



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

DATE: April 27, 2014 F2014-05  
TO: All Fair CEOs  
Exhibit Staff  
SUBJECT: POULTRY HEALTH INSPECTIONS

### FUNDING AVAILABLE AGAIN FOR PHI PROGRAM IN 2014

The purpose of this circular letter is to announce we have secured funding from USDA for the Poultry Health Inspection (PHI) program for the 2014 fair season. As in previous years, all fairs shall have poultry inspected upon arrival at the fair prior to coop-in for symptoms of disease or illness. Pigeons shall be inspected if the show is held simultaneously with the poultry show in the same building, whereas caged birds (parrots, parakeets, etc.) do not require inspections. Any suspect animals may be dismissed from the fairgrounds.

All health checks must be performed by a certified Poultry Health Inspector(s) (PHI) from one of the designated CDFA/UC Certification Programs. Poultry Health Check Guidelines and a list of certified PHIs are enclosed for your reference. If you need assistance hiring or selecting a PHI, please contact Dr. Bradley with UC Davis at 760/699-5078.

Each fair is responsible for contacting a certified PHI and making contract arrangements for him/her to perform the health inspections during fairtime. These arrangements include a payment fee for PHI services (\$75-\$250 based on the number of birds inspected, [see scale on page 3]), travel reimbursement, lodging, per diem, etc. F&E and CDFA have secured funding through USDA for the 2014 fair season to help assist with the cost of the poultry health inspections. Each fair will be reimbursed for actual expenses (inspection fees, per diem costs including: lodging up to \$84 per night including tax, mileage at \$ 56.5 cents per mile, inspector meals at state rate, materials related to inspection and facility set up, etc.) **up to \$350** for the 2014 fair season. **All receipts must be itemized and very explicit to the expenses** Invoices must include the following: Date of Invoice, Date of Fair, Date of PHI, Invoice number, county with address, description of activity and a break out of the expenses for each activity related to the Poultry Health Inspection. In addition to the invoice please provide back-up documentation in the form of a bill, receipt or contract for each individual expense. In order to be reimbursed, fairs must keep all contracts and receipts related to the poultry health inspection and summarize expenses with an invoice on Fair letterhead made out to **CA Department of Food & Agriculture** for the total amount of expenses and submit copies to F&E within 60 days of the closing of fair.



The Poultry Health Inspection Program continues to be a mandatory ongoing requirement for poultry at California Fairs. However, funding may not be available for 2015 and beyond, so please be prepared to include the expense for inspections in your future operating budgets.

### **Health Check Guidelines Using the Poultry Health Inspectors (PHI)**

#### **Fair Management will need to arrange for:**

- A site remote from the poultry building and appropriate protection from the elements (we suggest a nearby building not being used for other events or a **3-sided** tent in the parking lot). If utilizing a tent, it is helpful to have one large enough to temporarily house disqualified birds while the exhibitor's other birds are cooped in.
- Staff to handle paperwork at inspection site.
- Shortened coop-in time (a 2 day period is strongly discouraged due to expense of inspectors, lodging fees, etc. or time period over 5-6 hours)
- Notify exhibitors of poultry health checks by statement in Exhibitor Handbook or mailing, if book has already gone to print.
- Restrict entry to the poultry building during coop-in and provide a monitor for that door who will check paperwork from health inspection site.
- Display PHI poster supplied to Fair by UC Davis Cooperative Extension & Division of Fairs & Expositions.

#### **Materials Check List for Inspection Site**

- PHI Poster provided by UC Davis
- Handouts provided by UC Davis
- Enclosed Booth** (tent top without sides is unacceptable)
- Remote location
- Gloves (Disposable Nitrile Blue Gloves)
- Hand Sanitizer
- Disinfectant (ex. Nolvasan™)
- Name Tag for PHI
- Table (2 tables are preferred) & Chairs
- Clerk(s)
- Copy of Exhibitor Check-in Sheets and PHI Release form

