plant.

- D. A page will appear that will allow you to fill out all the test data.
- E. Once results are filled out, click on the **Continue (1)** button at the bottom to proceed or click **Cancel (2)** to go back to the previous page without saving the test results.



Entering an Egg Processing Plant Test (4 of 5)

Once an Egg Processing Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Egg Processing Plant.

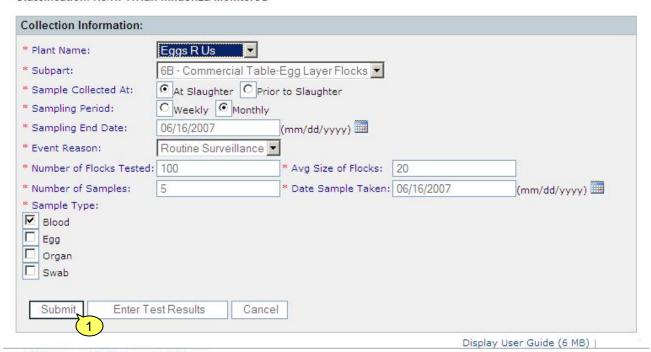
- F. After clicking **Continue**, The original Test page will appear.
- G. If all the data is correct, click on the **Submit (1)** button on the bottom of the screen.



National Chicken Council Summary Data

Classification: H5/H7 Avian Influenza Monitored

* Required Fields



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Entering an Egg Processing Plant Test (5 of 5)

Once an Egg Processing Plant is part of the NPIP system, they will be able to enter in Test data. A State Representative or a NPIP user will also have permission to enter in Test Data for a Egg Processing Plant.

- H. Once the submit button is clicked, there will be a page that appears asking for the user to enter their password. Please enter your password and click the **Verify (1)** button on the bottom of the screen.
- I. After the password is verified, a page will appear showing that the test has successfully been submitted.



National Poultry Improvement Plan



Home | Enter Data | Search Data | Reports | Manage Users | Change Password | Logout (DL32NPIP)

Verification

This page provides an additional level of security by ensuring that the person submitting this form is the same person who logged into the system. Please enter your password, which is the same one that you enter when logging into this system.

Date: Thu Jun 21 13:48:36 EDT 2007

Name: User NPIP Login Name: DL32NPIP

Enter Password:



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Registration Information

Transaction Number: 201. Created on: 06-21-2007

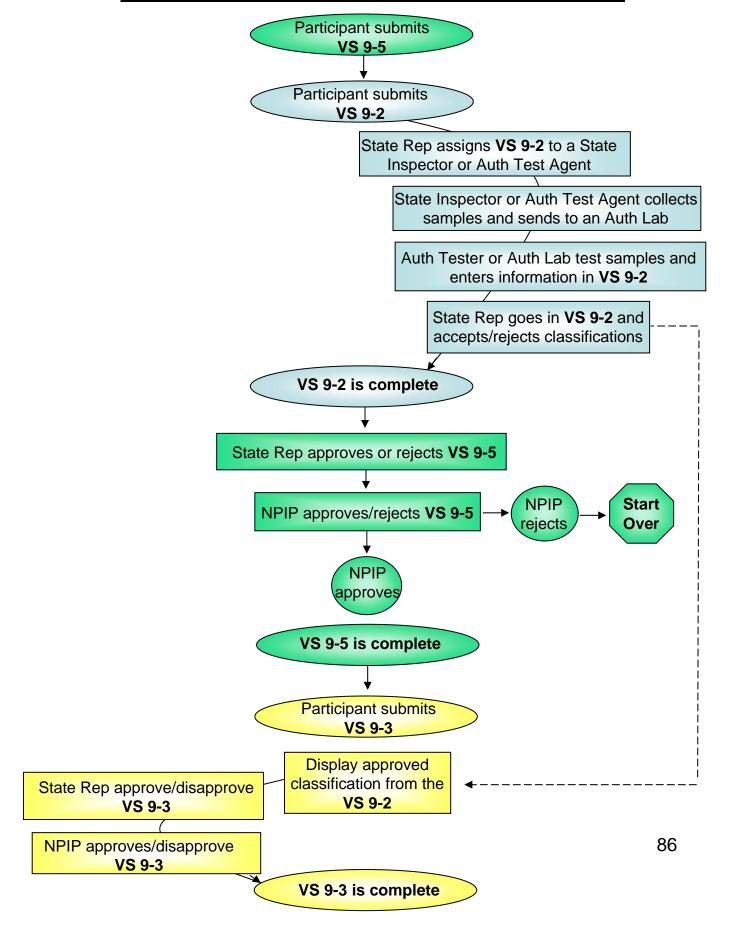
Your registration was successfully submitted. Please save or print this page for your records.

Return to Main Menu

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Appendix A Create New VS 9-5 or Add Classification to VS 9-5



Appendix B VS 9-2 and VS 9-2 Renewal

