

The Secure Egg Supply (SES) Plan promotes food security and animal health through continuity of market planning for a highly pathogenic avian influenza (HPAI) outbreak.

# Implementing the Secure Egg Supply Plan

## A Guide to Planning and Conducting Regional Workshops

University of Minnesota  
Center for Animal Health and Food Safety

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## Introduction

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The Secure Egg Supply (SES) Plan promotes food security and animal health through continuity of market planning for a highly pathogenic avian influenza (HPAI) outbreak. This plan makes specific science- and risk- based recommendations that emergency decision makers (such as Incident Commanders) can use to rapidly decide whether to issue or deny permits for the movement of egg industry products during an HPAI outbreak. This plan was produced through a public-private-academic partnership in which the “Egg Sector Working Group” was convened.

This team includes the following:

- University of Minnesota, Center for Animal Health and Food Safety
- Iowa State University, Center for Food Security and Public Health
- United Egg Producers
- Egg sector veterinarians and officials
- State officials
- United States Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services (USDA APHIS VS)

# Workshop Objectives

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The primary objective is to conduct a workshop to aid in the state implementation of the Federal SES Plan. The workshop gives opportunity to discuss permitted movement of eggs and egg products out of a control area in the event of an HPAI outbreak within a region. Using the guidelines of the Federal SES Plan, each state will attempt to identify the information, documentation, and logistics needed to permit movement of an egg product from a HPAI Control Area for **intrastate** movement and **interstate** movement.

## **Workshop Objectives:**

1. Practice permitted movement between each state participating in the workshop using the HPAI SES Plan
2. To understand each state's "intrastate" movement and "interstate" movement of egg products and how they interact
3. Identify the gaps within a state and between states in relation to permitted movement
4. To make connections and establishing relationships between industry and states agencies

# Workshop Planning Road Map

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## Early Planning Phase

- Identify Participating States
- Identify Workshop PM\* and State POCs\*\*
- Assemble Planning Committee
- Conduct SES Plan Information Seminars for Regulatory Participants

## Intermediate Planning Phase

- Start Logistical Planning
- Identify and Engage Industry Participants
- Develop Workshop Scenario

## Late Planning Phase

- Send Official Invitations
- Finish Logistical Planning
- Develop a Workshop Evaluation

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**PM** – project manager

\*\***POC** – point of contact

**Approximate Total Planning Time Needed = 4-5 months**

# Workshop Planning

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## Early Planning Phase

- Identify Participating States
- Identify Workshop PM and State POCs
- Identify and Assemble Planning Committee
- Conduct SES Plan Information Seminars for Regulatory Participants

### **Step 1: Identify Participating States**

It is recommended that 2-3 states participate in the workshop to help all participants fully understand how the HPAI SES Plan will operate within the state and between states.

### **Step 2: Identify Workshop Project Manager and Each State's Point of Contact**

Workshop planning will need an overall project manager (PM) to be responsible for all logistical duties. Each state participating will also need to establish a primary point-of-contact (POC) to be responsible for their state's preparatory tasks and to lead their state on the day of the workshop.

### **Step 3: Assemble Planning Committee**

At a minimum, the planning committee should consist of the PM and each state POC. It is also suggested that the planning committee POCs consist of the following:

- State Animal Health Official (SAHO)
- Area Veterinarian in Charge (AVIC) or other federal regulatory equivalent
- Industry Representative

These committee members should also be included in the exercise program to ensure full participation. Below is a list of PM and POC duties during the workshop planning.

### **Project Manager Duties:**

- Organize and participate in regular (i.e. bi-weekly) meetings for planning committee (i.e. POCs)
- Manage workshop budget
- Logistics for workshop venue
  - Location, food, media access, seating plan, presentation equipment and supplies
  - Instructions for reduced cost accommodations, if applicable
- Organize and lead logistics on day of workshop
  - Set-up, tear-down, time-keeper
  - Participant sign-in, name badges, handout materials
  - See the Workshop Material Checklist included in this planner for additional information
- Secure a workshop moderator and information recorders for each table/working group
- Conduct workshop evaluation and write after action report for workshop participants

### **Point of Contact Duties:**

- Primary contact and organizer is tasked to ensure state is fully prepared to participate in workshop
  - Gather necessary state information to effectively use the HPAI SES Plan, such as:
    - Incident command organization chart
    - Identifying regulatory, industry, and academic participants
  - Organize and lead HPAI SES information seminars for state participants (i.e. regulatory and industry) who are unfamiliar with HPAI SES plan
- Develop the state's workshop scenario
- Invite participants to workshop

### **Step 4: Conduct SES Plan Information Seminars for Regulatory Participants**

State POCs will be in charge of making sure their department and all likely players in a HPAI outbreak have a basic understanding of the HPAI SES plan. This may necessitate holding (an) information seminar(s) with the likely participants. The University of Minnesota – Center for Animal Health and Food Safety (UMN-CAHFS) can provide these informational seminars to the state or can send the state informational modules to aid in conducting their own seminars.

*Note: This step is imperative to a successful workshop as it bypasses the need to spend time at the workshop understanding the plan basics.*

# Intermediate Planning Phase

- Start Logistical Planning
- Identify and Engage Industry Participants
- Develop Workshop Scenario

## Step 1: Logistical Planning

In this step, the PM will be responsible for gaining consensus from the states on a date, time, and venue for the workshop. At least four hours should be allotted to run the workshop. The PM should ensure the following:

### Logistical Checklist:

- Workshop date
- Workshop time
- Venue reservation

Additionally, the PM will want to make sure the venue has the following capabilities

### Venue Checklist:

- A room large enough to accommodate all participants for each state – each state should have their own table
- Media access – Wi-Fi, media projector, projector screen, computer plug-in access for recorders
- Catering capability if necessary

During this time, the PM and POCs should also decide on the list of invitees from each state.

Participants can include:

- Federal**
  - Area Veterinarian in Charge (AVIC)
  - Food Safety Inspection Service (FSIS) official(s)
  - Food and Drug Administration (FDA) official(s)
  - Center for Disease Control and Prevention (CDC) official(s)
- State**
  - State Animal Health Officials (SAHO)
    - State Veterinarian

- Emergency Management
  - State Poultry Official
- State Public Health Official
- Governor’s Office Representative
- **Industry**
  - Poultry industry officials within the respective states
  - Poultry association officials
  - International trading partners

## Step 2: Identify and Engage Industry Participants

Each state’s POC will be responsible for engaging (or delegating the engagement) of industry partners in participating in the workshop. This engagement most often necessitates a meeting between the regulatory representative(s) and the industry representative(s). These meetings should meet the followings objectives for the state and the industry:

### State Regulatory Representative Objectives:

- Establish a network with the egg layer industry within their state
- Gain insight into the egg commodities and product flow intrastate and interstate
- Apply knowledge gained in this discussion to scenario development and overall HPAI SES Plan implementation

### Industry Representative Objectives:

- Establish a network with state regulatory officials
- Gain a basic understanding of the HPAI SES Plan if they are unfamiliar
  - *Note: UMN-CAHFS can conduct a HPAI SES Plan information seminar to the industry representatives if needed*

## Step 3: Develop Workshop Scenario

Each state POC will be responsible for writing a workshop scenario for their state. This scenario should be specific to their state’s geography and egg commodity profile. They should be realistic given the state’s specific egg layer industry. This can include the movement of live birds as well as egg products. The focus is primarily on the “permitted movement” of product/birds from -HPAI control area in one state across state lines into another state. The scenarios should also focus on the movement from premises that are “monitored” premises only. ***An example scenario is located in Appendix A.***



# Late Planning Phase

- Send Official Invitations
- Finish Logistical Planning
- Hold Wrap-Up Planning Meeting

## Step 1: Send Official Invitations

Official invitations should be sent to participants 4-6 weeks in advance to allow planning time for participants. Participation in workshop is enhanced when POC invites state participants versus a blanket invitation from the PM.

### Invitation Checklist:

- POC send invitations
- Participants should RVSP to PM
- PM will create database of participants

## Step 2: Finish Logistical Planning

At this time, the PM should have all venue and food logistics completed and confirmed. The PM should also collect final scenarios from the POCs and create workshop participant packets. Each packet should include an: agenda, scenarios, HPAI SES Summary Plans, and workshop evaluations.

### Workshop Packet Checklist:

- Workshop Agenda (*example agenda in Appendix B*)
- All three scenarios (*example in Appendix A*)
- Copy of the SES Summary Plan
  - This can be obtain from [secureeggsupply.com](http://secureeggsupply.com)
- Workshop evaluation (*example in Appendix C*)

The PM should also start to collect the necessary materials to facilitate a functional workshop. Below are suggestions of materials that may be needed for the workshop.

### **Workshop Material Checklist:**

- Internal Working Agenda for Planning Committee**
  - Outline duties for POCs/table leads, moderator, and recorder
- Reception**
  - Name Tags
  - Markers
  - Sign-in form
- Table Reference Materials** - can obtain from [secureeggssupply.com](https://secureeggssupply.com)
  - Full SES Plans
  - Product Specific Risk Assessments
  - Epidemiology Questionnaire (2 per table)
  - Biosecurity Checklist (2 per table)
- Table Materials**
  - Table Signage
  - Flip charts & easels
  - Assorted markers, pens, post-its, and loose paper for the tables
- Electronics**
  - Projector
  - Screen
  - Microphones
  - Moderator Computer
  - Recorder Computers

### **Step 3: Hold a Wrap-Up Planning Meeting**

This final meeting for the planning committee should be held to discuss any logistical matters and to run through the agenda so that that all POC/table leads understand the agenda flow.

# Workshop Road Map

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Opening and Introductions	<ul style="list-style-type: none"><li>• Welcome</li><li>• SES Background by Moderator</li><li>• Table Introductions</li></ul>
Intrastate Product Movement	<ul style="list-style-type: none"><li>• Table Discussion on Product Movement</li><li>• Summarize Movement for State Report Out</li></ul>
Individual State Report Out	<ul style="list-style-type: none"><li>• Each State will Report Discussion</li></ul>
Interstate Product Movement	<ul style="list-style-type: none"><li>• Each State will Practice Moving Product to Another State</li><li>• Entire Group Discussion on Product Movement</li></ul>
Wrap-Up Discussion	<ul style="list-style-type: none"><li>• Discuss Successes and Challenges</li><li>• Provide Participants with a Workshop Evaluation Form</li></ul>

**Approximate Length of Workshop = 4-5 hours**

*Note: Table recorders should be recording discussions at the tables and between tables. These notes will be summarized and distributed to the POC/Table Leads to review and use as needed in the future.*

## Opening and Introductions

- Welcome
- SES Background by Moderator
- Table Introductions

### Step 1: Welcome

Moderator will welcome all participants and introduce themselves.

### Step 2: SES Background by Moderator

#### Presentation Background Topics:

- Workshop objectives
- Brief SES history
- Review agenda
- Discuss the expectations
- Outline ground rules for discussion

### Step 3: Table Introductions

Ask each POC/Table Lead to direct introductions at the table to ensure all participants understand who is at the table.

## Intrastate Product Movement

- Table Discussion on Product Movement
- Summarize Product Movement for State Report Out

### Step 1: Table Discussion on Product Movement

Using the scenario, the POC/Table Lead will facilitate the discussion on exactly how each state would meet the product movement requirements outlined in the HPAI SES Plan. This discussion should include conversations about personnel requirements and timelines. The objective of this discussion is to make sure all participants at the table understand how the HPAI SES Plan works and how the product(s) would move within the state.

## Step 2: Summarize Product Movement for State Report Out

The POC/Table Lead would then summarize the table's discussion.

### Individual State Report Out

- Each State will Report Discussion

### Step 1: Each State will Report Discussion

The POC/Table Lead will summarize their state's scenario and then report to the entire group how their state table was able to meet the product movement requirements to move product out of the control area. The objective of this discussion is to demonstrate the similarities and differences in how each state would meet the product movement requirements. This will increase understanding of each state's permitted movement plan, as well as demonstrate different strategies to accomplish this product movement

### Interstate Product Movement

- Each State will Practice Moving Product to Another State
- Entire Group Discussion on Product Movement

### Step 1: Each State will Practice Moving Product to Another State

The POC/Table Lead will summarize the state scenario to the entire group, specifically indicating what product they are moving and to where the product is moving. The POC/ Table Lead will then summarize to the entire group how their state plans to meet the product movement requirements outlined in the HPAI SES Plan. The product receiving state will then discuss whether they are willing to take that product. The objective of this discussion is to increase understanding of product movement between states, clarify any specific state requirements outside the plan, and uncover any major roadblocks that could occur, prior to the onset of an actual HPAI outbreak. Each state will take a turn being the product moving state and the product receiving state.

## Step 2: Entire Group Discussion on Product Movement

At this point, the discussion will be opened to the entire group for questions or comments. The objective of the discussion is to allow for clarification and/or uncover additional roadblocks in the state's permitted movement plan.

### Wrap Up Discussion

- Discuss Successes and Challenges of the Workshop, and Who was Missing
- Provide Participants with a Workshop Evaluation Form

## Step 1: Discuss Successes and Challenges of the Workshop

This discussion will be led by the moderator and is an opportunity for participants to comment and reflect on the successes and challenges of the day. It gives time for participants to comment on how the workshop could be improved and/or what was most helpful. Participants should also be prompted to discuss “who was missing from the table” – i.e. who was not at the workshop that could have provided important input.

## Step 2: Provide Participants with a Workshop Evaluation

This time period is reserved to allow for participants to fill out an evaluation of the workshop. It is an opportunity for those who are not comfortable speaking in front of a group to add their input on the successes and challenges of the day, as well as discuss who should have also participated but was not there. The PM should then use the feedback recorded by the table recorders and the evaluation results to create and after action report for the workshop.

# Appendices

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## **Appendix A: Example Scenario**

### HPAI Permitted Movement Scenario

#### Scenario Background

HPAI was diagnosed on a turkey farm four miles from a layer facility in XXXX County yesterday. This is the index case for a HPAI event in the US. A 6.2 mile radius Control Area was established around the infected farm and includes a layer facility; the Control Area is effectively a quarantine of all animal and animal product movement from premises within it. Regulatory staff are contacting premises owners within the Control Area to inform them of restrictions and identify sites needing permitted movement of animals or animal products within the next 48 hours.

The layer facility contact calls the District Veterinarian to discuss moving eggs off the farm as the site will be at capacity within 36 hours due to limits for on-site egg storage. The layer facility has on site washing and sanitizing so all eggs leaving the farm can be moved directly to the ABC company distribution site in City XXX, State XXX for packaging and delivery to restaurants or grocery stores. Eggs are usually moved daily off the farm. Because the layer facility understood they were quarantined, they canceled today's pickup but want to start working on a plan to move eggs ASAP. The District Vet tells the facility contact to call their company and verify they will continue to take eggs from the facility given the circumstances.

#### Intrastate Movement of Product

1. Board staff have already defined the information that must be collected for in state movement of this egg product out of a Control Area which include:
2. Collecting and verifying information outlined in the Secure Egg Supply's Biosecurity Checklist and Epidemiological Questionnaire
  - a. Flock monitoring parameters
  - b. AI PCR testing
3. The ABC company agrees to take the product if government regulators – MDA, FDA, USDA and both state animal health Boards all agree the product is safe.
4. The layer facility contact calls Board staff working on permits for this outbreak and asks what is needed for a permit. Requirements include:
5. The layer facility contact works with company / employee personnel to start collecting the data needed for permitting and identify approved personnel to collect samples from daily mortalities for AI PCR testing

### **Interstate Movement of Same Product**

6. The ABC company distribution facility in Origin State XXX will exceed their capacity to store eggs for distribution in two days. The company would like to reroute eggs from the layer facility to a distribution site in Receiving State YYY. The distribution center in Receiving State YYY has agreed to accept the eggs if Receiving State YYY requirements are met.
7. Board staff review the information gathered for intrastate movement and requirements to move the product across state lines. They contact the Receiving State YYY State Veterinarian to verify the information they need to accept washed and sanitized shell eggs into Receiving State YYY.



## **Appendix B: Example Agenda**

### **AGENDA**

**Date:**

**Location:**

**Moderator:**

**1:00 – 1:15**

#### **Introduction**

Why are we here? | Moderator

Outline of Goals | Moderator

**1:15 – 1:45**

#### **Intrastate Discussion of Product Movement**

Each State Discuss Logistics of Product Movement

**1:45 – 2:45**

#### **State Report Out of Product Movement**

Each state gives a summary of Intrastate Movement

**2:45 – 3:00**

Break

**3:00 – 4:30**

#### **Interstate Movement Group Discussion**

State 1 | State 2

State 2 | State 3

State 3 | State 1

**4:30 – 5:00**

#### **Wrap-Up Group Discussion**

Challenges

Successes

Who was missing from the table?

## **Appendix C: Example Evaluation**

### **HPAI SES Workshop Evaluation:**

- 1. I have an increased understanding of the Secure Egg Supply Plan after attending this workshop.**

Strongly Disagree                  Disagree                  Agree                  Strongly Agree

- 2. I have a greater understanding of how my state would move egg commodities out a control area to maintain INTRASTATE commerce.**

Strongly Disagree                  Disagree                  Agree                  Strongly Agree

- 3. I have a greater understanding of how my state would move egg commodities out a control area to maintain INTERSTATE commerce.**

Strongly Disagree                  Disagree                  Agree                  Strongly Agree

- 4. I feel that important gaps in knowledge about permitted movement were elucidated through this workshop.**

Strongly Disagree                  Disagree                  Agree                  Strongly Agree

- 5. I have greater respect for different stakeholders concerns and issues that surround implementing the Secure Egg Supply Plan.**

Strongly Disagree                  Disagree                  Agree                  Strongly Agree

- 6. I feel better able to address the complexities of implementing the Secure Egg Supply Plan.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**7. The structure of the workshop allowed me to share my viewpoints honestly and openly.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**8. The structure of the helped me to listen to the viewpoints of others with an open mind.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**9. The knowledge and insights I gained from this workshop will have an impact on how I would address an outbreak of Highly Pathogenic Avian Influenza.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**10. I made new connections or established new relationships with others at this workshop.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**11. I would recommend attending a workshop like this to my colleagues.**

Strongly Disagree      Disagree      Agree      Strongly Agree

**12. Any additional challenges, successes, or lessons learned?**

**13. Any additional stakeholders that were missing from the day?**

**14. ADDITIONAL COMMENTS.**