

Instructions for Completing Electronic VS 9-3 Form

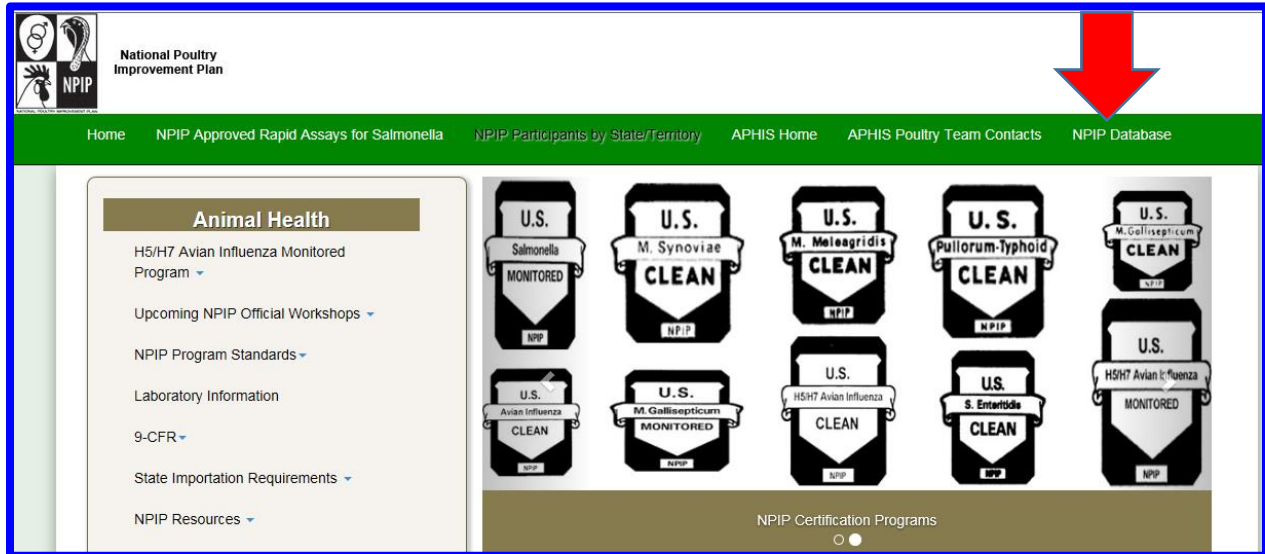
Username and password will be received in an email from penny.e.kesler@aphis.usda.gov

Passwords are case sensitive.

Username and password cannot be changed by the participant or the OSA.

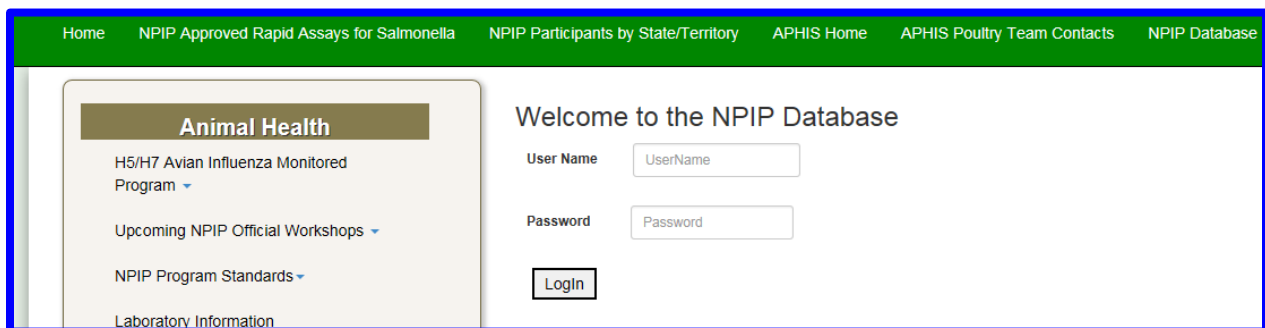
The website for the NPIP database is www.poultryimprovement.org.

A partial screen print of the NPIP website home page is shown below. Follow the steps to complete a VS 9-3 Form.



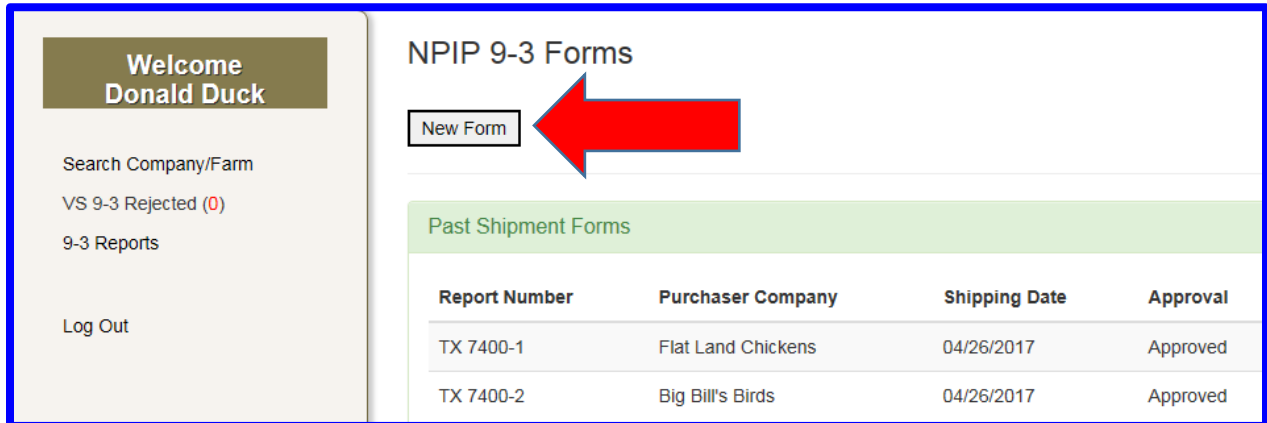
1. Click on the Tab: **NPIP Database**

2. Login to the database using assigned username and password. Passwords are case sensitive.



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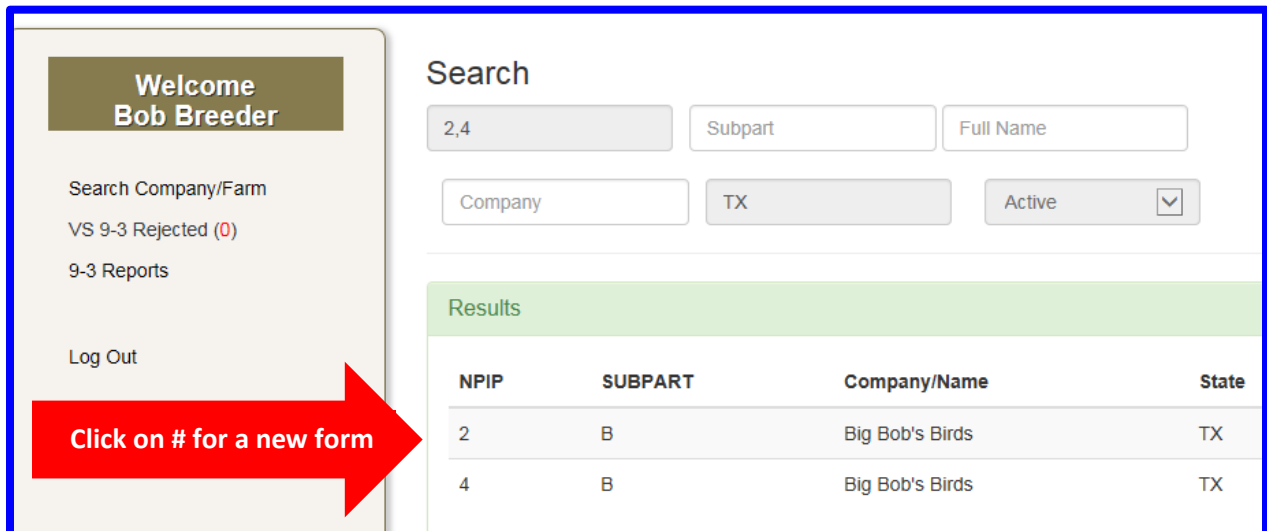
3. Home Screen for 9-3 Forms for **participants with only 1 NPIP** number is shown in the screen shot below. To begin a 9-3 form in the database, click on the **New Form** button near the top of the screen. This opens a blank form for you to complete.



The screenshot shows the 'NPPIP 9-3 Forms' interface. On the left is a sidebar with a 'Welcome Donald Duck' header and navigation links: 'Search Company/Farm', 'VS 9-3 Rejected (0)', '9-3 Reports', and 'Log Out'. The main content area is titled 'NPPIP 9-3 Forms' and features a 'New Form' button with a red arrow pointing to it. Below this is a section for 'Past Shipment Forms' containing a table with the following data:

Report Number	Purchaser Company	Shipping Date	Approval
TX 7400-1	Flat Land Chickens	04/26/2017	Approved
TX 7400-2	Big Bill's Birds	04/26/2017	Approved

4. Home Screen for 9-3 Forms for **participants that have multiple NPIP numbers** is shown in the screen shot below. To begin a 9-3 form in the database, **click on the NPIP number** for which you wish to complete a form. This opens a blank form for you to complete.



The screenshot shows the search results page. The sidebar on the left is titled 'Welcome Bob Breeder' and includes the same navigation links as the previous screenshot. The main content area is titled 'Search' and shows search criteria: '2,4' in the search box, 'Subpart' selected, and 'Full Name' in the dropdown. Below the search criteria is a 'Results' section with a table containing the following data:

NPIP	SUBPART	Company/Name	State
2	B	Big Bob's Birds	TX
4	B	Big Bob's Birds	TX

A red arrow points from the text 'Click on # for a new form' to the NPIP number '2' in the first row of the results table.

Instructions for Completing Electronic VS 9-3 Form

Upon selecting “New Form” or the desired number for the new form, a blank 9-3 form will display for completion. The top portion of the form is shown in the following screen shot:

The screenshot shows the top portion of the VS 9-3 form. On the left is a navigation menu with the following items: "Welcome Donald Duck", "Search Company/Farm", "VS 9-3 Rejected (0)", "9-3 Reports", and "Log Out". The main form area contains the following fields and annotations:

- REPORT NUMBER:** A text box containing "TX 1-1". A blue callout box above it says "Auto populates; cannot edit" with a red arrow pointing to the field.
- DATE OF SHIPMENT:** A text box with a calendar icon. A blue callout box above it says "Select/enter Date of shipment" with a red arrow pointing to the field.
- Purchaser:** A section header with a red callout box below it saying "Enter information for purchaser".
- First Name:** A text box.
- Last Name:** A text box.
- Company:** A text box.
- Address:** A text box.
- City:** A text box.
- State:** A dropdown menu with "SELECT ONE" and a downward arrow.
- Zip:** A text box.
- Phone Number:** A text box.
- Email:** A text box.

Report Number auto populates and cannot be edited. Report number consists of your 2 letter state code and your numerical NPIP number followed by a dash and a number. The number after the dash will increase by one with each form that you complete.

5. Date of Shipment: Enter the shipment date (MM/DD/YYYY) or click on the calendar and select the date.

6. Purchaser: Enter information for purchaser.

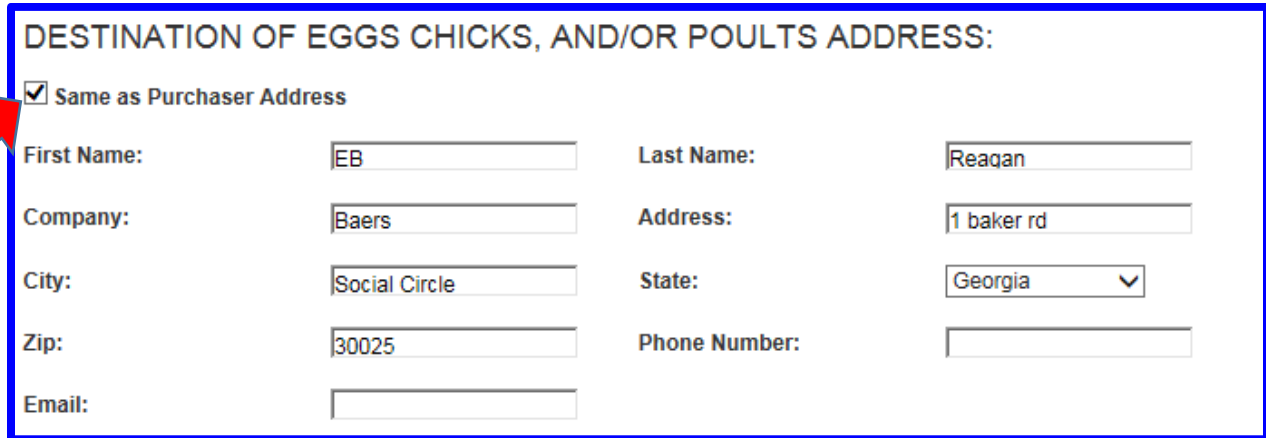
7. Producer or Shipper: Information auto populates from data stored in database for your NPIP number. If producer/shipper information is incorrect, contact the Official State Agency (OSA) for your State for corrections.

The screenshot shows the "Producer or Shipper" section of the form. A red callout box above the section says "Information auto populates; contact OSA if correction is needed" with a red arrow pointing to the section header. The fields are pre-filled with the following information:

- First Name:** Donald
- Last Name:** Duck
- Company:** Big Chicken Ranch
- Address:** 123 Flying High Road
- City:** Turkey
- State:** Texas (dropdown menu)
- Zip:** 79261
- Phone Number:** 111-555-9999
- Email:** dduck@email.com

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8. Destination of Eggs, Chicks, and/or Poults: If the destination and the purchaser's address are the same, click on the box labeled "Same as Purchaser Address" and the information will auto populate. If it is different, enter destination information. The address must be a physical location. **The destination address cannot be a PO Box.**



DESTINATION OF EGGS CHICKS, AND/OR POULTS ADDRESS:

Same as Purchaser Address

First Name: Last Name:

Company: Address:

City: State:

Zip: Phone Number:

Email:

9. Enter the following:

Quantity: Number of each kind of product

Variety, Strain or Trade Name: Use a separate line for each

Product: Describe each product by clicking on one of the 5 choices

Sex: Click on one of the 3 choices; use "straight run" for eggs

Type: Click on one of the 3 choices under the 3 headings as follows:

Commercial Production Stock: Products (eggs or baby poultry) not intended to be used for breeding purposes.

Multiplier Breeding Stock: Breeding stock whose progeny will be used for commercial egg or meat production or exhibition purposes and not intended for further reproduction.

Primary Breeding Stock: Breeding stock whose progeny will be used for further reproduction.

Classification: Auto populates from information in the database. Contact your OSA if corrections need to be made.

Notes:

1. The 9-3 form only allows for 4 entries per form. If the shipment has more than 4 varieties and sexes, use additional forms as needed.
2. Quantity and Variety are initially entered on the line containing Product and Sex. The values for Quantity and Variety will carry down to the next 2 portions of the form (Type (Intended Use) and Classifications). This is for ease of completing the form without having to scroll up to see the values for these fields. Quantity and Variety values cannot be edited from the Type or Classification sections of the form. Return to the section of the form containing Product and Sex to edit Quantity and Variety values.

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Quantity	Variety, Strains or Trade Name	Product					Sex		
		Chicken Eggs	Turkey Eggs	Chicks	Poults	Other	Straight-run	Females	Males
<input type="text" value="100"/>	<input type="text" value="S1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="20"/>	<input type="text" value="S1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Quantity	Variety, Strains or Trade Name	Type (Intended Use)								
		Commercial Production Stock			Multiplier Breeding Stock			Primary Breeding Stock		
		Eggs	Meat	Other	Eggs	Meat	Other	Eggs	Meat	Other
<input type="text" value="100"/>	<input type="text" value="S1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="20"/>	<input type="text" value="S1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Quantity	Variety, Strains or Trade Name	Classification - US	
		U.S. Avian Influenza Clean	US Pullorum-Typhoid Clean
<input type="text" value="100"/>	<input type="text" value="S1"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="20"/>	<input type="text" value="S1"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="0"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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10. **Remarks:** Enter any comments, permit numbers, etc.

The screenshot shows a form completion interface. At the top, there is a 'Remarks:' label followed by a large red arrow pointing to a text input field. Below this field is a blue button labeled 'Submit to OSA' and a white button labeled 'Save Form'. A red arrow points to the 'Submit to OSA' button, and another red arrow points to the 'Save Form' button.

11. **Two options for the form:**

Submit to OSA: sends form to OSA for review and approval.

Save Form: saves the form for review or edits. **Does not** send form to OSA for approval.

Notes concerning "Save Form":

The screen shot below shows an example of what you will see on your home page when a form has been saved. Note the status is **Saved** for Report Number TX 1-4. Clicking on the record will cause it to open for review, edits and submission to OSA or Cancellation.

The screenshot shows the 'NPIP 9-3 Forms' home page. On the left, there is a sidebar with 'Welcome Donald Duck', 'Search Company/Farm', 'VS 9-3 Rejected (0)', '9-3 Reports', and 'Log Out'. The main content area has a 'New Form' button and a 'Past Shipment Forms' section. The table below shows a single record with the status 'Saved' highlighted by a red arrow.

Report Number	Purchaser Company	Shipping Date	Approval
TX 1-4	Little Birds	06/06/2017	Saved

Notes concerning "Submit to OSA":

After clicking on Submit to OSA, you will have the following options:

1. **Email to purchaser-** when this option is selected, the email address entered under the purchaser's section of the 9-3 form is used.
2. **Print Form-** when this option is selected, it will open to another screen with a pdf of the form that can be printed for your records.
3. **New Form—**when this option is selected, it will open to a blank 9-3 form should you need to complete additional forms at this time.

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Screen shot of options after clicking on Submit to OSA:

Email To Purchaser

Print Form

New Form

Screen shot of page when Print Form option is selected:


REPORT OF SALES OF HATCHING EGGS, CHICKS AND POULTS

REPORT NUMBER: TX 1-5 DATE OF SHIPMENT: 06/06/2017

NAME, PHYSICAL ADDRESS AND PHONE NUMBER OF PURCHASER:
Daffy Duck Little Birds 1 Duck Rd College Station, TX 77841 Phone:

DESTINATION OF EGGS CHICKS, AND/OR POULTS ADDRESS:
Daffy Duck Little Birds 1 Duck Rd College Station, TX 77841 Phone:

NAME, PHYSICAL ADDRESS AND PHONE NUMBER OF SHIPPER:
Donald Duck Big Chicken Ranch 123 Flying High Road Turkey, TX 79261 Phone:




NATIONAL POULTRY IMPROVEMENT PLAN

Quantity	Variety, Strains or Trade Name	Product					Sex			Type (Intended Use)									Classification - U.S.
										Commercial Production Stock			Multiplier Breeding Stock			Primary Breeding Stock			
		Chicken Eggs	Turkey Eggs	Chicks	Poults	Other	Straight-run	Females	Males	Eggs	Meat	Other	Eggs	Meat	Other	Eggs	Meat	Other	
120	S1B	X					X							X					X
10	S1W			X					X					X					X

Remarks:

State Inspector Signature: 06/06/2017

This is to certify that the above name producer or shipper is participating in the National Poultry Improvement Plan



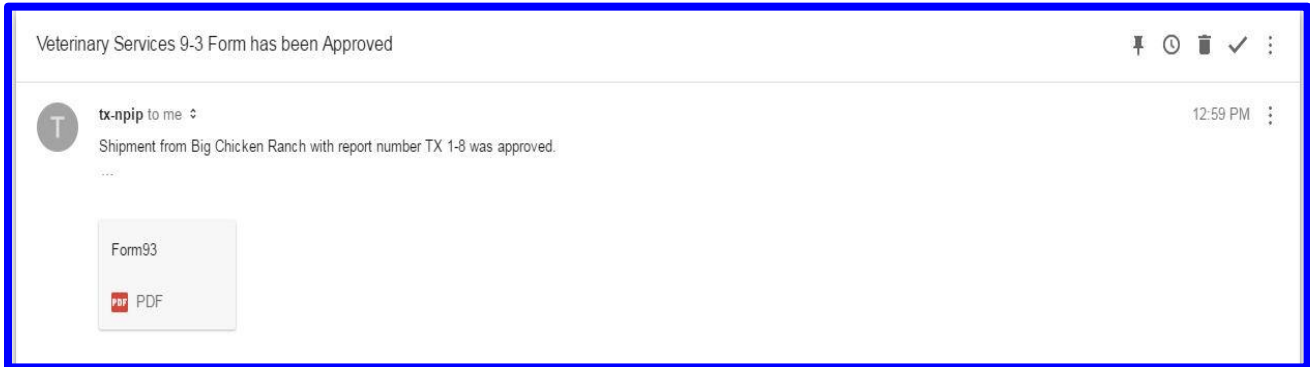
VS Form 9-3

Note that the form that is submitted for approval will only have one OSA signature.

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After the OSA for your State has approved the shipment, an e-mail will be submitted back to you stating: "Veterinary Services 9-3 Form has been approved." A PDF version of the approved form will be attached to the e-mail.

Copy of screen shot of approval email from OSA:



Copy of screen shot of approved VS 9-3 Form:

REPORT OF SALES OF HATCHING EGGS, CHICKS AND POULTS

REPORT NUMBER
TX 1-8

NAME, PHYSICAL ADDRESS AND PHONE NUMBER OF PURCHASER
Joe Pen Blue Pen Poultry 1254 FM 3232 Enloe, TX 75441 Phone:

DESTINATION OF EGGS CHICKS, AND/OR POULTS ADDRESS
Joe Pen Blue Pen Poultry 1254 FM 3232 Enloe, TX 75441 Phone:

NAME, PHYSICAL ADDRESS AND PHONE NUMBER OF SHIPPER
Donald Duck Big Chicken Ranch 123 Flying High Road Turkey, TX 79261 Phone:

DATE OF SHIPMENT
06/06/2017

Quantity	Variety, Strains or Trade Name	Product					Sex			Commercial Production Stock			Type (intended Use) Multiplier Breeding Stock			Primary Breeding Stock			Classification - U.S.
		Chicken Eggs	Turkey Eggs	Chicks	Poults	Other	Straight-run	Females	Males	Eggs	Meat	Other	Eggs	Meat	Other	Eggs	Meat	Other	
5	W1	X					X											X	X

Remarks

State Inspector Signature:

This is to certify that the above name producer or shipper is participating in the National Poultry Improvement Plan

This is to certify that the description and classification of the products listed above are properly indicated

JC Essler 06/06/2017

JC Essler 06/06/2017

Note that the approved form will have two signatures from the OSA.