



## **SD ANIMAL INDUSTRY BOARD**

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### **AIN "840" Tag Distribution Guidance for Accredited Veterinarians** **As of February 2020**

Animal Identification Number (AIN) or "840" tags can be used whenever official individual animal identification is needed. These tags use a standardized 15-digit numbering system – the first three numbers are always "840". The "840" tags may only be applied to animals born in the USA and must be associated with a premises identification number (PIN).

Veterinarians and producers may purchase AIN tags from tag manufacturers and livestock supply companies. A list of approved tags can be accessed [here](#).

A premises identification number (PIN) is needed prior to purchasing tags. PINs are available through the SD Animal Industry Board (SDAIB) [link to PIN information](#)

840 AIN tag distribution or application must be recorded. Options for recording include:

- Record tag distribution in USDA's web-based Animal Identification Management System (AIMS)
- Send tag distribution/application information within 30 days to SDAIB (please use this [template](#) and send to [aibmail@state.sd.us](mailto:aibmail@state.sd.us))
- Maintain complete and readily accessible tag distribution/application records in-clinic for a minimum of 5 years.

840 AIN tags applied to heifers as official calfhood vaccination tags must continue to be recorded on a VS Form 4-26 Brucellosis Vaccination Record and submitted within 30 days to the USDA APHIS Veterinary Services office in Pierre (314 S. Henry St., Ste 100, Pierre, SD 57501).

If you choose to enter tag distribution records into AIMS, you must be authorized by USDA as an AIN tag manager. Please follow the steps below to become an AIN tag manager and to enter tag distributions into AIMS:

## **Steps to become an AIN tag manager and report tag distribution in USDA's AIMS:**

**Step 1: Know your 7-character Premises ID Number (also known as a Non-Producer Participant Number or NPN). Contact the SDAIB if you have questions.**

### **Step 2: Obtain a USDA Level 2 eAuthentication Account.**

- 1.) eAuthentication is a system for identity verification used by USDA for conducting business transactions via the Internet.
- 2.) To begin the process, go to the eAuth web-site at: <https://www.eauth.usda.gov/home>
- 3.) Select "Register for a Level 2 Account, "or if you already have a Level 1 account, click on "Changing from Level 1 Access to Level 2 Access"
- 4.) Follow the instructions for filling out and submitting your information.
- 5.) Once your account is activated and confirmed, you will receive additional instructions for verifying your identity.
- 6.) Every AIMS user in your office must obtain an eAuthorization account.

**Step 3: Establish marketing agreements with all companies you plan to receive AIN tags from.**

- 1.) Notify the tag supplier(s) that you are authorized to distribute tags and provide them with your premises ID (NPN) number.
- 2.) The tag supplier(s) will then nominate the clinic as a tag reseller through the AIN Management System.
- 3.) AIN Management System Log-in: <https://vsapps.aphis.usda.gov/aims/>
- 4.) Log in to the AIN Management System, go to "Manage Relationships," and accept the nomination(s).
- 5.) You should now be ready to distribute AIN tags to producers.

**Step 4: Enter AIN tag distribution into the Animal Identification Management System (AIMS)**

- 1.) Log into the AIMS: <https://vsapps.aphis.usda.gov/aims/>
- 2.) Select "Report AIN Shipment" under Action Items in the menu bar on the left.
- 3.) Enter the tag numbers distributed under the appropriate tab

- a. Use the “AINs” tab for a series of tags in sequence.
    - i. Enter the first tag number in the “Starting AIN” field.
    - ii. Enter the number of tags in the “Number of AINs Shipped” field.
    - iii. The “Ending AIN” will be auto-calculated.
  - b. Use the “Package” tag if you are distributing a complete package of tags with a manufacturer package number.
  - c. Use the “AIN Collection” tab if you are distributing tags that are not in sequence.  
Follow the instructions for entering the tag numbers in the box.
- 4.) Enter the date of distribution in the “Event Date” field.
  - 5.) Enter the source NPN – this is your premises identification number (PIN).
  - 6.) Click on the “Validate Source Number” button to auto-populate your address information.
  - 7.) The Partner NPN Info field is used when you are shipping tags on behalf of another entity. This can be ignored in most cases.
  - 8.) Enter the PIN for the destination premises in the “PIN/NPN/LID” field
  - 9.) Click on the “Validate Number” button. If the PIN is valid, the address information will appear in the appropriate fields.
  - 10.) Click “Continue” under Available Actions.
  - 11.) Review the tag shipment. If everything appears to be correct, click once on the “Submit” button.
  - 12.) The tag shipment report is complete if you receive the message: “Success! The shipment event was recorded.”

If you have any questions, please do not hesitate to call the South Dakota Animal Industry Board at 605-773-3321.

For more information about becoming an AIN tag manager, please see the following link:  
<https://www.aphis.usda.gov/traceability/downloads/how-to-become-an-ain-device-manager.pdf>