

PSEUDORABIES PROGRAM REVIEW CHECKLIST

The purpose of this checklist is for the reviewer to become familiar with station and program review procedures. Furthermore, a listing of specific items to review is included to assure pertinent items are considered in this reviewing process.

.....

- Obtain, read and review a copy of Veterinary Services Memorandum (VS Memorandum) 515.1. The subject of this memorandum includes guidelines for Veterinary Services program and station reviews.
- Obtain, read and review copies of previous program or station reviews conducted in the past five years for this state. This information will summarize activities, findings, and recommendations described previously.
- Obtain a list of key individuals that participate or have participated with the eradication program in this state. These individuals may include: legislators, Secretary of Agriculture, State Veterinarian, program coordinators, extension veterinarian, laboratory directors, executive officer of state livestock producer associations, executive director of market association, executive director of the state veterinary medical association, members of the advisory committee, and any other applicable allied industry official.
- Twelve major areas to consider in this review effort include:
 1. Program Planning, Leadership, Direction and Administration
 2. Cooperation
 3. Laws and Regulations
 4. Public Information and Education for the Producer and the Veterinarian
 5. Program Records
 6. Infected Herd Management
 7. Epidemiology
 8. Laboratory
 9. Herd Statuses, Herd Certifications, and State Status
 10. Surveillance
 11. Compliance
 12. Miscellaneous

I. Program Planning, Leadership, Direction and Administration

- Identify who is involved and responsible for program leadership.
- Evaluate program direction and progress.
- List who is (are) the person(s) that provide day to day direction for this program.
- Which groups, individuals, committees advise this (these) leader(s)?
- Identify future goals, timetables and projections signifying plans for future progress of this program.
- Identify the current pseudorabies stage for the state.
- What is the future date this state will advance to the next stage?
- Determine the future date, program leaders suggest eradication will be completed.
 - If several individuals were interviewed, record the range of dates given.
- How often does the leadership meet to discuss eradication and program issues?
- How often have office and field staff meetings been held to discuss program activities? Are these meetings scheduled regularly?
- Are meetings convened for proactive or reactive reasons?
- Are sufficient funds available to carry out eradication plans?

- List the sources of funding.
- Identify segments of the program, if any, experiencing delays due to insufficient funds?
- Identify segments of the program, if any, where funds are not used efficiently.
- Review State-Federal Cooperative Agreements and other funding sources.
- Is sufficient documentation available to verify funding expenditures?
- Are all funding needs being met to assure progress is being made?
- Are fee basis payments being made in accordance with VS Memorandum 534.2?
- What proportion of the funding is expended toward administrative costs?
- What proportion of the funding is expended directly to program costs?
- Have all field and office staff vacancies been filled or being filled expeditiously?
- Are transportation, equipment and supply needs being met in a timely manner?
 - Have equipment and apparel been issued to field staff to assure biosecurity procedures are followed?
- Evaluate the morale between regulatory field, office and supervisory staff.
 - Is there a sense of teamwork or adversity?
 - Are program activities completed in a timely manner by personnel assigned the task?

II. Cooperation

- Determine the cooperation among State, Federal and Industry participants.
- Identify support from the Industry.
 - Are newsletters, news releases, meetings, and other methods to disseminate educational materials produced regularly to inform program participants about the program?
 - Interview veterinarians, producers, market operators, and elected members of producer groups to determine their opinions about this program.
- Is the Industry demonstrating a desire to push toward eradication at a faster rate or is the Industry demonstrating a desire to slow down?
- Are the regulatory personnel demonstrating a desire to push toward eradication faster, or are the regulatory personnel demonstrating a desire to slow down?

III. Laws and Regulations

- Obtain, read and review the Federal, and State laws applicable to this program.
 - The most recent version of State-Federal-Industry Program Standards (Program Standards) APHIS 91-55-035. CFR Title 9 Parts 71, 76, 85 should be reviewed for further reference.
- Determine if these regulations adequately address all areas needed for the eradication of this disease from the state.
- Are the laws current or outdated?
- Do state laws and regulations include all requirements detailed in the Program Standards?
- Do state regulation conflict with federal regulations?
- Seek the opinion from program managers, regulatory field and office staff, members of advisory committees, practicing veterinarians, producer association officers and staff and pork producers.
 - Identify and list laws and regulations they determine inadequate, confusing, or non-essential.
 - Identify and list laws and regulations they determine are needed to assist in moving the program in a positive manner toward a successful conclusion.

IV. Public Information and Education for the Producer and the Veterinarian

- Is there an organized public information program on pseudorabies in the state?
 - Who is involved with producing materials and planning this program?
 - Do State and Federal regulatory veterinarians provide programs and information to producers in their areas?

- Identify and describe informational materials to provide to the target audience, if needed.
- Are reports created which chart progress and have they been distributed regularly to program participants?
- Is information regarding additions, changes and updates to regulations distributed to individuals affected by these regulations?

V. Program Records

- Where are the records located?
 - Is there a sufficient number of clerical staff to keep records updated and filed properly?
 - How much of the record keeping activity is manual versus computerized?
 - Are records easily accessible to the regulatory staff and program managers?
 - Are records comprehensive and descriptive in order to provide adequate information and evidence in the event of inquiries in the future?
 - What types of records are maintained with employees in the field?
- Are program records being used to assess current progress and future needs of the program?
- Review the VS Form 7-1 reports (Pseudorabies Quarterly Report) from the previous two years or since the last program review.
 - Who is responsible for preparing this report?
 - Is this report prepared and distributed in accordance with VS Memorandum 566.1?
 - Does the data presented on the report accurately reflect program activities?
- Review the following records and express your comments:
 - Quarantined herd list*
 - Determine the age distribution (time since quarantined imposed) among herds on this list.
 - Review a sample of herd cleanup plans. Determine if they adequately describe and document methods to cleanup these infected herds.
 - Pending herd list*
 - This may include herds that have been selected to test for a variety of reasons. It may include tested herds with one or more reactor or suspect results and therefore under an investigation.
 - Determine if herds on this pending list are current and are removed from the list in the required period of time.

VI. Infected Herd Management

- How expeditiously are suspicious herds investigated?
- If determined infected, how expeditiously are infected herds quarantined?
- How soon are owners of adjacent herds informed about the "new" case?
- Describe the procedures implemented in determining the source of the exposure to this disease.
- What is the period of time in which cleanup plans have to be documented, signed and filed?
- Who maintains these files?
- What proportion of infected herds in the state are on a written cleanup plan?
- Is each site (premises) quarantined, or does the entire enterprise receive one quarantine even if swine are located on several premises sites?
- The reviewer should select a number herd cleanup plans for review.
 - Who is responsible for reviewing and assessing that each plan is making progress?
 - How often are cleanup plans evaluated?
 - How often is testing recommended? Is testing to assess herd cleanup plan progress paid by owner or by the Program?
 - Is the use of pseudorabies vaccine allowed in the state?
 - How is vaccine usage in quarantined herds measured and evaluated?
- What methods of quarantine release are permitted?

- What proportion of each type of release method is used?
- Do veterinarians, program officials, regulatory veterinarians, or industry officials have opinions as to which type of quarantine release method is most effective?
- Are quarantined feedlots permitted and used?
 - If yes, what specifications are required to approve a premises as a quarantined feedlot?
 - Who has oversight over quarantined feedlots?

VII. Epidemiology

- Regarding pseudorabies epidemiologists:
 - Who in the state are designated?
 - What type of training do the designated epidemiologists receive?
 - How often is this training updated?
 - What responsibilities do these epidemiologists have?
- Regarding infected herds:
 - What proportion of “new” infected herds have a source of the disease determined?
 - What are the most common sources identified?
- Are recent sales and purchases traced from and to this infected herd, respectively?
 - Are traced herds quarantined?
 - Are traced herds tested?
- Are herds located adjacent to recently detected infected herds identified and tested (circle testing)?
 - At what radius are these herds considered eligible for further study and testing?
 - Are owners of these adjacent herds informed of the disease in the neighborhood?
 - What is the maximum number of days until they are notified?

VIII. Laboratory

- What is the number of state-federal laboratories approved to do program work?
- Provide the name, address, phone number and contact person(s) associated with this laboratory.
- Is the number of employees, technicians, and supervisors adequate to perform duties and fulfill program needs?
- Describe the process for submitting samples from the field, receiving samples by the laboratory, testing samples and reporting test results.
- Describe the process for submitting samples from first point markets or packing plants, receiving samples by the laboratory, testing samples and reporting test results.
- Observe the samples received from the field and those received from first point markets and packing plants.
 - Describe the quantity, quality and condition of these samples.
 - Is this quantity, quality and condition typical for samples received by the lab during the previous year?
 - What is the protocol for testing poor quality samples?
 - Does the sample and respective identification arrive at the laboratory in a manner to prevent identity errors?
 - Do laboratory personnel log-in, handle, test and record results in a manner to prevent identification errors?
 - List the test assays performed in the laboratory regarding testing samples for this disease?
 - Which assays are used for screening and which are used for confirming positives?
 - When was the last date these assays and the technicians performing them were check tested?
 - Consider check testing these assays and technicians that perform these assays during your review of this laboratory.
 - Who is designated to interpret test results?
 - Is there a back-up person designated?

- What is the customary turnaround time from sample submission until the laboratory reports test results?
- Are slaughter surveillance positives being reported each week to eligible states in accordance with VS Memorandum 566.4?
- Are slaughter surveillance monthly testing summaries being reported each month to eligible states in accordance with VS Memorandum 566.4?
- Does the laboratory have a current list of eligible states requesting to have samples tested for this disease?
- Interview specific individuals about the functioning of the laboratory. Solicit opinions and suggestions for improvement from the following:
 - Director of the laboratory
 - Supervisor of the laboratory
 - Several technicians and employees of the laboratory
 - Designated epidemiologist
 - Person interpreting test results
 - State Veterinarian
 - Several veterinary practitioners
 - Several regulatory veterinarians

IX. Herd Statuses, Herd Certification and State Status

- Describe how the records are maintained.
- Are sufficient records available and maintained electronically?
- Are hard copies of records available and maintained?
- Are document clerks and data entry personnel familiar with record keeping procedures?
- How are herd statuses maintained?
- Describe the process that assures Pseudorabies Qualified Negative, Qualified Negative Gene-altered, and Feeder Pig Monitored Statuses are reviewed and currently meeting requirements in Program Standards, CFR Title 9 Part 85 and state regulations.
- What is the average number of samples collected from herds to attain or maintain Feeder Pig Monitored status?
- How often are qualified herds being tested to maintain these statuses in this state?
Are a sufficient number of tests collected and tested to attain and maintain these qualified statuses?
- In the past two years has disease occurred in any of these non-infected herds?
- Review the most recent application for eradication stage status for this state.
 - Is the state currently exceeding or maintaining these requirements in accordance with V S Memorandum 566.2?
- Ask program officials, practicing veterinarians, and industry officials if they have suggestions for improvement.

X. Surveillance

- What is the total inventory of swine herds?
- What is the total inventory of breeding swine?
- What source was used to determine this information?
- Is surveillance representative of the entire state?
- Determine if this surveillance program is currently meeting the requirements as outlined in the Program Standards for each eradication stage this state has achieved.
- What method of surveillance is used in each stage within the state?
- Major Packer Surveillance MPS (Slaughter Surveillance):
 - Does this state receive adequate and timely reports from testing conducted in other states?

- Determine identification tag retention rate.
- Is there a program established to review or monitor concentration points to assure that identification tags are being applied properly and recorded accurately?
- Visit several concentration points. Review records. Interview the market operator and determine their opinions, attitudes, and knowledge base about the MPS program.
- Determine the number of samples tested in the past year in this state. What was the proportion of these samples that were positive?
- Determine the number of samples of this states swine tested in the past year in other states. What was the proportion of these samples that were positive?
- Review the criteria established to trace and to test a herd.
- Is the herd quarantined until additional testing on-farm confirms herd status?
- Calculate the surveillance index. Does this index meet the requirement for this stage as detailed in the Program Standards?
- Determine the number of breeding swine shipped outside the state directly to a concentration point, annually. Determine the number of negative surveillance tests that are credited to the importing state in which the identification was applied.
- Are the collecting, identifying and shipping of samples performed in accordance with VS Memorandum 566.3 and VS Memorandum 566.4?
- *First-Point Surveillance:*
 - Determine the number of markets and the number of swine tested.
 - Who is responsible for testing swine in these markets?
 - Review the criteria established to trace and to test a herd.
 - Is the herd quarantined until additional testing on-farm confirms herd status?
 - Calculate the surveillance index. Does this index meet the requirement for this stage as detailed in the Program Standards?
 - Are the collecting, identifying and shipping of samples performed in accordance with VS memorandum 566.3?
- *On-farm surveillance:*
 - Determine the method used to select herds for testing.
 - Is this method of selection conducted at random?
 - Which herds are exempt from selection?
 - What percent of eligible herds are sampled?
 - Does the testing completed meet the surveillance requirement as detailed in the Program Standards for the respective state eradication stage?
 - Ask program officials, practicing veterinarians and industry officials if they have suggestions for improvement for the surveillance methods used.

XI. Compliance

- What is the number of compliance investigators available to work up compliance cases in this state?
- How many compliance cases involving swine were filed in the past 3 years?
- What percent of cases filed have been completed and closed? It may be best to calculate the number of cases closed during the three-year period and the number of cases opened during the same time period.
- Do federal and state compliance personnel work together on cases?
- Do these personnel share information that may fall under the counterpart's jurisdiction?
- Describe the procedures for reporting an alleged compliance case, assigning cases to investigators, tracking cases, documenting investigation results, reviewing cases by appropriate supervisor, and assessing penalties.
- Do state or federal investigators conduct in-house investigations on other state or federal personnel within the state?

- Are summaries of case reports made available to regulatory officials, veterinarians, producers and the person responsible for initially reporting the alleged violation?
- Do these compliance activities do more to support or hinder the eradication effort?
- Are compliance activities applied consistently throughout the state and among individuals?
- Ask program officials, practicing veterinarians, compliance investigators and industry officials if they have suggestions for improvement for the compliance activities and procedures used.

XII. Miscellaneous

- Review previous program or station reviews. Have recommendations made in previous review been implemented? Why? Or why not?
- Is identification of swine moving into or within this state conducive to being able to trace to source or origin if disease outbreaks occur?
- For the past five years:
 - Graph the number of new infected herds detected each month.
 - Graph the number of infected herds released from quarantine each month.
 - Graph the prevalence of infected herds in the state and in smaller districts or subdivisions if applicable.
 - Determine areas within the state with highest prevalence and incidence.
 - Determine if there is a detailed plan in writing which document procedures and timeline which describes activities needed to eradicate this disease from this states swine population.
 - Summarize the opinions collected from state-federal regulatory officials, industry officials, veterinarians, and producers regarding what they think constitutes an effective and progressive eradication program.
 - Identify activities, procedures and areas, which in the opinion of the reviewer may hinder or improve eradication efforts in this state.

REFERENCES

Description

- VS Memorandum 515.1
- VS Memorandum 534.2
- APHIS 91-55-035
- CFR 9 Parts 71, 76 and 85
- VS Memorandum 566.1
- VS Memorandum 566.4
- VS Memorandum 566.3
- VS Memorandum 566.2

*Guidelines for VS Program and Station Reviews
Fee Basis Agreement*

State-Federal-Industry Program Standards

*Instructions for the Preparation of the Pseudorabies
Control/Eradication Quarterly Report*

*Conducting and Reporting the Results of
Pseudorabies and Swine Brucellosis Tests as a Part
of Surveillance at Major Packing Plants*

*Slaughter Surveillance - Collection, Identifying and
Shipping Swine Blood Samples for Pseudorabies
and Swine Brucellosis*

Pseudorabies Eradication Program State Status

This checklist was adapted from Claude Barton's Brucellosis Station Review Checklist and Mark Schoenbaums's Pseudorabies Station Review Checklist and personal experience from Lowell Anderson. Lowell Anderson would like to thank the four individuals that sent in comments regarding preparation for this document.

January 26, 1998