

## **MN HPAI Document Routing (E-mail or provide hard copy):**

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**File naming for emailed documents: MN- Referral ID-Prem ID-Document name-Date**

**Example: MN- Kandi 4- 00LC12- Compositing Estimate- 5.5.15**

### **All referenced documents (including templates) found in Case Manager Toolkit.**

Documents for filing:

- Quarantine
- Infected Premises Questionnaire
- Additional Info for Questionnaire/ Info needed for 3D (Supplemental Depopulation Info)
- Additional documents such as:
  - o Farm/ Barn maps
  - o Flock Inventory
  - o Important notes

Submissions for Approval:

- Appraisals
- Composting Estimate (if not contracted by USDA) and Cooperative Agreement Pre-Award Letter
  - o With justifications, if needed
- Flock Plan (as a Word Document)
- Cooperative Agreement Package – Covers costs related to diagnosis of HPAI for a 12 month period to include everything other than bird/ egg indemnity
  - o See guidance documents on this process and associated forms
    - Must include supporting documents such as receipts, invoices, and labor logs.
  - o Please note: This document includes a text based piece (submit as a Word Document) and financial piece.

Documents Needing Producer Signature (Once obtained provide signed hard copy back to one of above listed individuals):

- Approved Flock Plan
- Approved Cooperative Agreement

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Special Notes:

- Case Managers will be copied on all submissions of documents for approval as well as the email confirming approvals (which will contain document with digital signature)
- Any documents that require producer signature will be printed out and handed to you during daily meetings.
  - o You will receive these documents electronically as you will be copied on emails as noted above. You may provide either the hard copy print-out or the electronic version of the document needing signature to the producer.

**\*\*Please feel free to provide any approved/ signed documents to the producer/ poultry company\*\***