ANIMAL IDENTIFICATION NUMBER (AIN) DEVICE MANAGERS

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Official animal identification devices provide essential information to support the administration of animal disease programs and to achieve timely traceability in response to an animal disease event. The definition and administration of official identification devices are defined in title 9 of the Code of Federal Regulations (9 CFR) part 86, Traceability for Livestock Moving and the Animal Disease Traceability (ADT) General Standards document. Web site links to these references and other information on ADT is at: http://www.aphis.usda.gov/traceability/.

The Animal Identification Number (AIN) is one of the official animal identification numbers that are imprinted on visual official eartags or encoded in approved radio frequency transponders. The complete listing of Approved AIN Devices is at: http://www.aphis.usda.gov/traceability/downloads/ADT_device_ain.pdf.

AIN device managers have marketing arrangements with AIN device manufacturers. AIN device managers may be any person or entity, e.g., farm equipment supplier, producer organizations, veterinarians, etc. There is no application that the potential AIN manager completes or submits to USDA. Rather, the AIN manufacturer records an AIN device manager relationship with the person or entity on the Animal Identification Management System (AIMS). AIMS is the Web-based information system that maintains a record of all AIN distribution records.

All distribution records of 840 AIN devices administered by AIN managers must be reported to the AIMS by the AIN device manager when distributing the device to the next individual, whether it is a producer or another reseller.

The AIMS User Manual is available on-line from AIMS home page at https://vsapps.aphis.usda.gov/aims/ . Click on "Help" and then select "User Guide".

In order to be an authorized AIN tag manager, the individual or firm must agree to abide by the following:

1. Distribute AIN devices only to a premises or entity that has either a Location Identification (LID) number, a Premises Identification Number (PIN) or Nonproducer Participant Number (NPN) and validate the accuracy of the LID, PIN, or NPN before distributing the AIN device;

2. Maintain a record of inventoried AIN devices received from the AIN device manufacturer and have such records available to USDA upon request;

3. Submit all AIN device distribution records to the AIMS in accordance with prescribed protocols; and

4. Educate producers receiving AIN devices on the proper use of official animal identification devices.

The following explains the steps for becoming an AIN manager.

1. Obtain a Nonproducer Participant Number (NPN)
   See the ADT General Standards document for more information on an NPN. Contact the ADT Information Technology (ADTIS) helpdesk at adtis.help@aphis.usda.gov to obtain a NPN. Your NPN will be used by the manufacturer when they report the distribution of AIN devices to you.

2. Obtain an eAuthorization account
   USDA eAuthentication is the system used by USDA agencies to administer secure and authorized access to USDA Web applications and services via the Internet. Please review the information on eAuthentication at: https://www.eauth.usda.gov/MainPages/index.aspx for complete information.

   USDA offers accounts with Level 1 and Level 2 for the general public and USDA customers. AIN tag managers need to obtain Level 2. After completing the on-line application on the eAuthentication Website and obtaining Level 1 access, you will need to make an appointment with a Local Registration Authority (LRA) at a USDA Service Center. You will need to appear in person at the LRA so that they may validate your identification and match it to your USDA Level 2 profile. See the eAuthentication Web site for the listing of LRAs in your area.

   Each individual who will be logging on to AIMS in your office must obtain an eAuthorization account.

3. Create AIMS User Account
   Log into the AIMS application online at: https://vsapps.aphis.usda.gov/aims/. Click "Login" at the AIMS home page. You will be redirected to the USDA eAuthentication system. At the prompt, enter your eAuthentication ID and password. When you have accurately entered your eAuthentication credentials (user name and password), the eAuthentication system will direct you back to the AIMS application as an authorized user.

   Note the following details explain how the AIMS system handles multiple users under the same NPN:

   - If you are the first person from your company's NPN that accesses AIMS as an authorized user, you will be prompted to enter your NPN and your eAuthentication email address (subsequent logins will not require this information). The AIMS application will automatically designate the first user from one's NPN as the administrator for that AIMS account.

- If you are not the first person in your office that logged on to AIMS using the NPN issued to your company, you must be added by the administrator of your AIMS account. Additionally, the administrator for your accounts must assign you a user role (see the AIMS User Manual[1] for complete details on setting up user accounts). After an administrator adds you as a user, you will receive an email confirming that you are an AIMS user with some details for logging onto AIMS. Click logon at the AIMS home page and then enter your eAuthentication credentials at the prompts. The eAuthentication system will pass you back to AIMS. Next, enter the 9-digit PIN you received via the AIMS email and your eAuthentication email address (subsequent logins will not require this information).

4. Accept the AIN manager relationship submitted by the AIN manufacturer.

   The AIN manufacturer that you are establishing a marketing arrangement with must first nominate you as an AIN device manager on AIMS. See Addendum 1 of this report for direction on confirming your AIN device manager relationship. In accepting this relationship, you are agreeing to administer the distribution of AIN devices in accordance with USDA policy.

After completing the above steps, you are able to report tag distributions in AIMS.

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[1] The AIMS User manual is available from the Help menu on the AIMS home page at https://vsapps.aphis.usda.gov/aims/ . Select "User Guide" after clicking on the Help menu.

Addendum 1. ACCEPTING AN AIN DEVICE RELATIONSHIP FROM A
MANUFACTURER

After you have successfully logged onto AIMS, select "Manage Relationship" from the
left menu options.
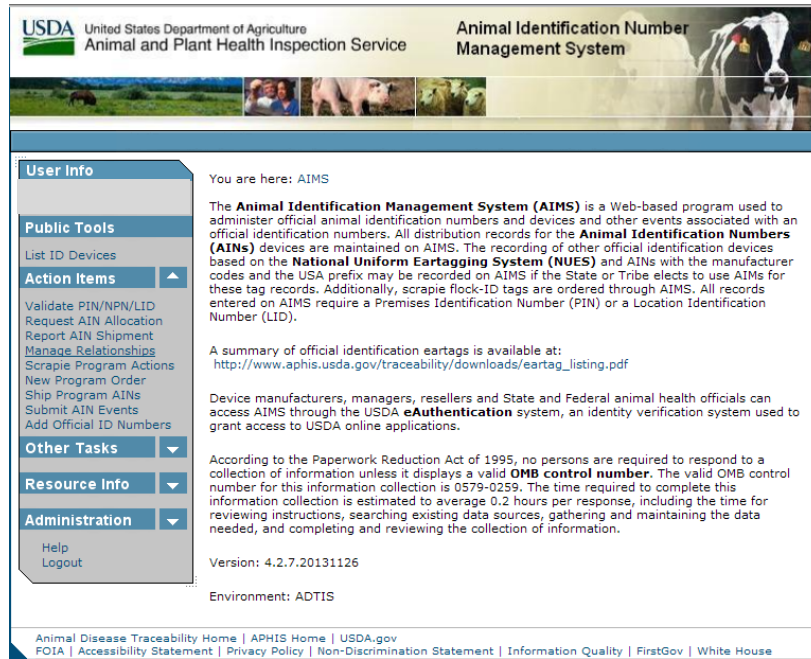
The NPN Relationships screen will be displayed. To accept a relationship, click on the
Relationships Accepted tab.
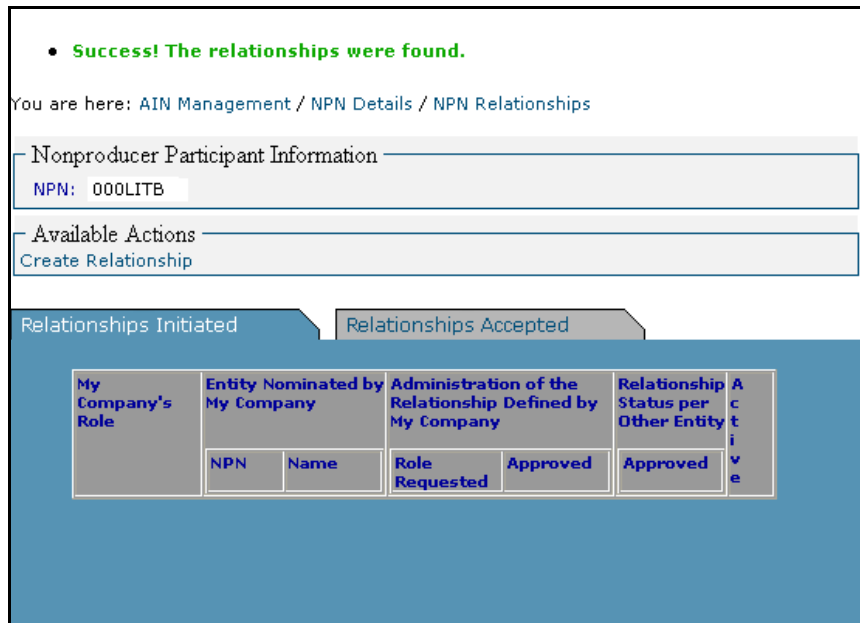
The screen shows that you have been nominated for the role of AIN tag manager. The nominating entity's NPN and Name are displayed. However, the relationship is not active until you approve the relationship.
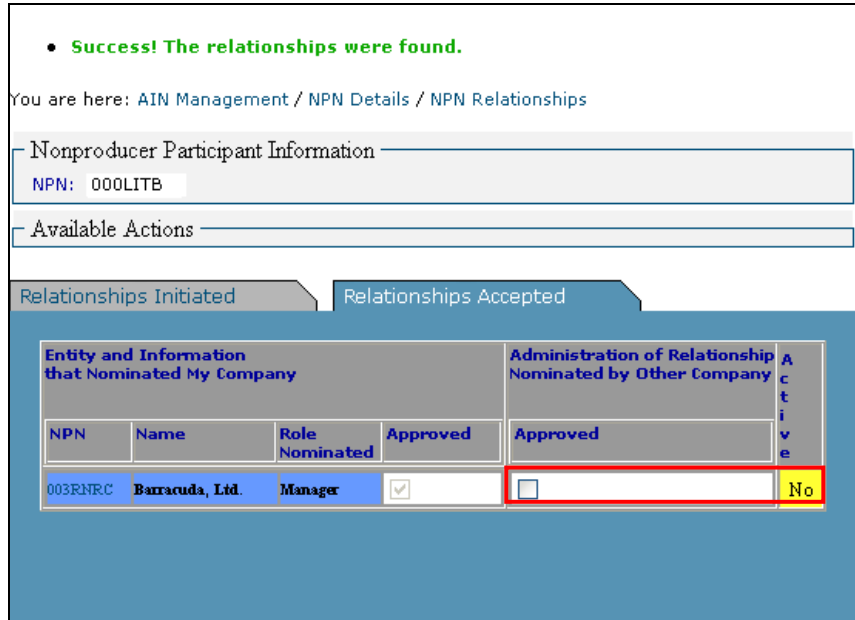
To accept the relationship, click the Approved check box. The relationship will then be shown as active.
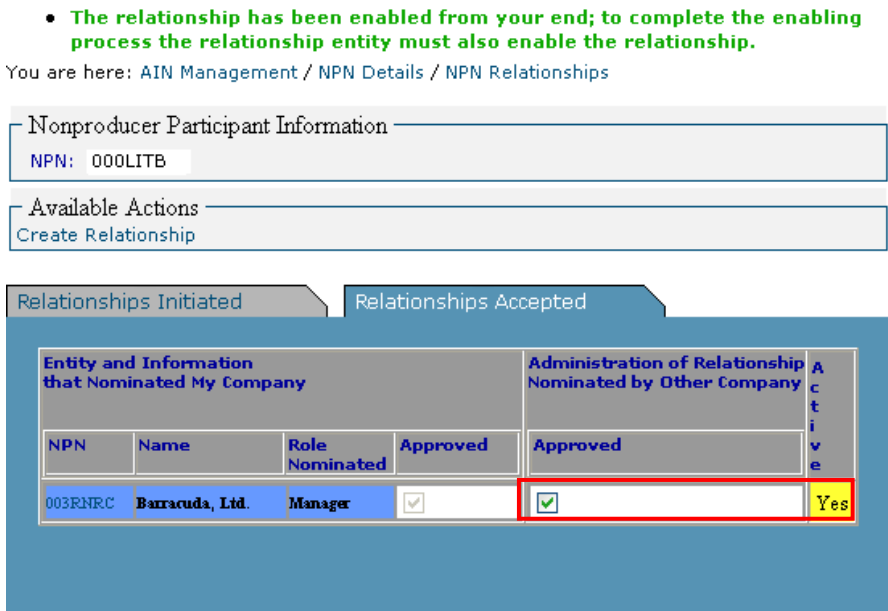
Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.