

EMPLOYEE PROCEDURES MANUAL



Of the

Nebraska Brand Committee

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Table of Contents

INSPECTIONS & INSPECTING	5
Inspection Requirements	5
Local Inspections	5
Shipping	6
Strays	6
Grouping Cattle Together	6
When to Submit Inspections	7
Sale Barns, Lockers & Packers	7
Arrival /Scratch book/Good book	7
Tallies (Paper)	7
Sale Ring Clearances	8
Sale Ring Reports	8
Inventory Inspections	8
Locker Inspections and Reports	8
Major Packing House Inspections	9
Production, Farm, Ranch and 4-H Sales	9
Surcharge Assessment	9
48 Hour Notice fee	10
Hold Notices	10
Receipts for Brand Release (Cutbacks)	11
Receipts for Health Papers	12
Making Corrections Electronically	12
Missing or Loss Reports	12
Change of Ownership Inspections Involving Bonded Order Buyers	12
Miscellaneous Relating to Inspections	13
Altered Brands	13
After Dark Inspections	13
After Dark Arrivals for Sale at Auction Markets	14
Animals Killed or Injured While Performing Inspections	14
Bill of Sale	14
Breed Association Requirements	15
Cattle from Other States, Moved in Violation	15

Cattle Leaving the Brand Inspection Area	15
Clearing Cattle on Fresh Brands	15
Fleet Permits.....	15
Holdover Cattle.....	15
Horse Brand Inspection in Nebraska	15
Inspection of One's Own Cattle	16
Inspectors Transporting Estrays.....	16
Lending Institution Request for Inspection	16
Point of Origin	16
Premise ID.....	16
Rebranding	16
Sale of Baby Calves.....	16
Selling Cattle on Expired Brands.....	17
South Dakota Inspections in Nebraska.....	17
Trespassing Cattle	17
Yard Books (Good Books).....	18
General Rules Regarding Inspection Paperwork & Reports	18
Inspection Quality Control & Improvements	19
ESTABLISHING OWNERSHIP	20
Proof Of Ownership Documentation	20
Lease or Partnership Agreement	21
Satisfactory Evidence of Ownership	22
Non-Brand Inspection Area Livestock Shippers Statement	23
Research and Duplicate Copy Requests	23
BRAND LAW VIOLATIONS	24
Procedures for Clearing Misbranded Cattle	24
ESTRAYS	25
Estray Expense Claim Form	26
Estray Recovered Report.....	26
BRAND PROGRAMS.....	27
Grazing Permits	27
Out of State Branding Permit.....	27
Registered Feedlot	28

Private Treaty Production Sales.....	28
Show Cattle Permits.....	29
CHECKOFF FEES.....	30
OFFICE & PERSONNEL ITEMS.....	31
Assisting Out of Town Sales.....	31
Equipment.....	31
Clipper Blades.....	31
Rope and Clippers.....	31
Ipad & Printers & Accessories.....	31
Ordering Supplies.....	32
Photocopies.....	32
Postage.....	32
Public Appearances and Presentations.....	32
Release of Information.....	32
Responses to Department Inquiries.....	33
Cash Deposits.....	33
Returned Checks on Inspections Performed.....	34
Signing Documents.....	34
Timecards, Mileage & Expense Reimbursement.....	34
Uniforms.....	35
Work Related Injuries.....	35
SALE BARNs & IN-CHARGE INSPECTORS.....	36
PACKING PLANTS.....	37
USDA STATE CODE NUMBERS.....	37
TITLE 54 - NEBRASKA BRAND COMMITTEE RULES AND REGULATION.....	38

INSPECTIONS & INSPECTING

Brands and Brand Inspection is a time-honored tradition that goes back into the dark ages of the world and closer to home is how the West was settled. It was the first form of animal identification and will continue to be the most trustworthy and secure form for evidence of ownership a cattle producer can have.

This is a career that has significance to every producer that runs cattle in the state of Nebraska as we are the state representative that grants ownership proof to the largest cash asset in Nebraska. Approach this undertaking knowing that the decisions you make and the work you do is important and impactful to a majority of producers.



#1 Rule Of Brand Inspection: Inspect the cattle first to determine brands and THEN verify Ownership!



Inspection Requirements

Generally, an Inspection is triggered when one of the following is happening:

- Cattle are being offered for sale or trade.
- Cattle are leaving the Brand Area and/or State;
- Cattle are being sent to slaughter, either sold or for personal consumption.

There are additions and exceptions to these triggers, that are presented throughout this handbook. If you are not sure if an inspection should be performed, contact your supervisor before performing the inspection.

Local Inspections

- Electronic and paper (if needed) local inspection certificates will be completed accurately and legibly with all information required, including fees collected and date the fees are received. After October 1, 2018 without a valid reason, all paper locals without an electronic number recorded along with the paper local number will be returned to issuing inspector.
- For each seller represented make a separate certificate for each.
- The signature of the seller or authorized person will be obtained or a properly filled out "use of signature" bill of sale from seller to buyer.
- All ownership requirements pertaining to sale ring inspections will also apply to local inspections. When backup material is to accompany a local certificate, record by taking a picture and saving to electronic inspection. If a paper inspection is created without an electronic version, you must retain backup paper documents for one year.

"Make the paper fit the cattle, not the cattle fit the paper."

- Please be advised that we prefer that you make your collections by ACH check, credit card, or subscription, but cash is a valid form of payment, and one we must accept.
- We do require that any cash (or physical checks only if there was a payment issue) are deposited to the Bank daily. *Be aware that by law you must have cash payments to the office within 5 business days under \$500 and the next business day if it is over \$500. (See deposit section for more details).*
- Please send in all copies of voided and/or damaged paper local inspection certificates to the headquarters office. Your name should be on the certificate. All certificates are audited.
- All electronic voids and refunds are processed through the NBC Admin. Be as detailed as possible when completing the explanation.

Shipping

- When a shipper contacts you in regards to making a brand inspection for him at a given time, and you are unable to make the inspection for one reason or another, it does become your responsibility to contact another brand inspector so that the shipper has someone available when he makes the shipment. As an inspector, you are encouraged to schedule your inspections by working with producers.
- No inspection certificates will be issued for cattle loaded on trucks and/or trailers. The cattle must be unloaded and an inspection made before a certificate can be issued.
- Inspections will not be performed by copying brands from clearances or by taking the shippers word as to what brands, if any, the cattle carry.
- Cattle may be inspected on the day prior to shipment if the cattle are sorted and penned separately.
- If the shipper wishes to ship an animal for which he has no evidence of ownership, one of several procedures may be followed:
 - a. The shipper may give the inspector a check made payable to the Nebraska Brand Committee for the approximate value of the animal. Sixty days will be allowed for the shipper to get the animal cleared before NBC deposits the check. A "Hold" is placed on the inspection and a description of the hold is given.
 - b. The animal may be marked and shipped in the name of the Nebraska Brand Committee. Inspector's will classify the animal and have the receiver make a check payable to the Nebraska Brand Committee.
 - c. The animal may be cut-back and not loaded.

Strays

- If it is possible the animal is a stray, an attempt to contact the brand owner should be made. If the brand owner is not available to make a decision on shipping an animal, the decision would be decided on the basis of what type of animal it is: fat, feeder, young cow or heifer, etc. The time element of what can be done with the animal if it is not shipped and other factors will be taken into consideration by the Inspector and make their judgement accordingly. Included in that is whether to ship or sell the animal in either the brand owners name or the Nebraska Brand Committee's name.

Grouping Cattle Together

- When completing an inspection certificate, cattle as well as the brands are not to be lumped together as merely steers and heifers without a number breakdown of each sex.
- A breakdown of number of cattle per a particular brand is requested.

When to Submit Inspections

- Inspections should be sent to the office timely and routinely.
 - Electronic Inspections should be synced on a daily basis with all payments synced daily as well.
 - Paper Inspections is based on the dollar amount of the inspection dictates when it should be received as it would mean money will be accompanying the inspection. Over \$500 should be within 3 business days and under \$500 should be within 5 business days.

Sale Barns, Lockers & Packers

Sale Barns, Lockers and Packing plants will all use the electronic inspection program as the primary source of inspection and clearance. Paper tallies and clearances will be the backup method used in extreme situations. If paper is used, the final numbers from all sales or locker/packer sessions must be inputted back into the NBC Admin for reporting purposes. Paper copies and supporting backup must be sent to the office to be filed.

Arrival /Scratch book/Good book

- All arrivals should have one seller. Additional sellers will require their own arrival so they can be grouped to receive funds.
- All arrivals will show one brand per line with the correct head count per brand.
- Any documentation must be photo'd and saved to electronic arrival record.
- Cattle descriptions and odd brands should always be included.
- If scratch books are used they need to be kept for backup records and to verify correct arrival documentation in case of an investigation.
- It is recommended that a Good Book be kept which will reflect all arrivals that will match the Full detail screen prior to any changes. A printed/pdf version out of Full Details can achieve this action as well which will serve as your electronic tally.

Tallies (Paper)

- All tallies will be completed accurately and legibly when used.
- All tallies will be signed with a recognized legal signature.
- Tallies will be written by authorized Nebraska Brand Committee employees **only**.
- Do not group brands and cattle on the tally. Example: 65 cows branded D- LH, OH RR, etc. Note the number of cattle carrying each brand. Example: 10 cows D- LH, 55 cows OH RR, etc. (Photo documents)
- Note clearly how the cattle were cleared. "Lexington SRC A49703, 8/4/93, not just clr."
- If a local certificate or health certificate is used in clearing the brands(s), note the state of origin, date and the certificate number; when health certificate, record data, note date, number and description of cattle sold. Obtain copy / photograph and return an original certificate to the consignor.
- If the origin of the cattle differs from the consignor's address note both origin and address
- Cattle cleared on evidence of ownership other than recorded brands should be tallied on a separate tally for each consignor.
- If a group of cattle is a no-sale as inspected, and all the cattle are on a sale ring clearance, do not return the sale ring clearance to the consignor. Retain the clearance given and issue a new sale ring clearance out of the barn where the cattle were a no-sale.

Sale Ring Clearances

- Note description of livestock when possible on arrivals so they show up on clearances.
- Do not clear more brands than necessary. Example: If purchase is one Holstein cow from a consignment of mixed cattle and brands, clear only brands arrived on Holstein cows, if any.
- Do not lump cattle and brands together unless the cattle are from same consignor.
- Do not keep sale ring clearances on file for consignors.
- Include all brands no matter what the destination of cattle.
- When selecting Buyer, their address does not have to match cattle destination. Add the destination location to the destination field on the clearance screen instead.
- All buyers should be selected individually. Do not create any joint name buyer records.
- (Paper) All sale-ring clearances will be completed accurately and legibly. Use paper only in emergencies.
- (Paper) Use the lowest number of the inspection certificates assigned to you first and in the proper sequence.
- (Paper) Do not use sale ring clearances assigned to you when helping at out of town sales.
- (Paper) Anyone having occasion to make copies or corrections of clearances or duplicates, please make notation on blue receipt form which type of document you are making

Sale Ring Reports

- Close & invoice the sales as soon as possible to avoid excess data in I pads.
- Electronic Sale Ring reports are to be invoiced on or before the last day of the month.
- Be sure to print an Inspection Summary report for the sale barn showing the state breakdown and head count totals prior to their bill arriving.
- Please notify your Supervisor if your Sale Barn is not having a sale or is closed for any length of time.

Inventory Inspections

- Until further notice, paper tallies will be completed for all inventory inspections.
- Collect fees and mail copy of tally and fees to Alliance Office.
- Should you have a request for an inventory inspection, please contact your Supervisor or Investigator.

Locker Inspections and Reports

- Cattle inspected at custom slaughter/locker plants are subject to the same paperwork and evidence of ownership requirements as cattle inspected at sale rings or other inspection points.
- Cattle inspected at custom slaughter houses are entered into the electronic system for Locker Plants on the day of arrival (there is no ability to back date an arrival).
- Cattle consigned for slaughter for which the consignor's evidence of ownership is other than his recorded brand will be cleared on an individual inspection with all backup materials being photographed and attached to electronic file.
- The following procedure is part of Section 54-1, 114, Section 3 of the State Brand Law Pamphlet and should be used when circumstances are relevant:
 - When any animal inspected under the provisions of this section has been offered for slaughtered and satisfactory evidence of ownership has not been provided, the butcher, packer, or vendor may, with the approval of the brand inspector, slaughter the cattle and hold the meat until such time as satisfactory evidence of ownership is provided to the brand committee. It will be the duty of the brand inspector to provide the butcher, packer,

or vendor with an official notice advising the operator not to release the meat until authorized by the brand committee. The brand committee may provide for a cash bond to be posted with the director of the brand committee, so that the meat may be released prior to the establishment of satisfactory evidence of ownership. The amount of the bond will be set at the approximate value of the cattle. When satisfactory evidence of ownership has been provided by the person offering the cattle for slaughter, the director will authorize the release of the meat or return the bond.

Major Packing House Inspections

- Cattle inspected at major packing houses are subject to all paperwork and evidence of ownership requirements noted for other types of inspections.
- All brand area packing plants are to be monitored daily by inspector to ascertain that all incoming cattle have proper inspection or documentation for slaughter.

Production, Farm, Ranch and 4-H Sales

- Contact your supervisor before the sale to determine system to be used, electronic or paper.
- Send information about the sale to Dean.Anderson@nebraska.gov at least 2 days prior to your sale for it to be set up by office staff.
- Cattle inspected at farm and ranch sales, 4-H sales or at any private sale are subject to all paperwork and evidence of ownership requirements noted for other types of inspection.
- Sales should be completed and closed 3-4 days after sale date or prior to the last day of the month if possible.
- Production sale tallies, clearances and Sale Ring/Inspection Summary reports are to be completed and sent in with deposit information.
- DO NOT use local certificates.
- Exemption of inspections:
 - Cattle sold or purchased for educational or exhibition purposes or other recognized youth activities if a legal bill of sale is exchanged between the buyer and seller do not need inspection. This pertains only to private treaty sales of cattle that remain within the brand inspection area, and are to be utilized as 4-H, F.F.A and similar youth projects. Any that leave the brand area will still be subject to the regular brand inspection and associated fee.
 - No brand inspection will be required for the sale or purchase at a **private treaty sale** of baby calves under the age of thirty days if a legal bill of sale is exchanged between buyer and seller. Any baby calves leaving the brand inspection area or being sold through a livestock auction market or other commercial channel will still be subject to the regular brand inspection and related fee charge. You will have to use your discretion and the honesty of the shipper or seller to determine if the calf is 30 days of age or younger
 - Purebred cattle raised by the seller and individually registered with an organized breed association will be exempt from brand inspection on private treaty sales that transpire within the brand inspection area and are not being removed from the brand inspection area. Please remember, this pertains only to registered cattle, and only if the seller is the person who raised them. Any cattle of this category that are leaving the brand inspection area or being marketed or disposed of in any of the normal sale or slaughter channels will still be subject to brand inspection and the related fee charge.

Surcharge Assessment

- A \$20.00 surcharge will be assessed on all local/country inspections on a per stop basis.

- The surcharge will be collected from the person requesting the inspection or the person required by law to have the brand inspection performed according to the Livestock Brand Act
- If there is no travel or travel expenses involved in the local/country inspection, the surcharge will not be assessed, i.e.:
 - A producer makes arrangements or brings the inspection to you at the auction market, locker plant, or veterinary clinic in your town of assignment, or;
 - A producer brings the inspection to the local brand office in your town of assignment, or;
 - The producer brings the inspection to the brand inspector's residence and;
 - There is no mileage reimbursement being claimed
- If a brand inspection has been scheduled and when you arrive the inspection is cancelled, the surcharge will not be assessed. If this becomes an ongoing problem, the surcharge may be assessed with the approval of your area supervisor.
 - This will need to be collected in cash or via calling in to office for check or credit card payment.
- When more than one brand inspection certificate is written at any given local/country inspection, the surcharge will be divided and documented equally on each local certificate adding up to a total surcharge assessment not to exceed the \$20.00 per stop/location.
 - Note: \$20.00 is not divisible by an odd number, so one local or more may be a penny lower/higher than the next. See chart in the Forms section.
- When a brand inspection is performed at one stop/location for a specific producer and the inspection is continued at another location for the same producer, it will be considered one stop and only one surcharge will be assessed
- When contacted to perform a brand inspection on a reported estray in an effort to determine ownership in the country, the surcharge will not be assessed
- A copy of the Surcharge Rules and Regulations Statute is found in the Statutes Handbook.

48 Hour Notice fee

- Per state statute 54-1108 section 1a: the brand committee shall assess a fifty-dollar late notice surcharge if the request for a physical inspection is made less than forty-eight hours prior to the date of the inspection.
- This fee must be charged in addition to all other fees if forty-eight hours' notice is not given. This was instituted by the legislature to give you a greater ability to have a schedule set ahead of time and not be juggling up to the last minute to figure out where to be and when, or if additional help is needed.

Hold Notices

- (Paper) Note the brand on the cattle held and the **recorded owner**, if any.
- (Paper) Note the number, sex and description of the cattle held on the hold notice.
- (Electronic) Designate the "hold" option on the Ipad for any inspection type.
- Identify the reason for the hold; Such as unsatisfactory evidence of ownership due to an unwitnessed bill of sale, an unauthorized signature, missing documentation, etc.
- The hold notice is to be sent to the person(s) on who proceeds are being held.
- A copy of hold notice will be given to the **selling agent** on all cattle sold for which no satisfactory evidence of ownership or origin has been furnished by the consignor and a hold was placed.
- Note all holds in the good book (paper) or it will automatically be designated in the Full Details if made electronically.

- (Paper) Note in your yard book that the hold has been cleared, how it has been cleared and the date.
- (Electronic) Un-check the hold box and document how the hold was cleared.
- Photograph the clearing documentation and attach to the record. If no electronic record of backup, inspector is to keep original clearing documentation for one year before destroying.
- Upon receipt of satisfactory evidence of ownership or origin, release the proceeds as soon as possible.
- (Paper) Date and initial the selling agent's copy of the hold notice with a notation that the hold has been cleared.
- (Electronic) Print a Clear Notice from the NBC Admin and provide to the selling agent.
- **As the inspector, it is your primary responsibility and duty to make every effort to clear holds as soon as possible. Do not just sit on them until the time limit is up.**
- If a hold reaches 30 days held, contact your supervisor, to put a fresh set of eyes on it and assist in resolving the hold.
- If a hold reaches 45 days held, contact your area investigator to see if they can assist in clearing the hold before it becomes an estray case.

Taking these steps to clear a hold before it becomes an estray case will save the brand committee a considerable amount of time and expense that is needed to resolve an estray case. It will also save the producer money, in that if a hold becomes an estray case all Inspector, Investigator and Administrative costs are taken from the proceeds before the producer receives their funds, once an estray case is solved.

- Un-cleared holds can be sent to the Alliance Office and Investigator sooner than 60 days if it is obvious the holds cannot be cleared by inspector or consignor. Contact the Investigator before you deem it an early estray.
- If the hold is not cleared within **sixty days**, have the check made payable to the Nebraska Brand Committee (not the consignor) and forward the check to the Alliance office with the single page report. The fully completed Report of Estray goes to the Area Investigator in whose area the consignment originated.
- If a South Dakota estray due to the reciprocal agreement verify with your investigator who the proceeds check should be made out to.
- When the consignment did not originate in Nebraska, forward the Report of Estray to the Area Investigator in your area.
- When a hold/estray case is forwarded to an Area Investigator, make sure to notify them that the check was sent to the Alliance Office
- Do not release the proceeds with the understanding the consignor will send or bring you the required evidence of ownership. Hold proceeds until the evidence of ownership is received.
- If you receive evidence of ownership after a case has been sent to the Area Investigator, send the backup materials to the Investigator, not to Alliance office.
- Any personal checks taken in lieu of the sale barn holding the proceeds should be made out to the Nebraska Brand Committee.

Receipts for Brand Release (Cutbacks)

- (Paper) Receipt Transfer all original information accurately and legibly.
- Do not combine more than one sale ring clearance or bill of sale receipt together on one receipt. Make a separate receipt for each clearance or bill of sale picked up.
- Give printed copy to producer, if paper give the carbon copy of the receipt to the consignor.
- Photograph original document and attach to electronic file.

- After creating paper cutbacks, take a photo of the white sheet and attach to the brand line in the sale ring or to the local inspection as a document and name it "cutback". Retain the white sheet for a year until further notice.
- Do not keep receipts on file for consignors.
- Always make receipts, do not shortcut by endorsing "so many off" and return to the consignor.

Receipting back cattle from Health Papers

If you are clearing cattle on a health paper, from a non-brand inspection state. On the original health paper, subtract the number of head you are clearing, the date the inspection occurred, and your signature (see forms example) Take a picture and add to you inspection record, and return the original to the producer. A paper copy may be taken for your records.

Making Corrections Electronically

- Locals: Corrections will be completed through Admin System however only certain options exist that can be corrected:
 - Amending the head count DOWN, use the Amend Action and ask for a refund and explain why your amending
 - Refund of Surcharge, use Action and Refund, give explanation why refunding
 - Void the complete inspection and redo
- Locals that need head count increased, locations changed, buyers or sellers corrected, or are any of the refund reasons above being charged to an Invoice account, will need to all be voided and a new inspection created, with payment re-received and the voided inspection will need to be refunded.
- Sale Barn or Locker/Packer Arrivals corrections can mostly be done through the Admin
 - Includes changing head count, adding holds, adding documentation, changing state of arrival, correcting ticket numbers or merging producers.
 - Missing Brands, changing producers, or correcting brand locations must be done through a new arrival ticket on Ipads.

Missing or Loss Reports

- A written loss report on the forms provided must be made on all loss reports received.
- **Obtain as much of the information requested as possible.**
- Email the loss report to the Area Investigator in whose area the loss has occurred as soon as possible, along with a copy to the Alliance office.
- If the loss appears to be urgent, contact the Area Investigator or the Alliance office by telephone.
- If the party later advises that the missing animal(s) has been recovered, inform the Alliance office promptly.
- Do not check "Does the complainant wish to be contacted by an investigator?" on the form unless the complainant believes the cattle were stolen.

Change of Ownership Inspections Involving Bonded Order Buyers

Considerations for brand inspectors to utilize in determining whether or not an inspection should be performed when it involves order buyers, bonded as such by the Packers & Stockyards Administration. (Revised 2/03)

- An order buyer under certain conditions would be considered basically an agent for an intended receiver and as such there would be no change of ownership under Nebraska Statute 54-1, 111.
- Packers and Stockyards Administration of the United States Department of Agriculture classifies an order buyer under the term "market agency" which means any person engaged in the business of buying or selling in commerce of livestock on a commission basis.
- Nebraska Statute 54-185 defines a "market agency" as any person engaged in the business of buying or selling in commerce livestock on a commission basis.
- If cattle are purchased by an order buyer either in or out of the State of Nebraska, then accept brand clearances and legal bills of sale that are properly endorsed by the order buyer in the event his name only appears on the clearance as the purchaser. As an example, if order buyer Joe Blow was the purchaser, assuming Joe Blow has one or more intended receivers for the consignment upon their arrival in Nebraska, then allow him to endorse the brand clearance or the legal bills of sale in a proper manner for the intended receiver. In the event the cattle are to be divided among several receivers upon their arrival in Nebraska, then make a routine split on receipt back forms, indicating Joe Blow as the owner, and have him endorse the receipt backs as split to the proper owners. (in this case, the bills of sale must list all brands). Be certain that the original clearance or bill of sale is picked up by you at the time you issue the splits. Attach the original to your copies of the split clearances or bills of sale and forward to the Alliance office to be filed.
- The bills of sale (NE Statute 54-172) or brand clearance (NE Statute 54-173) must be made in the name of the bond to be recognized or an inspection is required.
- If the cattle are received or sent to a point other than in the possession of the receiver, then you should question the legitimacy of the transaction.
- An individual who is bonded as a dealer, who is engaged in the business of buying and selling in commerce livestock, is not considered an order buyer and all cattle that change ownership are to be brand inspected. Order buyers are bonded and allowed to act as agents for intended receivers, whereas other un-bonded and un-licensed persons are not in this category.

AT NO TIME ACCEPT A CLEARANCE OR LEGAL BILL OF SALE THAT HAS NOT BEEN PROPERLY ENDORSED!

Miscellaneous Relating to Inspections

Altered Brands

Inspectors are asked to keep a lookout for cattle having brands that appear to have been worked over and also cattle which might carry a recorded brand and another brand which were worked over. Cattle of this type should be held and should not be allowed to sell through the sale ring or market, or to be taken back to the ranch or farm of the person offering such animal for sale. This information should be brought to the attention of your Area Investigator or the Alliance office immediately so that a proper investigation can be made promptly.

After Dark Inspections

All brand inspections provided for in the Livestock Brand Act or Section 54-415 of the Brand Law book will be made during daylight hours or during such other hours and under such conditions as the Nebraska Brand Committee will determine.

After Dark Arrivals for Sale at Auction Markets

Occasionally cattle arrive at auction markets after dark that generally does not allow a prudent brand inspector to attempt to perform an inspection. This has been a topic of previous memorandums and has been an occasional problem ever since brand inspection laws were created. Until further notice, we ask that you handle the situations in the following manner:

- Each situation may be different. We request that you contact your Area Investigator to gain his approval prior to allowing the cattle to sell.
- If your Area Investigator gives you approval to allow the sale of the cattle, it must be handled as follows:
 - The auction market management staff must be made aware that the cattle will have to be held over for a daylight brand inspection the following day
 - Each group of the cattle must be held separately as they were purchased, and not allowed to intermingle with other purchased groups of cattle. This is the only way that we can be certain of the origin of the cattle should a problem arise, such as an estray animal, etc.
 - The auction market staff must either announce to the buying public or allow you to announce to the buying public that the cattle are being allowed to sell with certain stipulations. At no time will the cattle, as purchased, be allowed to load out without the required brand inspection the following day

Animals Killed or Injured While Performing Inspections

Occasionally we have an employee injure or kill an animal while making routine brand inspections. We recognize that these usually are unavoidable circumstances. However, when you do have this happen and you are either directly or indirectly involved, we expect you to follow the below listed guidelines:

- If the animal can be salvaged, by all means have it slaughtered as soon as possible, while it is still fresh enough for human consumption.
- Make certain that you make a complete written report of all the details surrounding the injury or death of the animal, such as weather and yard conditions, witnesses, whether or not yard personnel were assisting when the accident occurred, date and time when it happened, name of the owner of the animal, amount of money received from salvage if any, and anything additional that might be pertinent, such as brands, ear marks, breed description, approximate age of animal, note if it is a registered animal. Forward the finished report to your Area Investigator.
- The Committee must make their final decisions based on information you obtain, so please make certain that your reports are complete and detailed.

Bill of Sale

- A Bill of Sale is statutory evidence of ownership, and we must accept it as proof of ownership if it is a properly completed Bill of Sale. There may be a violation of our Change of Ownership Law, but this in no way makes the Bill of Sale an illegal document.
- If you have someone present a Bill of Sale to you as evidence of ownership, and it is a proper Bill of Sale, then you are required to clear the cattle accordingly. However, if the sale should have been inspected under our Change of Ownership Law, then report the possible violation immediately to your Area Investigator. Do not refuse to clear the cattle just because you have been presented a Bill of Sale by the shipper.
- A proper/legal Bill of Sale must be filled out in its entirety; date, signed, witnessed, beef check off answered, etc.
- Refer to section on Farm, Ranch and 4-H sales - Exemption of Inspection.

- A Bill of Sale may be taken on the day of sale to transfer ownership from owner to another party for payment of funds. i.e. parent to child, partnership to individual, trust to trustee.

Breed Association Requirements

Recognized breed association requirements will be adhered to as long as accompanied by a properly applied Nebraska registered brand.

Cattle from Other States, Moved in Violation

Hold the proceeds and notify the state of origin for authorization to direct disposition of proceeds. If no disposition has been received after sixty days, forward the hold to your Area Investigator

Cattle Leaving the Brand Inspection Area

In the event you should receive a request from a shipper that has cattle to ship or remove from the brand inspection area, but due to either problems with your work schedule or lateness in the day, you are unable to make the inspection, at no time can we give permission to the shipper or trucker to remove the cattle from within the brand inspection area. This is a violation of the Livestock Brand Act.

Clearing Cattle on Fresh Brands

Do not clear on fresh brands but require the consignor to show proof of ownership on any odd brands the animal(s) may carry. Generally, a fresh brand is considered to be a brand that is less than 30 days old and/or the brand has not peeled.

Fleet Permits

Fleet permits are brand documents that are made by the inspector for allowing multiple vehicles transporting the same group of cattle during a shipment when there is only one official title or Certificate of Inspection. If the inspection has been made, copies of the certificate that are NOT embossed, are on white paper and have the word COPY written on it can also be used as Fleet sheets.

- On inspections that you perform involving two or more truckloads of cattle, complete a Fleet Permit Form on the second or additional trucks.
- If requested, registered feedlots may use fleet permits.
- If problems occur with an electronic inspection, use a fleet permit to send cattle while completing the inspection.

Holdover Cattle

Holdover cattle are to be inspected and a fee collected to uphold and be consistent with state statutes 54-1, 108 and 54-1, 119.

- A clearance should be created for all cattle purchased by the sale barn.

Horse Brand Inspection in Nebraska

Nebraska does not have a horse inspection program or a statutory horse inspection fee. Advise anyone requesting such an inspection that Nebraska does not have horse inspection, and to note this on the health inspection papers. This notation will be adequate when taking horses into a state which has brand inspection on horses. Nebraska and South Dakota ended the horse inspection reciprocal program in 2021.

Inspection of One's Own Cattle

It is contrary to Nebraska Brand Committee policy for any brand inspector to inspect his own cattle or any cattle that belong to his immediate family.

Inspectors Transporting Estrays

Trucking is allowable, if reasonable. Brand Committee employees are forbidden from charging a trucking fee for stray cattle that have been determined by such brand inspector to be an stray. If the hauling of such animal(s) is to be done by the brand inspector, only the current rate per mile (paid by expense voucher) will be allowed.

Lending Institution Request for Inspection

It is not the Nebraska Brand Committee's duty, responsibility, or obligation to notify lending institutions in advance of the sale of cattle that may or may not be mortgaged. It is our policy consistent with state law that documents from brand inspectors generated as a result of a sale of livestock do become public record and are available upon individual request.

The answer to the question of whether or not courts in this state can award either the proceeds or custody of cattle to lending institutions where the lending institution does not have evidence of the debtor's ownership of the cattle is:

- In an Attorney General's opinion dated April 9, 1985, what authority there is would hold that the Uniform Commercial Code's provisions would take precedent over the brand laws, and that a court could award the proceeds of the sale of cattle or the cattle themselves to a lending institution where the lending institution otherwise satisfies the law with respect to attaching and perfecting security interest. If the bank has a perfected security interest, they can take the cattle. A debtor not having the right to the cattle, an argument could be made by the true owner that the bank has converted this property, however, this would be a matter between the true owner and the bank and would not involve the Nebraska Brand Committee.

Point of Origin

Point of origin inspection will be allowed on cattle going to a packing plant where brand inspection is provided.

Premise ID

It is voluntary for producers to include their Premises ID on paper inspection certificates.

Rebranding

- Do not advise the public that if they rebrand purchased cattle they will not have to account for or clear additional brands at the time of sale, slaughter or shipment.
- State law provides the Nebraska Brand Committee with the authority to request evidence of ownership to brands other than or in addition to the recorded brand of the shipper.

Sale of Baby Calves

- Private treaty calves less than 30 days old and are sold off the cows, can be sold on a bill of sale if they remain in the Nebraska brand area.
- Calves sold or shipped with the cows are subject to brand inspection, including the appropriate brand inspection fees and Beef Check Off fees.

- Consignors of baby calves may be required to complete a shipper's affidavit proving information as to origin, i.e., home raised or purchased, at the discretion of the inspector.
- Indicate sex, breed, color, ear marks, and other characteristics that would identify a specific animal.
- Where suspicion exists as to ownership, hold proceeds, notify the Alliance office and your Area Investigator.

Selling Cattle on Expired Brands

- The brand inspector will accept an affidavit from a shipper of cattle with an expired brand if the person is in the process of dispersing the herd.
- The shipper of private treaty cattle with an expired brand will be allowed to sign an affidavit and be given a warning to get the brand reinstated on the first offense.
- If cattle with an expired brand are again shipped without reinstatement, the shipper will be required to post a check for the price of the cattle. The shipper will be advised that the check will be held for sixty days allowing time to get the brand reinstated.

South Dakota Inspections in Nebraska

The Nebraska Brand Committee agrees with a reciprocal agreement to inspect all cattle originating from within the South Dakota brand inspection areas, consigned to the markets and slaughter plants listed herein, and to charge and collect the inspection fees as set by the Nebraska Brand Committee, provided the cattle are accompanied by a South Dakota Shippers Certificate. The fees collected will be retained by the Nebraska Brand Committee.

Reciprocal Agreement locations include:

Sale Location

- Atkinson Livestock Auction
- Bassett Livestock
- Crawford Livestock Market Auction
- Creighton Livestock Auction
- Gordon Livestock Market
- Shamrock Livestock Market LLC (O'Neil)
- Sheridan Livestock Commission Company
- Valentine Livestock Auction Company

Locker/Packer Locations

- 4 His Glory
- CR Packing Company
- Spencer Locker
- Valentine Locker
- Jansen Custom Cut
- Open Range Pack

Kansas Inspections in Nebraska

Cattle originating from Kansas coming directly to a Nebraska sale or terminal facility may be cleared on a Kansas recorded brand provided that it has been verified as a current recorded brand.

Trespassing Cattle

Trespassing cattle are not to be confused with stray cattle or livestock, and you should refer to Sections 54-401 through 54-407 of your Livestock Brand Act statutes for guidelines in advising someone on what procedures to follow in the event they are having a problem with trespassing animals. When the owner of the animal(s) is known do not order the livestock

brought into a market for sale for the sole purpose of the person who has possession of the animal(s) to collect monies for feed and damage.

Yard Books (Good Books)

Yard Books have long been the method for which the sale barn arrivals have been organized and used as a reference when clearing sold cattle. This should be a representation of all animals that were inspected in for a sale. With the addition of the electronic sale barn system the arrivals automatically create the Full Details screen. When arrivals are completed, sort your screen by your preference filter (ticket or producer name) and print a copy either by saving a .PDF on the laptop or a physical copy. This will serve as your back up should the internet go out.

Because the Arrival process ensures all the below items are captured electronically so everything below is only for the paper sale barn method:

- Accurately reflect the number, sex, description and all identifying marks and brands on the cattle inspected.
- Accurately reflect how the cattle were cleared, or if not cleared, that the proceeds were held. If on a sale ring clearance, note the name of the barn and the date, not just "clr".
- Need to be kept as neat as possible and in such a manner that any other inspector or authorized person can determine the status of the cattle inspected.
- Reflect the full name and address of the consignor, and if a selling number is given each consignment, this number should also be noted.
- When holds have been cleared, note the date and how cleared.
- If a hold is forwarded to the Area Investigator, note the date in the yard book. Yard Books need to be dated and filed by date.
- Need to be kept as a record for at least ten years.
- Alphabetizing of yard books is optional.
- Out of town help should use yard books from the barn where they are helping and leave these yard books at the barn when they are through with the day
- Scratch books need to be dated and kept for 10 years. All scratch books should be identified as to user and date.

General Rules Regarding Inspection Paperwork & Reports

- Any inspection record or report could be used as evidence in a criminal or civil court case. It is important that these records and reports be completed as accurately, completely and legibly as possible and in such a manner that any authorized person can understand the information contained.
- **If you accumulate \$500.00 or more in brand inspection fees**, you are required to deposit and email these fees with the associated documents to the Alliance office within 3 business days. This is in accordance with Nebraska State Statute 84-710.
- All paperwork should be completed on or before the day assigned. Develop the habit of having your paperwork / reports completed as soon as possible and not waiting until the last minute.
- Avoid using abbreviations as much as possible. Such abbreviations, as SML, HLC, CNC, PVLS, T&S, BHLS, etc. may mean something to some inspectors, but are meaningless to others. Since many people make use of inspection records, it is necessary that these records be completed in such a manner that they can be readily understood by anyone having cause to use them.

- If for some reason you cannot submit your reports on the designated date, advise the office so they can adjust accordingly.
- With the implementation of the Invoice Subscription Accounts, they will supersede all directives pertaining to individual invoiced producers fee collections.
- All cash and checks from Inspections or Production Sales or 4-H Sales should be sent with the corresponding documentation to the Alliance office through your assigned bank. No checks or cash should be sent with the Post Office or United Parcel Service (UPS). All sale ring tallies and clearances should be done electronically, however if a paper one is used it and all supporting back up should be sent to the Alliance office by way of USPS if its bulky in size.
- Incomplete paperwork of any type will subject the employee to disciplinary procedures as outlined elsewhere in this handbook.
- Sign all Nebraska Brand Committee documents as you would sign your personal check.

Inspection Quality Control & Improvements

Brand Inspection is an important tool in the cattle producer's business. The actual inspection of an animal is for two very significant purposes:

1. To determine the ownership of the animal offered for sale or shipment.
2. To enable the inspector to issue an accurate clearance to the purchaser of the animal inspected.

If a poor job is done on Step 1, it follows that Step 2 will be incorrect!

The majority of inspection problems regarding clearances that do not fit are due to a poor or incomplete job of inspection somewhere along the line. Some of the causes of this type of inspection are:

- **ASSUMPTIONS:** that when inspecting cattle direct from another barn, that the clearance fits and there is no need of performing more than a quick once over on the cattle. *Do not expect someone else to do your inspecting for you.* They may have been guessing too.
- **GUESSING:** The inspection of cattle with the attitude that your best guess is sufficient is not appropriate and will not be tolerated. These cattle are Nebraska cattle once they go through the sale ring, and the purchaser is entitled to an accurate clearance and not just your best guess.
- **SHORT CUTS:** Clearing cattle on a re-branding job that will obviously be gone or unreadable in a few weeks or months, is unacceptable. While this may save some time and trouble at the moment, it will create much more trouble when these cattle are resold

Ideally all cattle should be inspected as if you were going to have to testify in court!

Can You Swear to It?

This is where the exact marks or brands you identified will be significant and where any "I think" or "I didn't check" will not be accepted. Obviously, this type of inspection is not always possible due to circumstances beyond your control. However, a few steps can be taken to improve the accuracy of inspections:

- When inspecting cattle on clearances, do not make the cattle fit the clearance. Tally the cattle as you see them, not as the clearance states, the clearance may be wrong — break down the number of head per brand etc. If there is a mistake, it just as well be detected and not passed on to the purchaser. **Repeat** do not expect the other inspector to do your work for you.
- Cattle from other states should be inspected with as much accuracy as possible. The fact that they are from Kansas or Oklahoma, and no clearance came with them, is no reason to clear them on guess work. When the new purchaser brings them back in, they are Nebraska cattle and he is subject to having his proceeds held if the clearance does not fit. This creates poor public relations and looks like our inspecting leaves something to be desired.
- When cattle are offered for sale that have been lightly branded in order to get by the brand inspector, these cattle should be tallied for odd brands and clearances requested. Nothing causes more trouble or is more difficult to clear than one that was cleared on a light brand that has long since disappeared. Also by not asking for clearances on odd brands, you are encouraging this practice of putting on "hair" brands. A little extra effort at the first inspection will avoid trouble in the future.
- When an animal is roped and clipped, expose all brands and tally all brands, ear tags or earmarks.
- If an animal carries more than one brand and you have no idea which is the holding brand, tally all the brands.
- You should show the animal in question to the consignor, whenever possible.
- When writing brand releases, note the description on the clearance whenever possible. Also do not put any more brands on the clearance than needed. EXAMPLE: If the animal being cleared is a roan cow, there is no need to include brands that were on cattle of other sexes or descriptions
- Cattle that are not subject to sale and re-inspection (i.e., slaughter cattle) should be tallied with all possible accuracy. These cattle normally are not available for re-inspection or rechecking so there is no chance to double check your inspection. A consignor may lose all or part of his proceeds due to a faulty inspection.

To summarize, a little extra effort at the original inspection may save time and ill feelings in the future! It is your job, so let's all do it right!

ESTABLISHING OWNERSHIP

Proof Of Ownership Documentation

The following criteria will be followed when cattle are offered for sale at an auction market, slaughterhouse, or packing plant in the Nebraska brand inspection area where proof of ownership documentation is required.

This includes consignments from:

- The Nebraska brand inspection area
- The non-brand inspection area of Nebraska
- A state offering brand inspection
- A non-brand inspection state
- When cattle originate from or are purchased within the Nebraska brand inspection area or from another state offering brand inspection, a brand clearance/certificate is required.
- When cattle originate from a sale barn in the non-brand inspection area of Nebraska, an auction market sales receipt is required.

- When cattle originate from a sale barn in a non-brand inspection state, purchase papers, or a health paper if required, is required
- When cattle are purchased by private treaty in the non-brand inspection area of Nebraska, a legal bill of sale is required
- When cattle are purchased and/or originate in a non-brand inspection state, a bill of sale or health certificate is required

When any of the above documentation absolutely cannot be obtained and all avenues have been exhausted in attempting to acquire said documents, the inspector will request one or more of the following:

- Breed registration certificates
- scale tickets
- disclaimers of interest
- court orders
- security agreements
- power of attorney
- bills of lading
- canceled checks
- any other facts, statements, or circumstances that, taken in whole or in part, causes a brand inspector to believe that proof of ownership is established.
- A livestock shipper's affidavit will be accepted only as a last resort.

Satisfactory evidence of ownership, as defined in Nebraska Livestock Brand Act, Statute 54-189, will consist of:

- The brands, tattoos, or marks on the livestock
- Point of origin of livestock
- The physical description of the livestock

Lease or Partnership Agreement

When dealing with leased or partnership cattle there are several things that need to be taken into consideration:

- It is a felony for any person to willfully and knowingly brand, mark or cause to be branded or marked, livestock owned by another with the intent to deprive.
- There is no provision in our statutes authorizing the branding of someone else's cattle.
- Nebraska Statute 54-198(1) states, "it is unlawful to use any brand for branding any livestock unless the person using such brand has recorded that brand with the Nebraska Brand Committee."
- The bank's security interest in the "proceeds" from Mr. X's cows will follow the calves pursuant to the UCC 9-307(1), as this statute provides that the lien follows the livestock if they are sold in the ordinary course of business.
- The offspring or calf ownership follows the ownership of the cows. Unless otherwise proven.
- For lease or partnership purposes the term "title" should be disregarded. The Uniform Commercial Code dispenses with the use of "title". We are faced with so many different situations that could be a transfer of "title" that our system could not function without the help of a case-by-case determination from the court.
- Nebraska Statute 54-1, 1 1 1 (1) states, "...no person shall sell or trade any cattle...unless the cattle have been inspected for brands and ownership and a certificate of inspection or brand clearance has been issued by the Nebraska Brand Committee."

- If we conduct the inspection when the physical transfer of the livestock occurs, that will satisfy our statutory requirements and eliminate any need to decide a title question.
- The inspection of the increase in the lease cow herd should occur at the time and at the point of actual sale to a third party.
- An inspection would be required when the lessor and lessee divide ownership if done prior to actual sale to a third party.
- The documentary evidence of ownership required at the time of sale would be the lease agreement which would set forth who owns what share of the animals being sold.
- A Nebraska recorded brand is only prima-facie evidence of ownership, which means at first view is sufficient to prevail or meet the minimum requirements.
- The definition for Lessee in this policy is: a person to whom property is leased; tenant, caretaker.
- The definition for Lessor in this policy is: a person who gives a lease; landlord, owner.
- **Example scenario that has occurred:** A South Dakota rancher (the Lessor) has 100 head of cows that were sent to a Nebraska rancher, who would be the Lessee. The Nebraska rancher branded all the calves with his Nebraska recorded brand, as possibly the South Dakota rancher did not have a Nebraska recorded brand. The Nebraska rancher keeps 70 of the 100 calves for taking care of the herd. The remaining 30 head of calves were shipped back to the rancher in South Dakota. It is assumed there was a verbal agreement for the Nebraska rancher to keep 70% of the calf crop for caring for the cows on his place.
 - There is no authority in Nebraska statutes, and it is a crime, for the Nebraska rancher to brand the South Dakota rancher's share of the calves with his brand, unless a brand lease agreement was arranged.
 - The 70 head of calves (the Nebraska rancher's share of the agreement) should be brand inspected from the South Dakota rancher to the Nebraska rancher and a bill of sale or a disclaimer of interest taken up from the brand owner to the livestock owner and a certificate of inspection issued, no matter whose brand was on the calves.
 - The beef checkoff on the 70 head of calves should be collected at the time the physical division of the stock takes place. In this case, when the 30 head were being separated and shipped to South Dakota.
 - The 30 head of cattle that were shipped to South Dakota to the actual owner should be brand inspected to be removed from the Nebraska Brand Inspection Area. Due to the fact these 30 head were branded against Nebraska law, a Disclaimer of Interest Form is needed from the brand owner to the cattle owner and a Livestock Shipper's Affidavit is needed from the cattle owner, claiming ownership of the branded cattle, as in all actuality there was no change of ownership.

Satisfactory Evidence of Ownership

Nebraska Livestock Brand Act statute 54-189 allows an affidavit to be utilized as satisfactory evidence of ownership. An affidavit is a declaration under oath, in writing, before some person who has authority under the law to administer oaths.

- The affidavit is to be filled out in its entirety.
- Document the brands, tattoos, or marks on the livestock, point of origin, and physical description of livestock on the affidavit.
- The body of the affidavit must state facts, not opinions or conclusions, by one having actual knowledge of the facts.
- The affidavit is to be completed prior to affiant signing, attesting to the information provided.

- The affidavit is to be signed in the presence of a notary public and notarized
- Ensure compliance with proof of ownership documentation policy noted above.

Non-Brand Inspection Area Livestock Shippers Statement

- The Non-Brand Inspection Area Livestock Shippers Statement is to ONLY be accepted at the Tyson packing plant in Lexington, the Gibbon Pack packing plant in Gibbon and Open Range Beef in Gordon. This is used to clear cattle that originate from the non-brand inspection area of Nebraska along with any state that does not provide a brand inspection program or issue brand inspection documents for cattle leaving that area.
- The shipper's statement is to be used for the proof of ownership documentation requirement. Should a brand inspector question a certain brand due to the fact it has been listed on a lost or stolen report, part of an investigation, or it is known to have originated from the brand inspection area, the producer can be required to provide additional proof of ownership.

Research and Duplicate Copy Requests

There is a research fee for performing any research of official brand inspection and brand recording files. The fee structure is set by the headquarters office and collections are made accordingly.

If anyone needs information and/or copies of material on file, they have to request it from the headquarters office. The research and fee collection will be made through the headquarters office.

- If someone needs a duplicate Sale Clearance or Inspection Certificate and they were issued an original, they must contact the Alliance office for a duplicate. ***Inspectors DO NOT print a duplicate from the Admin system as only the office can VOID the original and create a true replacement document!***
- If the inspection was prior to electronic transactions, the requester must provide the date the clearance/certificate was issued and/or the date of the last sale with an inspection. Send in the current duplicate rate, which is equivalent to 15 minutes of the research fee and a copy fee. If the research time exceeds 15 minutes, the party making the request will be billed for the additional time.
- On occasion brand inspectors do not issue an original brand clearance for all cattle purchased at auction markets. In this case the following applies:
 - (Electronic) Open up past sale record and create the missing clearance.
 - (Paper) If a clearance was not created for all cattle purchased on any given auction, then following the end of the sale, or the following day, make a note on the auction markets copies of purchases sheets for which you did not issue a clearance, noting "No Brand Clearance Issued".
 - This will allow a "Late Issue Clearance" at the auction market without the customer having to pay a charge for research.
 - Additionally, an original copy needs to be added to Office file of this sale. It would still require research of the records and yard books to enable this "Late Issue Clearance"
 - We suggest you make every effort possible to issue a clearance for all purchases, enable the headquarters office to always have an original document on file for research and copying purposes
 - We realize that some purchases are handled by an order buyer, and the paperwork is picked up by the trucker. However, many of these go out of state where proof of ownership is not questioned. We are most concerned about the purchases being made by Nebraska owners, and ask that you concentrate your

attention to making certain **all** Nebraska buyers are issued a brand clearance at the time of purchase

BRAND LAW VIOLATIONS

- **Detecting and Reporting Violations - Illegal Movement (Misdemeanor)** Notify your Area Investigator or the Alliance office at once. Get all information possible, number of head, date, the destination, the trucker, etc., including any witnesses. Do not inspect at the destination without approval of your Area Investigator. Do not depend on the shipper to notify the Area Investigator. Do this yourself immediately. When cattle were moved in violation, note on the inspection certificate **inspected after removal from brand area**.
- **Failure to Report Stray (Misdemeanor)** If you receive information that someone has a stray, contact him or notify your Area Investigator as soon as possible. Check local media for estray notices. Contact party advertising. If stray is brought in for the Committee, get written statements in reference to feed bills, damages, fines, etc. Do not advise that there will be prosecution.
- **Offering Cattle for Sale, Trade or Slaughter Without Having Evidence of Ownership (Felony)** On occasions, when a stray is found on a consignment, the consignor will advise the inspector that the "animal is a stray that has been around X number of months. Since no one claimed it, he, the consignor, decided to sell (or slaughter) it." Get as much information as possible from the consignor, including a written feed bill. Make notes as soon as possible as to what was said, including any witnesses. Sort off and do not sell the stray and notify your Area Investigator. If it is determined the stray will be sold, get several photographs.
- **Forged or Improper Evidence of Ownership** Keep the document in your possession if you have reason to feel it is forged or altered in any manner. Make notes of anything the party presenting the document might say, including any witnesses. Notify your Area Investigator as soon as possible. At all times preserve items as evidence, place in an envelope, seal and properly identify for transfer to Area Investigator.
- In the Forms section is an example of a violation report which is to be completed promptly and with as much information as you can obtain at the time you become aware of the violation. We ask that you routinely provide as many of the listed data as available to you through your initial contact with the person or persons alleging the violation. The inspector should send the original and blue copies to the Area Investigator in which the violation took place and at the same time send the green copy to the Alliance office.
- A copy of the investigator's violation disposition will be sent to the originating inspector.

Procedures for Clearing Misbranded Cattle

- Misbranded cattle will mean any cattle that were unintentionally branded with the owner's brand on the wrong side of the animal, or on a location not recorded to the actual owner. It will also mean any cattle that were unintentionally branded with the owner's brand reversed, upside down, or some of the characters misplaced as to sequence or location.

- Before any such cattle are cleared for ownership you will obtain from the actual owner of the cattle or the owner's authorized agent, a notarized **Livestock Shipper's Affidavit and Agreement Form**, properly completed and signed. The form should contain information as to how the brand appears as improperly applied, the circumstances surrounding the misbranding, and the names and address of any persons that may have assisted or witnessed the misbranding.
- If the brand as applied is recorded in any county adjacent to the county or origin of the misbranded cattle a **Disclaimer of Interest** will be obtained from the recorded owner.
- Obtain a **Livestock Shipper's Affidavit and Agreement Form** if the seller is offering cattle carrying an expired brand. If you have any doubt, contact the brand recorder

ESTRAYS

Estray will mean any cattle, horse, mule, donkey, sheep, or swine found running at large upon public or private lands, either fenced or unfenced, in the State of Nebraska, whose owner is unknown in the area where found, or is branded with a brand which is not on record in the office of the Nebraska Brand Committee.

- If an estray is discovered during a local or sale ring arrival make sure to denote it on the Ipad designated field when entering cattle.
- When notified of an estray, per section 54-415 of the law book, make arrangements to inspect the estray as soon as possible.
- If the brand is obvious and is recorded to an adjacent party, advise reporting party of the owner and let the parties settle. Once identified, the estray then becomes a trespassing animal. Do not return the animal to the brand owner on the basis of recorded brand only. Some connection should be apparent between reporting party and brand owner. Do not return to the recorded owner with the understanding he will return the animal if another claimant shows up.
- If not handled as the above-mentioned section, obtain basic information where the estray showed up and who runs cattle adjacent to reporting party. If a preliminary investigation based on this information and/or other information obtained from the reporting party or from the actual inspection of the estray ie., brands, tags, etc. fail to establish an owner, make arrangements to have the estray brought to a sale as soon as practical.
 - Do not allow the reporting party to retain the stray with the agreement that he will bring it in X number of days if no one claims it.
 - If the reporting party, prior to the time the estray is brought to a sale, advises he has found an owner, determine whom the estray was returned to and satisfy yourself it was a correct action.
- Clip, expose and photograph all the brands and identifiers on the animal and both sides, head and rear of the animal.
- Trucking is allowable, if reasonable. Brand Committee employees are forbidden from charging a trucking fee for estray cattle that have been determined by such brand inspector to be an estray. If the hauling of such animals is to be done by the brand inspector, only the current rate per mile (paid by expense voucher) will be allowed.
- Allow no payment of a feed bill at date of sale.
- Get bill for feed, damage, etc. in writing.
- Make no statements regarding feed bills, damages, etc.
- Get all information possible for an estray report, including photographs.

- Complete Report of Estray Form with all required information and forward to the Investigator in whose area the estray originated. Include any and all information obtained as mentioned above, including possible claimants, etc., and photos taken and properly identified.
- Send check for proceeds of estray sale made payable to Nebraska Brand Committee to the Alliance office. If the check is \$500.00 or more mail within 3 days. (To be sent accompanied with single sheet Report of Estray)
 - If the Nebraska Brand Committee is the consignor in the above noted sale, it is not necessary to hold the proceeds of sale for sixty days. Forward to the proper Investigator as soon as you have completed your investigation
 - Keep track of all time involved, mileage and other expenses involved. Example: picture printing, phone call, etc... Document such on the Estray Expense Log
- At any point in the above noted process you feel you need assistance or advice from the Area Investigator, contact them.
- Be sure to send photos either digitally or as hard copies.
- Make a note as to whether it is a hold that can't be cleared or an estray.
- Send copy of the sale tally of such animal to the Alliance office indicating an estray case has been forwarded to Area Investigator.
- ***Include in the report any expense incurred during your inspection and investigation including mileage driven, time spent, cost of picture printing, and any miscellaneous expense.***

Estray Expense Claim Form

This form is to be used whenever an estray animal has been brought to market and is eventually destined for Brand Committee action. It is imperative that as much of this information be obtained prior to submission to the Alliance office.

- Authorization for Deduction of Feed and/or Trucking Charges - This form should be completed at the time cattle are brought into an auction market, and the consignor is agreeable to allow a certain portion of the sale proceeds to be deducted for trucking and/or feed bill. Make certain that you obtain all of the required information at the time you are having the form signed by the owner.
- Estrays Taken off at Sales - If there is a possibility the animal is an estray, contact the brand owner. If the brand owner is not available to make a decision on shipping an animal, the decision would be decided on the basis of what type of animal it is: fat, feeder, young cow or heifer, etc. The time element of what can be done with the animal if it is not shipped and other factors will be taken into consideration by the Inspector and make their judgement accordingly. Included in that is whether to ship or sell the animal in either the brand owners name or the Nebraska Brand Committee's name.

Estray Recovered Report

- An Estray Recovered report will be completed and forwarded to the Alliance office on any animal that is determined to be an estray.
- This report will be completed on estrays that have been identified and returned to, or sold, for the true owners.
- Only the name of the inspector or inspectors making the actual inspection and identification of the estray will be on the report. Do not note the name of every inspector who may have been at the sale on the day of the inspection.
- Spot checks will be made on mileage reimbursed for the checking of estrays.

- Do not send in Estray Recovered report if ownership has not been determined and/or the estray has been sold for the Nebraska Brand Committee.
- Include an approximate market value of the stray.
- When you send in Estray Recovered reports provide a written explanation of circumstances when the recovery involves ten (10) or more head of cattle.
- Note whether the estray was recovered during a routine inspection or was a reported estray.

BRAND PROGRAMS

Grazing Permits

- Persons bordering the Nebraska brand inspection area, whether it involves a state line or merely a non-brand area county, by meeting certain specified requirements and mileage limitation, may qualify for a grazing permit or veterinary care permit, whereby they can move their cattle back and forth across the brand area line without the payment of a brand inspection fee.
- Do advise potential applicants of the grazing permits, and under no circumstances discourage them.
- Use the grazing permit application form and have it approved by the Area Investigator.

Out of State Branding Permit

- Authorization of a one-time use of a brand registered with a state other than Nebraska to brand cattle 30 days or less prior to being exported out of Nebraska.
- **Requirements:**
 - An application form must be completed in its entirety as furnished by the Nebraska Brand Committee and submit it to a brand inspector for approval.
 - In determining approval/disapproval the inspector will verify the brand and state of record.
 - The inspector will sign the permit regardless of approval/disapproval.
 - Fee of \$50 will be collected when approved.
 - Cattle under this permit must remain in a confined facility, i.e. feedlot, ranch/farm corrals, auction market yards, veterinary clinic, etc. until exported out of the state of Nebraska.
- **Cattle Located at other Approved (non auction) Locations:**
 - The producer/applicant may contact the area brand inspector, criminal investigator or the Alliance office to obtain a permit application.
 - The producer, upon branding the cattle indicated on the permit will have a maximum of 30 days to export the cattle from Nebraska
 - Accordingly, NE Statute 54-1, 110 requires all cattle leaving the brand inspection area to be inspected for ownership prior to movement and a certificate of inspection issued.
 - The brand inspector at time of shipment will inspect the cattle for ownership by insuring all the documentary evidence of ownership fits the cattle and all cattle have been rebranded under the permit authorization.
 - The inspector will take up all documentary evidence of ownership and attach to the original copy of the local inspection certificate.

- The inspector will document on the local the fresh brand authorized by the permit, the date of the permit and its number
- The inspector will note any odd brands on the local, as well as the description of the documentation
- The inspector will take up the producer's copy of the branding permit and attach to the original copy of the local inspection certificate
- **Cattle Located at Auction Market**
 - Generally speaking, the producer will request the permit after settling up with Market and approaches the inspector for a Sale Ring Clearance
 - The producer must complete an application and present it to the inspector with the appropriate fee for approval/disapproval
 - The inspector will complete the Brand Inspector's Sale Ring Clearance by documenting on the clearance, "To be fresh branded with: (facsimile of brand & location)", initial and date
 - The inspector will attach approved blue copy of permit with the fees to the Alliance office in accordance with all other documents and fees.

Registered Feedlot

- Sections 54-1,120 through 54-1, 122 of the state statutes provides the basis for the registered feedlot program in Nebraska. Proper application forms can be obtained by contacting the Alliance brand office, and if the applicant meets the criteria as outlined in the application, the permit will be approved subject to periodic audits by an inspector. The permit will renew annually, and any adjustments in cattle inventory capacity number will be made at the time of renewal.
- When inspecting cattle into a registered feedlot, on your OnTheGo be sure to switch the "into a registered feedlot" option to "yes" which is located in the Destination portion of your inspection.
- Do advise potential applicants of the feedlot permits, and under no circumstances discourage them.
 - The cost of registration is charged per thousand head multiplied by the current per head inspection fee plus any portion thereof.
 - The registered feedlot shipping certificates are to be accepted at custom slaughter plants.

Private Treaty Production Sales

The Nebraska Brand Committee has developed a program to assist the registered and non-registered producers who will be selling small lots of seed stock cattle under 30 months of age and show stock under 12 months of age over a period of time not to exceed 6 months.

- The producer will apply for Private Treaty Inspection Sale status using the application available on the website or from an inspector.
- Completed application will be sent to nbc.admin@nebraska.gov for approval from the Chief Investigator.
- Chief Investigator signs and gives to Office team, they will change status of the producer in the NBC Admin to: "Production Sale Agreement" = yes/tick mark
- It will be the inspector's responsibility to verify on Admin that a producer is enrolled in Private Treaty Inspection Sale Agreement prior to issuing any Fleet Permits or Clearances.
- Upon learning of an impending event:
 - Producer will submit an application for a PTPS turned into office/Chief Investigator.
 - Inspector will perform a physical visual inspection on all cattle available for sale.

- The inspector will enter a “sale record” for this “Auction Market” type producer in the Admin.
- Inspector will then be able to enter in the I-pad for this all arrivals by brand line and head count and individual unique animal ID as the ticket number. The arrival total should equal the total head that the producer has inspected and is offering.
- Inspector will take payment for inspection, surcharge and separate check for Beef Checkoff collected.
- Inspector will “close” the sale so that it is invoiced on the same day that the payment is collected and deposited.
- Inspection Payment will be deposited per NBC deposit rules, and Checkoff will be mailed to the Beef Council office with a copy of the sale Inspection Summary from Admin showing producer, date, head count.
- Inspector will use “Fleet Sheets” paper documents to write out the number of inspections performed with individual identifier listed. These will be given to the producer to use if a clearance is not available on the day of cattle movements.
- Producer will inform inspector when a sale is made and send them the buyer information and the animal identifier. Inspector will enter data on Admin and create an electronic clearance that can be picked up by or mailed to producer. **Mailing should be last resort to save postage expense.**
- At the end of 6 months or prior to, the sale will close, and no more clearances will be allowed on that agreement.
- All remaining “arrived” cattle tickets will be representative of what the producer did NOT sell or require a completed inspection certificate for.
- At 6 months the office staff will follow up with inspectors to record remaining clearances and then will close the sale by “invoicing” the NBC account.
 - This will be 6 months delayed from when the money was received so the office staff will need to keep an accounting on a spreadsheet until new payment option on I-pad is built.
- Producers can only have one Agreement in place at any given time.
- It will be the producer’s responsibility to get Purchaser information back to the inspector in a timely manner.
- It will be producer’s exclusive responsibility to pick up completed Sale Ring Clearance Documents.
- Cattle that are not sold at the end of the 6 months term will need to be reinspected if included in a new PTPS.

Show Cattle Permits

Any resident of the Nebraska Brand Inspection Area will upon request be allowed to remove cattle from the Nebraska Brand Inspection Area with a single seasonal brand inspection being performed by the Nebraska Brand Committee for purposes of exhibition, rodeo, showing or judging, if the following stipulations are met:

- The cattle being removed will bear individual, permanent identification.
- For the purposes of the Rule and Regulation, a brand as described in Section 2A, 54-199 will not be considered individual identification.
- The Nebraska Brand Committee will make one initial brand inspection on the owner of the cattle that will describe the cattle so inspected as to sex, breed, color, brands, earmarks, tattoos, tags or any other individual identification as provided in Section 2A.
- On the I-pad inspection click on “Show Permit” and it will auto populate.

- The certificate of inspection will be valid for a period of one year from date of issuance or until such time that there is a change of ownership of the cattle described on the certificate of inspection.
- Should the cattle so described be sold, slaughtered or traded within the Nebraska Inspection Area or at any market where the Nebraska Brand Committee maintains inspection, the cattle will be subject to another brand inspection. The certificate issued under the provisions of the Rule and Regulation will be surrendered to the Nebraska Brand Committee.
- If the cattle so described are still in the noted owner's possession one year from date of issuance of the certificate of inspection, another certificate of inspection must be obtained from the Nebraska Brand Committee before the cattle so described can be removed from the Nebraska Brand Inspection Area
- The certificate of inspection issued under the Rule and Regulation will accompany the cattle described thereon anytime the cattle leave the Nebraska Brand Inspection Area.
- Any intentional misuse of the certificates or privileges herein stated will subject the holder to immediate revocation of all certificates by the Nebraska Brand Committee.
- This Rule and Regulation does not pertain to any other state's law or Rules and Regulations and does not exempt any cattle from inspection.
- Rodeo stock are not ordinarily considered show cattle. Any requests will be reviewed on a case-by-case basis by the Brand Committee members.

CHECKOFF FEES

The Nebraska Brand committee is currently under contract with the Nebraska Beef Council for the collection of checkoff fees. The contract is on an annual basis. When a contract is in effect, the brand inspectors will use the following guidelines when performing change of ownership inspections during Local and Production/4H sales.

- The only occasion you need to collect the checkoff fees is when there is no order buyer involved, just a direct transaction between a buyer and a seller.
- (Paper) If unable to collect the fee assessments on the day of inspection, note "need to collect" and forward the form to the Nebraska Beef Council. DO NOT BILL for it.
- If you have any questions regarding beef checkoff collections or compliance, contact the Nebraska Beef Council. Their toll-free number is 800-421-5326.
- Collect fee assessments on all cattle destined for an **auction market** located in Colorado prior to shipment.
- Fee collection is compulsory, but producers can opt out. When they do, select the "Non-Compliance" option on your Checkoff field. This will alert Beef Council it has not been paid and they will resolve with the producer.
- Using electronic system:
 - If payment by check or credit card, the system will automatically deduct the Beef Checkoff fees and the producer or inspector does nothing additional.
 - If payment by invoice account, inspector must select the option "To Be Invoiced" and it will send an alert to Beef Council to invoice. If you do not select this, it will automatically deduct amount from producers account on the day of the transaction.
 - If it is a cash payment, you receive cash for inspection and Beef Council which must be submitted DIRECTLY to be Beef Council.
 - Beef Council provides pre-addressed, stamped envelopes for the inspector's ease of returning payment.
 - A copy of the inspection document should accompany the payment to Beef Council.

- DO NOT send this cash to the Alliance office!
- Production Sales will also require that inspectors collect the Beef Council fees. This must be accompanied by an Inspection Summary copy to Beef Council in the stamped envelope, which has all the sale information they need.

OFFICE & PERSONNEL ITEMS

Assisting Out of Town Sales

- The inspector in charge of the sale to be worked will determine if help is needed and to what extent. When your assistance is no longer required at the sale, the inspector in charge will dismiss you to enable you to return to your base of operation.
- When asked to assist at a sale, or whether asking for assistance, please have a mutual understanding as to what time the assistance is desired.
- All Non-Exempt and intermittent staff will fill out timecards signed off by the Inspector In-Charge at every barn that is worked.
- No inspector will routinely travel to a sale to render assistance unless one of the following conditions exists by previous arrangement:
 - Request for your assistance previously made by the inspector in charge of a barn to be worked.
 - Previous instructions or arrangements by your Area Supervisor indicating where and when your help is needed.

Equipment

Clipper Blades

- All clipper and blade requests will be made through the Alliance office. You are expected to turn in non-functioning clippers and broken or dull sets of blades for every new or sharpened set you receive.
- Inspectors are expected to use the fine-tooth blades during the seasons of the year when the mud, manure and hair do not require the use of the coarse blades. This is a matter of economics rather than necessity.

Rope and Clippers

- All inspectors are to have a rope and set of clippers available at all times while making inspections.

Ipad & Printers & Accessories

- At hiring a specific iPad and printer will be assigned to each inspector. It is the inspector's obligation to care for the equipment in a reasonable and responsible manner. If the device breaks, inform the office staff who will replace the device as timely as possible.
- If a power cord is needed notify the office. NBC will not provide additional unless for dire circumstances that can be explained. Power cords become the responsibility of the staff and are welcome to purchase multiple for use.
- If multiple devices are broken through chronic carelessness, the inspector in question could be asked to replace the device.

- Additional accessories can be purchased and used with iPads such as keyboards etc but will not be reimbursed by NBC.

Ordering Supplies

Supply request forms must be submitted via email to NBC.Admin@nebraska.gov to allow for no misplaced requests and are available to multiple staff to fulfill. Request a form by contacting the Alliance Office. These requests are generally filled within the same week they are received in the office.

Photocopies

We will not accept as evidence of ownership any photocopies or mechanically reproduced copies of Nebraska brand certificates of brand clearances. If you have occasion to clear cattle on photocopies of brand clearances from other states, you may do so if you also obtain a shipper's affidavit form from the consignor prior to the release of proceeds of sale. Electronic generated Certificates of Veterinarian Certificates are acceptable.

Postage

Stamps can be obtained from the Alliance office by sending in a request form. Please do not purchase books or rolls of stamps. Postage is reimbursed on the expense voucher if submitted in the appropriate period with your receipt. **We strongly urge you to complete as much correspondence as possible via electronic communications.**

Public Appearances and Presentations

If a Nebraska Brand Committee employee is asked to make a personal appearance before any group in regard to official actions, function, policy and brand laws, you are asked to inform the Alliance office in advance, so the nature of your presentation is known, and to assure a degree of uniformity can be achieved when the presentations are given.

Release of Information

You are authorized to provide information to non-Nebraska Brand Committee personnel by following these guidelines.

- Other Agencies:
 - Request that each person identify themselves and agency they represent.
 - Provide information that relates only to requested individuals that the other agency is investigating and for a specific time period.
 - Release only information that you have personal knowledge or experience with related with your particular job assignment, refer any other requests to the Chief Investigator or Area Investigator.
 - Allow no random checking of records.
- Individuals:
 - Request that each person identify themselves.
 - Provide information that only relates to that individual, relates to a specific action with a specific time period.

- Release only information that you have personal knowledge of or experience with related with your particular job assignment, refer any other requests to the Chief Investigator or Area Investigator.
- Allow no random checking of records.
- Banking or law firm enquiries
 - Request that each person identify themselves.
 - Refer all requests to the Alliance Office
- Refer questions not directly related to your job assignment to the Chief Investigator, Area Investigator, the Alliance office or to Livestock Brand Recording.
- When you receive information by letter or in conversation that is confidential, it is to be treated as confidential information and not to be shared with neighbors or friends. If you share the information with your spouse, we ask that you assume the responsibility of instructing them in the necessity of not publicizing the contents.

Responses to Department Inquiries

When you receive a letter or note from the Alliance office that requires a response, please respond quickly in email/writing so that there is a record of the exchange of information.

Cash Deposits

All transactions performed in the field should be through the electronic system where cash is the only payment that we should be taking. However, there are circumstances that require inspectors to take physical checks during production sales or when the payment side of the iPad system is having issues. For any of these situations, the inspector will be required to deposit that money into a designated local bank using an assigned deposit slip for the State of Nebraska.

- Each inspector will have their own personal deposit book these cannot be shared as everyone has a different number.
- On each copy of the accompanying inspections please write if it was paid by cash or check and write the check number at the bottom of the inspection.
- Checks are for EMERGENCY acceptance only. (For example, if a check will not scan through on your iPad then you can take it to the bank).
- When depositing a check, endorse “NE Brand Committee” or have the bank stamp as “Deposited to the account of the written payee – Absence of endorsement guaranteed”. (see example).
- If you have any trouble with depositing checks with the bank, please let the office know as soon as possible and they will work to resolve any issues with said bank.
- Please be aware of the following state statute. It is important that all cash is taken to the bank in a timely manner. Please make sure your deposits are done in the following time frames.
 - *84-710. Fees, proceeds, and money due state; payment to State Treasurer; duty of state officers and department heads; exceptions.*

It shall be unlawful for any executive department, state institution, board, or officer acting under or by virtue of any statute or authority of the state, including the State Racing Commission, to receive any fees, proceeds from the sale of any public property, or any money belonging to the state or due for any service rendered by virtue of state authority without paying the same into the state treasury within three business days of the receipt thereof when the aggregate amount is five hundred dollars or more and

within seven days of the receipt thereof when the aggregate amount is less than five hundred dollars.

- No cash or check shall be deposited for Beef Council Funds, it is the inspector's responsibility to mail all Beef Council funds directly to the Beef Council.
- Mileage will be paid for these trips to the bank to make these deposits.

Steps to complete a deposit:

1. At the top write if it is cash only, checks only or if it is cash and checks
2. Write the deposit date
3. Currency= cash amount, Coin= loose change, Checks= total amount of checks
4. Indicate how many individual checks total there are
5. At the bottom total the amount of cash and check and write that amount in the side box.
6. Take the white copy and the yellow copy to the bank.
7. The white copy stays at the bank
8. Yellow copy and the bank receipt go to the office, scan or take a picture of them and send them along with copies of the correlating inspections to the nbc.admin@nebraska.gov email. Retain deposit slip and receipt of deposit from bank for 90 days. This step needs to be done, the same day as the deposit, to avoid problems with the State Treasures Office and State Accounting.
9. Pink copy stays in the deposit book (Inspector keeps)

Returned Checks on Inspections Performed

If fees collected by check or credit card are returned by a bank or credit card company, for any reason other than insufficient funds, the Alliance office will attempt to recollect these funds. In certain situations, the office may request the inspector or investigator assistance in collecting these funds.

If the return is due to insufficient funds, a letter will be sent to the producer and the inspector that did the inspection will be notified that they need to collect these funds, along with a \$20.00 service charge. These funds must be collected in the form of cash or a money order, then deposited same as a cash inspection. The reason for having the inspector collect on these is to avoid cash being lost in the mail.

If a particular producer has an ongoing problem with insufficient funds, that producer may be put on a cash only basis. The producer will be flagged not to accept checks.

Signing Documents

When signing official departmental documents that require signatures, please sign your correct legal name, not your nickname. This could be especially important if the document you are signing would become involved in a court case.

Timecards, Mileage & Expense Reimbursement

The TimeKeeper is the official means for Inspection staff to be paid and reimbursed. Each staff has access on their iPad to the TimeKeeper App and is required to submit weekly any charges

accrued. These weekly timecards must be submitted by the following Monday of the week worked by 5 pm of their time zone. In addition:

- Non-Exempt and Intermittent staff are required to list all activities, time, mileage, expenses, and record against inspections completed and sale barns attended each week.
- These timecards are required to be submitted by Monday of each week.

- Exempt inspection staff are required to record all mileage and expenses incurred on a weekly basis and submit through TimeKeeper.
- Exempt employees are not required to document their daily work into the TimeKeeper, but they are required to keep a log of what general activities they did that day (*not to include start and stop time*). These daily logs are submitted via email at the end of each month to their supervisor and carbon copied (CC) to HR and Chief Inspector.

- Exempt Supervisors are also required to submit a monthly log of activities to Chief Inspector, with a CC to HR and CC to Tech Coordinator by the assistant Tech Coordinator.
- Exempt staff including Investigators, leadership positions and Supervisors will be required to submit their expenses using the state's ERD form. This must be submitted within 60 days of the expense being incurred. Monthly ERD submissions are preferred.

Uniforms

Be sure while performing work for the Brand Committee that you are always properly outfitted with official uniform pieces or wearing your name badge.

- An app on the iPad for Embroidery Barn can be found where the NBC catalog and all available items are listed that you'll order from.
- Each year a stipend is provided for full time and intermittent staff to replenish at Brand's cost part of their wardrobe.
- See the Employee Handbook on details of stipend and codes to use.

Work Related Injuries

Should an injury occur while performing your job, please contact your direct Supervisor immediately, Supervisors then need to contact HR immediately, and all needed paperwork will be dispersed employee via supervisor. All incident related paper-work is required to be completed and returned to HR within 24 hours of the incident.

SALE BARNs & IN-CHARGE INSPECTORS			
BARN	Barn Phone	Inspector In Charge	Sale Days
Albion Livestock-Albion	402-395-2188	Terry Mailander	Wednesday; Special Sales-Saturday
Alma Livestock- Alma	308-928-2239	Daniel Radil	Tuesday
Atkinson Livestock-Atkinson	402-925-5141	Tom Welsh	Tuesday
Bassett Livestock- Bassett	402-684-2361	Rex Micheel	Wednesday; Special Sales-Tuesday
Broken Bow Livestock-Broken Bow	308-537-7188	Richard Estergard	Thursday
Burwell Livestock- Burwell	308-364-4257	Kelsey Knigge	Friday; Special Sales-Wednesday
Crawford Livestock-Crawford	308-665-2220	Jeremy Kennedy	Friday
Creighton Livestock-Creighton	402-358-3449	Tyler Carson	Tuesday; Special Sales-Thursday
Elgin Livestock- Elgin	402-843-2275	Terry Mailander	Monday
Gordon Livestock- Gordon	308-282-171	Chris Hilliker	Tuesday
Huss Livestock Market LLC-Kearney	308-234-2502	McKenzie Kelly	Wednesday; Special Sales-Monday
Imperial Livestock- Imperial	308-882-5128	Mikaela Walker	Tuesday
Lexington Livestock-Lexington	308-324-4663	Mike Bartlett	Thursday & Friday
Nebraska Livestock Sales of Ericson- Ericson	308-653-3111	Kristina Naughtin	Saturday
North Platte Livestock-North Platte	308-534-1200	Mark Buoy	Tuesday
Ogallala Livestock- Ogallala	308-284-2071	Cody Swanson	Wednesday; Special Sales-Monday & Thursday
Sugar Valley Livestock-Gering	308-436-2192	Judy Marshall	Monday
Shamrock Livestock- O'Neill	308-336-1675	Todd Drueke	Thursday
Sheridan Livestock-Rushville	308-327-2406	Scott Lindsey	Wednesday
Tri-State Livestock-McCook	308-345-1493	Tyler Neben	Monday (West Barn)
Valentine Livestock-Valentine	402-376-3611	David Burgess	Thursday; Special Sales-Saturday
Verdigre Livestock-Verdigre	402-668-2246	Tyler Carson	Friday

PACKING PLANTS

Packing Plant	Phone Number	Inspectors In Charge
JBS/ Swift- Grand Island	308-395-9270	Jess Smola
Gibbon- Gibbon	800-652-1910	Mckenzie Kelly
Tyson Fresh Meats- Lexington	308-324-8179	Mike Bartlett
Open Range Beef- Gordon	308-282-1125	Chris Hilliker

USDA STATE CODE NUMBERS

(Arranged Numerically)

11	Maine		55	North Carolina
12	New Hampshire		56	South Carolina
13	Vermont		57	Georgia
14	Massachusetts		58	Florida
15	Rhode Island		61	Kentucky
16	Connecticut		63	Tennessee
21	New York		64	Alabama
22	New Jersey		65	Mississippi
23	Pennsylvania		71	Arkansas
31	Ohio		72	Louisiana
32	Indiana		73	Oklahoma
33	Illinois		74	Texas
34	Michigan		81	Montana
35	Wisconsin		82	Idaho
41	Minnesota		83	Wyoming
42	Iowa		84	Colorado
43	Missouri		85	New Mexico
45	North Dakota		86	Arizona
46	South Dakota		87	Utah
47	Nebraska		88	Nevada
48	Kansas		91	Washington
50	Delaware		92	Oregon
51	Maryland		93	California
52	Virginia		94	Puerto Rico
54	West Virginia		95	Hawaii
			96	Alaska

V — Vaccination Tag Anything else is bangs test

These codes can be used for tracing purposes particularly useful in locating owners of estrays with non-Nebraska brands

States and Canadian Provinces with Brand Inspection/Recording Agencies & Inspection Requirements

CONTACT THE ALLIANCE OFFICE FOR CURRENT INFORMATION

TITLE 54 - NEBRASKA BRAND COMMITTEE RULES AND REGULATION

There are 86 Nebraska Statutes pertaining to the sale, purchase, transportation, branding and brand inspection of livestock. Sixty-eight of these statutes pertain to all areas of the state of Nebraska. The other 18 are for the brand area only.

The **Nebraska Brand Committee Statute Sections** only can be viewed either on the NBC website or click on this link:

[Brand Committee Statutes as of Jan 2022](#)

To view complete State Statutes, click on this link:

[Nebraska Legislature.](#)

An overview of the most significant Brand statutes include:

- It is lawful to brand with either hot iron or freeze brand for ownership, in-herd identification, or year of production recording. In-herd brands are identification marks that identify each animal individually from other animals in the same herd. In-herd freeze brands may be applied on any location and in any configuration with any combination of numerals or alphabetical letters. It **does not need** to be applied in conjunction with a registered brand. The hot iron in-herd identification brand or year brand **must be used** in conjunction with the regular registered brand and **must be used** on the shoulder of the same side of the animal as the registered brand. Numerals 0 thru 9 singularly and triangularly are reserved for in-herd identification on both shoulders.
- It is unlawful to use any brand on horses, cattle, mules, or asses, unless that brand has been recorded with the Nebraska Brand Committee by the persons using it.
- It is unlawful to knowingly maintain a herd containing one or more animals which the possessor has branded or caused to be branded in violation of any livestock statutes or any other provision of the Livestock Brand Act.
- Buyers and sellers are both responsible for ensuring that a brand inspection certificate (if in the brand area) or a properly executed bill of sale (if outside the brand area) is given to the buyer by the seller at the time livestock is sold.
- It is the duty of any person that has livestock in his possession to exhibit satisfactory evidence of ownership of that livestock to any person inquiring as to the ownership of such livestock.

- Brand inspection is required before cattle are transported or driven from the brand inspection area of Nebraska.
- A permit showing ownership or proof of ownership is required for transporting livestock on any highway or roadway throughout the state. Owners and their employees are exempt. The permit should include the owners name and address, number and descriptions of livestock, including brands, sex, color and breed, point of origin and destination, and be signed by the owner.
- The sellers may be required to provide proof of ownership on livestock even though such livestock already bears the sellers recorded brand.
- Cattle must be brand inspected on the premises, prior to selling at any livestock auction or farm or ranch sale.
- Brand inspections shall be made during daylight hours (sunrise to sunset).
- It is the duty of any person taking up an estray to report the same within seven days to the Nebraska Brand Committee (if within the brand inspection area) or the county sheriff where the estray was taken up (if outside the brand inspection area).