



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

DATE: July 21, 2015

F2015-04

TO: All Fair CEOs
Exhibit Staff

SUBJECT: POULTRY HEALTH INSPECTIONS

PHI PROGRAM FUNDING AGAIN AVAILABLE FOR 2015

The purpose of this circular letter is to announce we have again secured funding from USDA for the Poultry Health Inspection (PHI) program for the 2015 fair season. As in previous years, it is **mandatory** 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. A link for Poultry Health Check Guidelines and a list of certified PHIs is included in this letter 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 fair time. These arrangements include a payment fee for PHI services (\$75-\$250 based on the number of birds inspected, [see pay scale on page 3]), travel reimbursement, lodging, per diem, etc. F&E and CDFA have secured funding through USDA to help assist with the cost of the poultry health inspections for the 2015 fair season. Each fair can 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 \$300** for the 2015 fair season. Any expenses in excess of \$300 are the responsibility of the fair. Please do not ask your PHI's to perform these important inspections for less than the true cost. **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. **If your fair occurred prior to May 25th please submit invoices within the next 30 days.**





The Poultry Health Inspection Program continues to be a mandatory, ongoing requirement for poultry at California Fairs. However, funding may not be available for 2016 and beyond, so please be prepared to include the expense for inspections in your future operating budgets. Please be aware that fairs are responsible for any costs above the \$300 reimbursable amount.

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 at the door who will check paperwork from health inspection site.
- Display PHI poster supplied to Fair by UC Davis Cooperative Extension & CDFA 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





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Sample Pay Scale for PHI Payment

Table with 2 columns: Amount, Number of Birds. Rows include \$75 (0-24), \$100 (25-50), \$125 (51-100), \$150 (101-150), \$200 (151-200), \$250 (201-250).

*Over 250 birds will require more than one PHI.

Lists of all Certified and all Active PHIs along with inspection site educational handout materials for reproduction are available at http://animalscience.ucdavis.edu/phi/.

If you have any questions or need additional information, please call me at 916/296-9530 or email jcarlson@calexpo.com.

Sincerely,

Handwritten signature of Jay Carlson

Jay Carlson

Fairs Management Consultant

Handwritten signature of John Quiroz

John Quiroz

<NAME OF FAIR>

Poultry Health Inspection Form

Exhibitor Name _____

Number of Animals Checked _____

Table with 4 columns: SPECIE/BREED, BAND#, PROBLEM, CLEAR. Multiple empty rows for data entry.

