



Wisconsin Department of Agriculture, Trade and Consumer Protection

*Division of Animal Health*

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GUIDANCE DOCUMENT

## DAHQuarantines

*This guidance document is based on Wis. Stat. chs. 93 and 95 and chapter(s) ATCP 10 Wis. Admin. Code. This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed.*

Policy regarding completing, issuing, and serving an order of quarantine.

<b><i>Darlene M. Konkle</i></b>	<b>11/24/2020</b>
Dr. Darlene Konkle - Administrator Division of Animal Health	DATE

Contributors:

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<b>Staff Affected:</b>	<b>All Staff</b>
<b>Subject:</b>	<b>Completing, issuing and serving an order of quarantine</b>
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### **Order of Quarantine (AH-IC-52)**

Orders of Quarantine can be issued by State Animal Health staff or Federal USDA-APHIS-VS staff as designated on Animal Health policy DIS-017. Orders of Quarantine may be issued directly by field staff, or delegated office staff may issue a quarantine to be served by field staff.

#### Completing an Order of Quarantine

Orders of Quarantine issued under the authority of the Department of Agriculture, Trade and Consumer Protection – Division of Animal Health (DATCP – DAH) must be written using the AH-IC-52 Order of Quarantine form unless a different quarantine form or format has been approved by the division administrator/state veterinarian. The following provides information for certain fields on the form that may need additional explanation:

“LEGAL ENTITY HAVING CUSTODY OR CONTROL” - Quarantines are issued to the legal entity who has custody or control of the quarantined animal(s) or material(s) at the time of quarantine. This may not always be the legal owner of the animal(s) or material(s). It is important to get the exact name of the legal entity served. Ask whether the served entity is a corporation, LLC, etc. If the quarantine is not exactly correct on “Legal Name of Entity Served,” it is not valid and will have to be reissued.

“QUARANTINE NUMBER” - A Quarantine number is generated by using the following format; 35{your initials}[issuance date] – [number issued that day]. For example, 35MAM092308-1 for the first quarantine you issue, if you issue a second quarantine on the same day, the number is 35MAM092308-2, and so on.

“LEGAL NAME AND MAILING ADDRESS OF OWNER (if not the custodian)” – Fill in, if it is reasonable and practical to do so, the name of the owner if the owner is different than the entity that was served. Ask whether the legal name of the owner is a corporation, LLC, etc. If the quarantine is not exactly correct on “Legal Name of Owner,” it is not valid and will have to be reissued. Also, include the owner’s address.

“Identification of Animal(s) or Material(s)” - All quarantines must identify the animal(s) or material(s) being quarantined. See Appendix A for examples.

“Terms of Quarantine” – All quarantines must contain the terms of the quarantine. The terms are the conditions that must be met in order to comply with the quarantine or to be released from the quarantine.

- *Field Issued Terms of Quarantines:* Standard quarantine terms used for routine quarantines are available on the back of the Order of Quarantine form (AH-IC-52). When a quarantine is to include routine language, indicate the block number of the quarantine language from the back side of the document, under *Terms of Quarantine* by inserting the statement “see # on back of form.”
- For a non-routine quarantine situation, the terms of quarantine will be included in the case assignment initiating the quarantine for field staff delivery. Field staff preparing a quarantine without an initiating case should attempt to contact a program manager or supervisor for quarantine terms. If unavailable the routine quarantine language on the back of the form may be used as a guide for what should be included.
- *Office issued Quarantine:* Standard quarantine terms used for routine quarantines are available on the back of the Order of Quarantine form (AH-IC-52) or through the quarantine coordinator (Margie Proost). When a quarantine is being issued that does not have routine language available, the routine quarantine language may be used as a guide for what should be included.

#### Serving an Order of Quarantine:

Per s. ATCP 10.89 (2), quarantines are *served* using one of the following methods:

- On the person who has custody or control of quarantined animal(s) or material(s) at the time of quarantine. This may not always be the legal owner the animal(s) or material(s). A quarantine under this provision may be given by verbal direction but must be followed up with the Order of Quarantine being served. While verbal direction may be given, the quarantine is not enforceable until the Order of the Quarantine is served.
  - By personal service on the person having custody or control of the animal(s) or material(s) being quarantined. A certificate of personal service form (AH-IC-600) must be completed, unless the person being served signs a copy of the quarantine.
  - By certified mail (indicate return receipt) sent to the person having custody or control of the animal(s) or material(s) being quarantined. The quarantine is not considered served until the return receipt is received. If a return receipt is not received (for example, if the owner does not pick up the certified mail), then division staff must pursue other methods of serving the Order of Quarantine as listed in this policy.
- By posting the quarantine on the premises affected by the quarantine order. This must be done by posting copies of the Order of Quarantine at two conspicuous places on the premises affected by the Order of Quarantine. Verify that the order was posted by completing either a certificate of personal service form (AH-IC-600) or by taking a picture of the postings.

#### Short-Term Quarantines:

*Quarantine Order Document and Distribution:* For short-term quarantines (less than 30 days), staff must complete Order of Quarantine, AH-IC-52 form, that comes as either a 3-ply paper

form or an electronic form, and serve the quarantine order as described above (Serving an Order of Quarantine).

- The 3-ply paper form is comprised of a white original, a canary copy and pink copy. This form should be distributed as follows:
  - Give the white original to the person being served.
  - Hold the canary and pink copies until the quarantine is either released or goes to long-term status. See “*Notifying the Supervisor*” and “Releasing a Quarantine.”
  
- The electronic form (AH-IC-52) is available on the DAH SharePoint. Print three forms and have all 3 signed and stamped “duplicate original.” (Or make 2 copies of the signed and dated form and mark them as copies.)
  - Provide one of the signed and dated duplicate originals/copies to the person being served.
  - Hold the remaining signed and dated duplicate originals/copies until the quarantine is either released or goes to long-term status. See “*Notifying the Supervisor*” and “Releasing a Quarantine.”

*Notifying the Supervisor:* Field staff must notify (via email or uploaded into CRM, as appropriate) their appropriate field staff supervisor within 10 days of serving the quarantine a copy of the quarantine. This notification is not required if the quarantine is resolved in less than 10 days.

If the terms of the short-term quarantine cannot be satisfied within the time frame established, or is extended to a quarantine that will last over 30 days, send the canary and pink copies (or two of the dated original duplicates/copies, if electronic) to the appropriate field staff supervisor. Also send the case report and certificate of personal service sent with the original quarantine order (if applicable). This scenario is different than if there is an unwillingness to comply. If this is the case, a failure to comply notice should be sent. See “Failure to Comply.”

NOTE: Import quarantines (ID only), shorter than 6 months may be retained by BFS staff.

#### Long-Term Quarantines:

*Quarantine Order Document and Distribution.* For long-term quarantines that will take more than 30 days to satisfy, staff must complete the Order of Quarantine, AH-IC-52 form that comes as either a 3-ply paper form or an electronic form and serve the quarantine order as described above (Serving an Order of Quarantine).

- The 3-ply paper form is comprised of a white original, a canary copy and pink copy. This form should be distributed as follows:
  - Give the white original to the person being served.
  - Make a copy of the 3-ply quarantine (do not distribute one of the 3-ply colored copies) and give to the owner, if different than the person being served and if it is feasible or practical to do so.
  - Send the canary and pink copies to the appropriate field supervisor within 10 days of issuance. If the case is complete, also send the case report. The field supervisor will provide the canary and pink copies to the office quarantine coordinator.

- The electronic form (AH-IC-52) is available on the DAH SharePoint. Print 3 forms, have all 3 signed and stamped “duplicate original.” (Or make 2 copies of the signed and dated form and mark them as copies.) If the person being served is not the owner, an additional copy must be made if a copy is given to the owner (see below). Distribute the forms as follows:
  - Provide one of the signed and dated original duplicates/copies to the person being served.
  - Provide one of the signed and dated original duplicates/copies to the owner, if different from the person being served and if it is feasible or practical to do so.
  - Send two of the signed and dated original duplicates/copies to the field supervisor within 10 days of issuance. If the case is complete, also send the case report. The field supervisor will provide the copies to the office quarantine coordinator.

If the quarantine is initiated by the program and is served by field staff, the program will ensure that a copy of the quarantine is provided to the office quarantine coordinator.

NOTE: Import quarantines (ID only), shorter than 6 months may be retained by BFS staff.

Failure to Comply (Form AH-IC-52-L):

If action to satisfy the terms of the quarantine is not taken within the time frame indicated under the terms of the quarantine, a notice of failure to comply must be completed and:

- Served on the same entity or entities on which the quarantine was served.
- Served to the owner, if different than the entity served, when feasible or practical.
- Served by personal service or by certified mail (specify return receipt).

Inspecting a Quarantine

Quarantines in affect for 6 months or longer are inspected in compliance with established program standards for quarantines, see DAH-006.

Releasing a Quarantine

*Short-term:* When releasing a short-term quarantine, sign and date the order of quarantine, as directed, at the end of the order of quarantine form. Provide the pink copy (or the 2nd original duplicate/copy if generating electronically) to the entity or entities served initially. Send the canary copy (or the 3rd original duplicate/copy if generating electronically) to your supervisor along with a final case report and certificate of personal service (if applicable).

*Long-term:* When releasing a long-term quarantine, the office quarantine coordinator will facilitate the signing and dating of the order of quarantine. The coordinator will provide the pink copy (or the 2nd original duplicate/copy if generating electronically) to the entity or entities served initially. The yellow copy (or 3<sup>rd</sup> original duplicate/copy, if generating electronically) will be maintained in the program file.

Other relevant policies:

- DIS 004 Field issued quarantines for caudal fold and single cervical tuberculin responders
- DIS 016 Modification of quarantine
- DIS 017 Delegation of authority to issue orders

Appendix A: Identification of Animal(s) on Quarantine.

Approved By: *Darlene M. Konkle* Date: 9/15/2020

State Veterinarian  
Darlene M. Konkle, DVM, MS, DACVIM

APPENDIX A

**Identification of Animal(s) on Quarantines:**

Below are *examples* of language used to identify animals for quarantine, when not quarantining individual animals and listing individual animal identification.

**For Tuberculosis CFT Suspect Quarantine (bovine):**

All bovine on premises owned or operated by (*legal entity*) are quarantined. This quarantine applies to the following premises: (*list all premises, with bovine, owned by legal entity*)

**For Tuberculosis SCT Suspect Quarantine (cervid):**

All cervids on premises owned or operated by (*legal entity*) are quarantined. This quarantine applies to the following premises: (*list all premises, with cervids, owned by legal entity*)

**For Scrapie General Quarantine:**

All sheep and goats owned by (*legal entity*) and maintained at the above listed property address.

**For Scrapie Sexually Intact Quarantine:**

All sexually intact sheep and goats owned by (*legal entity*) and maintained at the above listed property address.

**For Scrapie Traces High Risk Quarantine:**

All sheep and goats owned by (*legal entity*) and maintained at the above listed property address.

**For Scrapie Wether Quarantine:**

All wether sheep and goats owned by (*legal entity*) and maintained at the above listed property address.