

**COOPERATIVE AGREEMENT  
SIGNATURE PAGE**

AGREEMENT NUMBER
<b>16-0211-SF</b>

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

RECIPIENT'S NAME

**COUNTY OF SANTA BARBARA**

2. The term of this Agreement is: July 1, 2016 through June 30, 2017

3. The maximum amount of this Agreement is: \$29,671.49  
Twenty Nine Thousand Six Hundred Seventy One Dollars and Forty Nine Cents

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information	1 Page
Exhibit B: General Terms and Conditions	2 Page(s)
Exhibit C: Payment and Budget Provisions	1 Page(s)
Exhibit D: Federal Terms and Conditions	3 Page(s)
Attachments: Scope of Work and Budget	20 Page(s)

Name of Project: Dog Teams Inspections

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**RECIPIENT**

RECIPIENT'S NAME (Organization's Name)

**COUNTY OF SANTA BARBARA**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

263 Camino Del Remedio, Santa Barbara, CA 93110

**STATE OF CALIFORNIA**

AGENCY NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION**

ADDRESS

1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

## EXHIBIT A

### RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
The County will use the Detector Dog Team to detect the presence of any unwanted plant pests in parcels, airfreight and nursery stock, including insect species, diseases or other harmful organisms, that may pose a threat to the economic well-being of the State.

2. **RECIPIENT: Please check appropriate box below:**

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award  does  does not support R&D.

3. The Managers for this Agreement are:

FOR CDFA:	FOR RECIPIENT:
Name: Wendi Wilkinson	Name: Cathleen Fisher
Section/Unit: PHPPS/PEST EXCLUSION INTERIOR	Section/Unit: COUNTY OF SANTA BARBARA
Address: 1220 N Street, Room 325	Address: 263 Camino Del Remedio
City/State/Zip: Sacramento, CA 95814	City/State/Zip: Santa Barbara, CA 93110
Phone: 916-654-0312	Phone: 805-681-5600
Email Address: wendi.wilkinson@cdfa.ca.gov	Email Address: cfisher@co.santa-barbara.ca.us

4. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

5. **PRIME AWARD INFORMATION:**

Federal Funding Source(s):	USDA/APHIS/PPQ
Catalog of Federal Domestic Assistance Number(s):	10.025
Amount(s) Awarded to CDFA:	\$ Pending
Federal Funding Source Agreement Number(s):	Pending
Effective Date(s):	7/1/16 - 6/30/17

6. Effective December 26, 2014, the Office of Management and Budget has streamlined the Federal Government's guidance on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards. State, local or Indian tribal governments, non-profit organizations, colleges and universities will be subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. For-profit organizations will be subject to 48 CFR Subpart 31.2. Recipients are responsible for identifying the federal regulations appropriate to their organization, consistently applying cost principles and ensuring contractors or consultants comply with applicable Cost Principle requirements.

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS

1. **Approval**

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. **Assignment**

This Agreement is not assignable by the Recipient, either in whole or in part, without the consent of the Agreement Manager, in the form of a formal written amendment.

3. **Mutual Liability**

Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts of omissions, or those of its officers, agents or employees to the full extent required by law.

4. **Disputes**

The Recipient must continue with the responsibilities under this Agreement during any dispute with the CDFA. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the Agreement Manager must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

5. **Contractors/Consultants**

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its contractors is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. All contractors/consultants shall have the proper licenses/certificates required in their respective disciplines. The contract shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

6. **Non-Discrimination Clause**

The Non-Discrimination Clause applies to the extent that the requirements therein are applicable to the Federal Government. During the performance of this Agreement, Recipient and its contractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, and denial family care leave.

The Recipients and contractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient and contractors will comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Recipient and its contractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

7. **Governing Law**

This Agreement is governed by and must be interpreted in accordance with all applicable Federal and State laws.

8. **Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and will not be affected thereby.

9. **Excise Tax**

The State of California is exempt from Federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

**10. Right to Terminate**

This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

**11. Termination for Cause**

The parties may terminate this Agreement should either party fail to perform the requirements of this Agreement at the time and in the manner herein provided. However each party will have fifteen (15) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within fifteen (15) calendar days of receipt of notice, the CDFA shall reimburse the Recipient for all project specific costs incurred through the date of termination, including all uncancellable obligations applicable to sponsored agreements.

**12. Reporting Requirements**

The Recipient agrees to complete all reporting requirements listed in Scope of Work.

**13. Publicity and Acknowledgement**

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material. Recipients may not use the CDFA logo.

**14. Property Damage Claims Process**

Should the property owner claim damages arising under, related to or involving this Agreement, the Recipient shall forward the property owner's written request for compensation to the CDFA Agreement Manager. The written request shall be fully supported by factual information. The Agency Secretary or designee will have thirty (30) calendar days after receipt of the written request to render a written decision. If a written decision is not rendered within thirty (30) calendar days after receipt of the request or the property owner disputes the CDFA's decision, the property owner may file a claim with the Victims Compensation Government Claims Board.

**15. Force Majeure**

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.

**16. Amendments**

Changes to Scope of Work, Budget, or the end date, must be requested in writing to the CDFA Agreement Manager via letter, fax or email no later than sixty (60) calendar days prior to the requested implementation date. Any changes to the Scope of Work, Budget, and end date are subject to Agreement Manager approval, and, at its discretion, the Agreement Manager may choose to accept or deny these changes. A formal amendment to the Agreement is required for these changes. No amendments are possible if the Agreement is expired.

**17. Suspension of Payments**

Payment under this Agreement may be suspended or terminated, or both, and Recipient may be subject to debarment if the CDFA determines that Recipient has breached the terms of this Agreement. Upon discovery of any violations of the Agreement terms and conditions, Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments. A determination of breach may be appealed in writing and addressed to the CDFA, Legal Hearing and Appeals Office at:

California Department of Food and Agriculture  
Attn: Legal, Hearing and Appeals Office  
1220 N Street, Suite 400  
Sacramento, CA 95814

**18. Plant Protection Act Memorandum of Understanding**

The County agrees to abide by Articles 3 through 13 of the Memorandum of Understanding (MOU) agreed to between the California Department of Food and Agriculture (CDFA) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspections Services Plant Protection and Quarantine executed on October 7, 2014. The Articles in the MOU provide for cooperation, of the parties involved in plant protection and quarantine programs and activities directed at plant pests and noxious weeds of mutual concern to the USDA and California. The Articles outline authorities, codes and sections under which cooperation will be met, including data sharing responsibilities, limitations and confidentiality under Section 1619 of the Food, Conservation, and Energy Act of 2008 (Section 1619 was codified into law 7 USC §8791).

## EXHIBIT C

### PAYMENT AND BUDGET PROVISIONS

#### 1. Invoicing and Payment

- A. For activities performed according to the attached Scope of Work, Budget and the terms of this Agreement, and upon receipt of the invoices, the CDFA agrees to compensate the Recipient for actual allowable expenditures incurred in accordance with this Agreement and stated herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, monthly invoices must be submitted to the CDFA Agreement Manager, within thirty (30) calendar days after the end of each month in which activities under this Agreement were performed.
- D. A final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

#### 2. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA will have the option to either terminate this Agreement with no liability occurring to the CDFA, or offer to amend the Agreement to reflect the reduced amount.

#### 3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

#### 4. Allowable Line Item Shifts

The Recipient must obtain written approval from the CDFA Agreement Manager for any line-item shifts.

#### 5. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures subject to this Agreement to permit the determination of the allowability of expenditures reimbursed by the CDFA under this Agreement. If CDFA cannot determine expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, the CDFA may disallow the expenditure.
- B. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human resources (CalHR). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration (GSA).
- C. If international travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- D. The Recipient must maintain and have available, upon request by the CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation must be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

#### 6. Budget

For a detailed budget of all the activities to be performed under the Scope of Work, see attached Budget.

## EXHIBIT D

### FEDERAL TERMS AND CONDITIONS

The Recipient must comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program.

#### **1. Civil Rights**

The Recipient must comply with civil rights standards pursuant to the following:

- A. Civil Rights Act, 42 USC 2000, as implemented at 28 CFR Part 42;
- B. Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR Part 90;
- C. Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR Part 1625;
- D. Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR Part 86;
- E. Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR Part 41;
- F. Executive Order (EO) 11246; and
- G. Americans with Disabilities Act, (PL 101-366).

#### **2. Labor Standards**

The Recipient must comply with labor standards pursuant to the following:

- A. Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR Part 500899;
- B. Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR Parts 1, 3, 5, and 7; and
- C. Contract Work Hours and Safety Standards Act, 40 USC 327, as implemented at 29 CFR Part 5, 1926.

#### **3. Environmental Standards**

The Recipient must comply with environmental standards pursuant to the following:

- A. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and EO 11514;
- B. Notification of violating facilities pursuant to EO 11738;
- C. Protection of wetlands pursuant to EO 11990;
- D. Evaluation of flood hazards in floodplains in accordance with EO 11988;
- E. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC §§1451 *et seq.*);
- F. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 USC §§7401 *et seq.*);
- G. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and,
- H. Protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).

#### **4. Drug-Free Environment**

The Recipient must comply with drug-free environment standards pursuant to §5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose.

#### **5. Lobbying Restrictions**

The Recipient must comply with lobbying restriction standards pursuant to the Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented at 7 CFR Part 3018.

#### **6. Officials Not to Benefit**

The Recipient must ensure that no member of Congress be admitted to any share or part of this Agreement or to any benefit arising from it, in accordance with 41 USC 22.

#### **7. Trafficking in Persons**

The Recipient must comply with the provisions in 2 CFR Part 175, prohibiting trafficking in persons.

#### **8. Intergovernmental Review**

The Recipient must comply with intergovernmental review standards pursuant to the following:

- A. Executive Order 12372, as implemented at 7 CFR part 3015, subpart V; and
- B. The Intergovernmental Cooperation Act of 1968, 31 USC 6501.

**9. Confidentiality**

The Recipient must comply with confidentiality standards pursuant to the following:

- A. Freedom of Information Act, 5 USC 552, as implemented at 7 CFR Part 3019; and
- B. Privacy Act, 5 USC 552 (a).

**10. Conservation in Procurement**

The Recipient must comply with procurement standards pursuant to the Resource Conservation and Recovery Act, 42 USC 6962 and EO 12873, as implemented at 40 CFR Part 247.

**11. Debarment, Suspension, Criminal or Civil Convictions**

The Recipient and its principals must comply with debarment and suspension standards pursuant to the EO 12549, as implemented at Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities.

The Recipient must further agree to provide immediate written notice to CDFA if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances, and must require recipients of lower-tier covered transactions under this Agreement to similarly certify pursuant to EO 12549, as implemented by 7 CFR Part 3017, Section 3017.510, Participants' responsibilities.

See [www.sam.gov](http://www.sam.gov) to determine debarment and suspension status.

**12. Crimes and Prohibited Activities**

The Recipient must comply with crimes and prohibited activities standards pursuant to the following:

- A. Anti-Kickback (Copeland) Act, as implemented at 29 CFR Part 3.1;
- B. False Claims Act, 31 USC 3729; and
- C. Program Fraud Civil Remedies Act, 31 USC 3801-3812.

**13. Biosafety in Laboratories**

The Recipient must comply with laboratory biosafety standards pursuant to the following the *Biosafety in Microbiological and Biomedical Laboratories*, published jointly by the Centers for Disease Control and the National Institutes of Health.

**14. Conflicts of Interest**

The Recipient must comply with the conflict of interest standards pursuant to the Agency implementations; 2 CFR 200.112.

**15. Inventions, Patents, Copyrights and Project Results**

A. The Recipient must comply with invention and patent standards pursuant to the following:

- 1. Patent Rights in Inventions Made with Federal Assistance, 35 USC 202-204, as implemented at 37 CFR Part 401 (Bayh-Dole Act and the Technology Transfer Commercialization Act of 2000) to ensure that inventions made are used in a manner to promote free competition and enterprise without unduly encumbering future research and discovery.
- 2. The Plant Variety Protection Act, 7 USC 2321 *et seq.*

B. The Recipient may retain title to any invention conceived of or first actually reduced to practice using Federal funds provided Recipient does the following:

- 1. Reports all subject inventions to CDFA;
- 2. Makes efforts to commercialize the subject invention through patent or licensing;
- 3. Formally acknowledges the Federal government's support in all patents that arise from the subject invention; and
- 4. Formally grants the Federal government and CDFA a limited use license to the subject invention.

C. The Recipient may copyright any publications, data, or other copyrightable works developed using Federal funds provided it provides the Federal government and CDFA a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the material, and agrees that the Federal government and CDFA may do so in cooperation with other public agencies.

D. The Recipient agrees that the results of this project may be published by the Federal government, CDFA or appropriate contractors or cooperators as mutually agreed.

**16. Care and Use of Laboratory Animals**

The Recipient must comply with the care and use of laboratory animal standards pursuant to the following:

- A. Animal Welfare Act, 7 USC 2131, as implemented at 9 CFR, Sub Chapter A, Parts 1-4; and
- B. Marine Mammal Protection Act, 16 USC 1361-1407.

**17. Seat Belt Use**

The Recipient must comply with seat belt use standards pursuant to the following:

- A. Highway Safety Act of 1966 as amended (23 USC 402-403);
- B. Government Organization and Employees Act as amended (5 USC 7902 (c));
- C. Occupational Safety and Health Act of 1970 as amended (29 USC 668); and
- D. Increasing Seat Belt Use in the United States (EO 13043).



**SCOPE OF WORK**  
**California Agricultural Detector Dog Team Program**  
**July 1, 2016 - June 30, 2017**

The County agrees to perform California Agricultural Dog Team Program activities for the California Department of Food and Agriculture (CDFA) in compliance with the requirements imposed by:

1. **Food and Agricultural Code (FAC) Division 2, Chapter 2, Article 8, Section 2282.5** (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=02001-03000&file=2271-2287> ) **and**
2. **FAC Division 4, Part 2, Chapter 1, Article 1, Section 6303** (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=06001-07000&file=6301-6306>) **and**
3. **FAC Division 4, Part 2, Chapter 2, Article 1, Sections 6401 and** (<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=06001-07000&file=6401-6405>).

This Agreement is inclusive of the County's Agreement to perform activities approved by the CDFA as described in the attached projected Work Plan, Budget Detail and payment provisions and by this reference made a part hereof.

**Key actions to be conducted under this Agreement include:**

**SECTION 1: PERSONNEL ACTIVITIES**

- A. Pest Surveillance/Canine Inspection
- B. Dog Team Maintenance
- C. Data Entry/Sample Submission
- D. Other (communication, training, administrative support)

**SECTION 2: NON-PERSONNEL**

- A. Supplies/Equipment
- B. Vehicle/Mileage

**SECTION 3: REPORTING/INVOICING**

- A. Monthly Activity Report
- B. Invoicing/Reimbursement

**SECTION 1: PERSONNEL ACTIVITIES**

The County agrees to perform the listed inspection activities targeting all federal, foreign and domestic quarantine and federal action pests. The County also agrees to perform inspection activities targeting all state quarantine pests and state actionable pests. This Agreement is also inclusive of the following:

**A. Pest Surveillance/Canine Inspection**

1. Each Dog Team (defined as one dog and one handler) will conduct surveillance inspections at parcel sectional centers such as those operated by United States

Postal Service, Federal Express, and United Parcel Service to provide parcel inspection services related to plant products entering the State of California.

2. The County shall use the Dog Team to detect the presence of any unwanted plant pests in parcels, including insect species, diseases or other harmful organisms that may pose a threat to the economic well-being of the State. Each Dog Team may perform inspection functions on a regional basis.
3. County must report detection of live suspect Tephritid fruit fly larvae to Pest Exclusion within 24 hours.
4. County must use the USDA/SITC Referral Form (SO-155) to report interceptions that involve federal quarantine violations and/or pest finds available at: <http://phpps.cdfa.ca.gov/PE/InteriorExclusion/CPTM/pdf/SO-155USDASITCFORM.pdf>
5. County will take digital photographs and keep record(s) of rejected/seized parcels.

#### **B. Dog Team Maintenance**

1. County must obtain and maintain the dog as detailed in the Dog Team Work Plan Guidelines (**Appendix A**), including any additional medical, health or wellness care recommended by a veterinarian. CDFA must be notified immediately if there is a health issue with a canine.
2. County is responsible for providing appropriate training for the dog, dog handler and their staff for all activities associated with the California Dog Team Program. County will test and document, by using the provided USDA-APHIS-PPQ-NDDTC-Training Record (**Appendix B**), the pest detection accuracy of each canine in the team at least once a month. In addition to individual team training, counties are encouraged to coordinate regional training for multiple teams. Training records must be submitted to Interior Pest Exclusion by the end of each month.
3. County must follow acclimation guidelines for new dogs provided by National Detector Dog Training Center (NDDTC), Agriculture Canine Team Acclimation Guide (**Appendix C**).
4. County must determine the need to retire a canine, the steps to take in case of dog injury or illness, and adoption procedures by following the Retirement, Adoption and Replacement Policy (**Appendix D**).
5. In the event of an act of aggression by a dog, County must immediately implement steps outlined in the Canine Aggression Policy (**Appendix E**) and immediately report the aggression to Interior Pest Exclusion.

#### **C. Data Entry/Sample Submission**

The County is responsible for ensuring the five following data sets are accurately completed in a timely manner:

1. **Dog Team Database (Dog Accuracy Information):** Dog handlers are required to enter daily information into the Dog Team Database ([http://phpps.cdfa.ca.gov/pe/PSCIT-CS2/PscitOfficerTotals\\_cs.aspx](http://phpps.cdfa.ca.gov/pe/PSCIT-CS2/PscitOfficerTotals_cs.aspx)) not more than 72 hours after work has been conducted as per PEA No. 04-2009 ([http://www.cdfa.ca.gov/countyag/postings/files/PEA\\_04-2009\\_Cali.pdf](http://www.cdfa.ca.gov/countyag/postings/files/PEA_04-2009_Cali.pdf)).

## **2. Pest Exclusion Information Management (PEIM)**

The County must complete a Notice of Rejection (NOR) using the Pest Exclusion Information Management (PEIM) database available on the CDFA Extranet (<https://pdr.cdfa.ca.gov/pe/peim/peimmainmenu.aspx>). The "Dog Team" program must be selected for all NORs. All electronic NOR files must be entered no later than the fifth day of the month following when the activities took place.

### **Pest and Damage Record (PDR) (Submission of Samples to CDFA Laboratory):**

County must send all samples to the CDFA Plant Pest Diagnostics Center (PPDC) for identification. The County must complete an electronic copy of CDFA's PDR on CDFA's Plant Division Extranet site, <http://phpps.cdca.ca.gov/user/frmLogon2.asp>. A hard copy of the PDR must accompany the samples to the PPDC.

"Dog Team" must be selected as the <Program> for each PDR submitted to the PPDC for this program.

## **3. United States Post Office (USPS) Records**

All counties working in a USPS location must ensure the USPS Record collection Excel spreadsheet is submitted electronically to CDFA no later than the fifth day of each month. The USPS Record Excel template is available on the CDFA Extranet (<https://pdr.cdca.ca.gov/pe/peim/peimmainmenu.aspx>).

## **4. Annual Data Report**

The County must generate and maintain a Data Report containing PDR numbers (only A-, Q-, W-rated determinations) and PEIM numbers submitted under the Dog Team Program for the fiscal year. The Data Report must be sent to CDFA no later than 30 days after the end of the fiscal year. The County Data Report and CDFA database searches will be compared for accuracy.

## **D. Other (communication, training, administrative support)**

1. County is encouraged to utilize the Dog Team for public outreach whenever possible and to coordinate such outreach with the CDFA Public Affairs Unit.
2. County is responsible for coordinating with another County Agricultural Commissioner's (CAC) office when performing inspections at a facility in another county.
3. County will participate in conference calls with Pest Exclusion as necessary.

## **SECTION 2: NON-PERSONNEL**

### **A. Supplies/Equipment**

**Supplies:** Supplies are considered articles having a useful life of less than one year. Only supplies directly related to administering and conducting activities associated with the Dog Team Program will be reimbursed. Examples of supplies include materials from a general supply or stockroom, fabricated parts, paper, stationery, general office goods, ink and toner cartridges, and organization tools.

**Equipment:** Equipment is considered articles having a useful life of more than one year and a cost equal to or more than \$100. Only equipment directly related to administering and conducting activities associated with the Dog Team Program will be reimbursed.

Articles with a unit cost of \$5,000 or more must have prior approval for reimbursement. Examples of equipment include microscopes, spectrometers, office equipment, office furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

All records substantiating that the supplies and equipment are used for the Dog Team Program must be maintained by the county.

**B. Vehicle/Mileage**

The mileage reimbursement rate used on the monthly invoice must be the same as the rate in the Work Plan (Budget). If the federal mileage reimbursement rate (<http://www.gsa.gov/portal/category/100000>) fluctuates during the Agreement period, counties will submit invoices for the current federal rate.

**Substantiation of Vehicle Mileage Costs**

Counties must maintain a single vehicle log per vehicle, and all mileage must be recorded daily with an indication of which program the vehicle was used for and the name of the driver. Vehicle logs must be maintained on a monthly basis.

**SECTION 3: REPORTING/INVOICING**

**A. Monthly Activity Report**

The County must utilize the on-line County Monthly Report system (<https://secure.cdfa.ca.gov/egov/crs/login.aspx>) to submit a monthly activity report for the Dog Team Program. Monthly activity reports must be submitted no later than the fifth day of the month following when the activities took place. Questions about reporting can be directed to Wendi Wilkinson at [wendi.wilkinson@cdfa.ca.gov](mailto:wendi.wilkinson@cdfa.ca.gov) or by calling (916) 654-0312.

**B. Invoicing/Reimbursement**

The County must submit a monthly itemized invoice using the provided template on county letterhead (**Appendix F**). Invoices must be submitted to CDFA no later than 30 days after the end of the coinciding reporting period.

**1. Allowable Costs**

All invoiced expenses must fall within the parameters of this "Scope of Work" and must be directly related to administering and conducting Dog Team Program related activities. Indirect may not exceed 25% of total "Personnel Costs."

**2. Monthly Activity Report Required for Reimbursement**

Invoices will not be paid until submission of the "Online Monthly Activity Report" (see section 3A above) is verified. Hourly rates on the Monthly Activity Report must match the personnel hours invoiced on the corresponding monthly invoice.

**3. Hourly Rate(s) on Invoices**

Invoices should reflect the actual hourly rates (salary and benefits) per individual or classification that worked on the program.

**4. Personnel on Invoice Must Match Work Plan**

Invoices must reflect work performed by individuals or classifications listed on the Work Plan.

**5. Documentation**

Documentation (including purchase receipts) for expense reimbursement does not need to be submitted to CDFA, but must be retained by the County and must be made available upon request for audit purposes.

**6. Substantiation of Costs**

All personnel salary costs must be properly tracked or allocated to the cooperative agreement in accordance with Office of Management and Budget (OMB) requirements and Federal cost principles. Please be sure that personnel costs can be traced back to original documents detailing the account to which personnel hours are billed. In addition, all invoiced personnel costs must match the Scope of Work and Work Plan.

If the County plans to seek reimbursement for vehicle mileage, the documentation for mileage reimbursement must be tracked separately from all other programs and documentation must be available to support the reimbursement. In addition, all invoiced vehicle costs must match the Scope of Work (Work Plan). On a related note, mileage rates used on invoices must be the same as contained in the Work Plan. CDFA will send an email that will notify counties of new rates (current rate \$0.54) if the federal mileage rate changes during the term of the Agreement.

Reimbursement for the amount of salaries and/or benefits for employees under this agreement cannot exceed the gross daily rate of a GS-15, Step 10, base salary for US Government employees in effect during the period in which the expense was incurred as defined in the General Pay Scale program notice posted on the Internet at <http://www.fas.usda.gov/programs/resources/general-pay-scale>.

All other expenses (travel, supplies, communications, misc. supplies) for which the County will seek reimbursement under the Agreement shall be directly related to the cost of administering and conducting the program and documentation must be available to support the reimbursement. In addition, all invoiced expenses must match the Scope of Work (Work Plan).

The following citation for uniform administrative requirements, cost principles, and audit requirements applicable to your agency/organization.

State, Local and Indian Tribal Governments:

- 2 CFR 200, Uniform administrative requirements, cost principles, and audit requirements for federal awards

**7. Submission of Monthly Invoice:**

Send Dog Team Program monthly invoices to:

California Department of Food & Agriculture  
Pest Exclusion Branch  
Attn: Jennifer DeBernardi  
1220 N Street, Room 325  
Sacramento, CA 95814

Invoices may also be submitted via email to [jennifer.debernardi@cdfa.ca.gov](mailto:jennifer.debernardi@cdfa.ca.gov). Questions about invoicing/reimbursement can be directed to Jennifer DeBernardi via email or by calling (916) 654-0312.

## Dog Team Work Plan Guidelines FY 2016/2017

### General Guidelines

These guidelines are for counties renewing their Dog Team Agreement with CDFA. In this document, a Dog Team equals one dog and one handler. Counties should estimate that work plan activities will occur for the entire 12 months of the fiscal year. With the exception of the vehicle mileage rate, all figures on the work plan must be whole numbers and/or dollars. The work plans are in Excel format (unlocked) and must balance when calculated manually. Work plans that do not balance manually will be returned to the County for revision.

### Personnel Services

#### Parcel Facilities

For each carrier, estimate the number of facilities in your region that will be visited during FY16/17, the number of visits per year/per facility and the total number of hours expected per visit including travel time. Dog Teams may perform inspections regionally, not just in a single County. In addition, the category 'Other' under Parcel Facilities is to include carriers other than those listed and/or carriers listed above within the region but outside of the contracting County.

#### **Other Personnel Expenses**

- **Support Staff**

As needed, estimate annual costs for a second person to assist the Dog Team with inspection of parcels. At the discretion of each County, the second person may be:

- County biologist/inspector or
- Assistant to the handler

Dog Team handlers should communicate with the other counties in their region regarding the use of the second person. The second person can work with and in support of the Dog Team regionally. However, if a County within the region chooses to send a "support staff" person from their own staff, that person would not be able to be charged to this Agreement.

- **Community Outreach**

Estimate the number of hours that will be spent conducting community outreach including demonstrations, appearances, community workshops and public relations.

- **Canine Care (Time)**

Estimate the number of hours that will be spent by the handler taking care of the canine including grooming activities, exercising and bathing.

- **Training**

Estimate the hours the handler spends being trained and training the canine. Specific training activities may include:

- Annual re-certification (conducted locally) by NDDTC (24 hours)
- CDFA training--data entry training, Pest Prevention University (8 hours annually is recommended)
- Target training with the dog (at least 16 hours per month recommended)

- **Data Entry**

Estimate the time the handler, support staff or designated staff spend entering data in the Dog Team database (daily), PDR database, NOR database, maintaining/submitting USPS spreadsheet (if applicable) and training data sheets.

- **Administrative Support**

Estimate the time spent completing and submitting monthly activity reports and invoices, participating in conference calls, and other support duties for the program.

### **Overhead**

Enter your County's total expected percentage of indirect costs for Personnel Services (not to exceed 25%).

### **Operating Expenses**

#### **Travel**

Estimate the total amount to cover travel expenses that may be incurred during FY16/17 including:

- Dog Team travel within and out of the assigned region (per diem and lodging) for facility inspections, training, meetings, demonstrations, and community outreach events.
- If your county plans to retire and replace a dog in FY16/17, estimate the following travel costs for the handler:
  - 3-week training course at NDDTC in Newnan, GA:
    - Roundtrip flight
    - Per diem
    - Rental Car (optional)
    - Lodging

#### **Handler Uniform**

Estimate the total dollar amount for handler uniforms.

#### **Printing/Mailing Costs**

Estimate the total dollar amount for printing and/or mailing handouts, brochures, flyers, stickers, and program documents such as training records.

#### **Canine Care**

Estimate the total dollar amount for canine procurement cost, continued care and maintenance of the dog including kenneling costs, healthcare, treats, food, collars, bowls, toys, grooming supplies, cleaning supplies, and licensing (if applicable).

- Kennel: Estimate the annual costs of kenneling the dog(s).
- Bedding: Estimate the annual costs of bedding material for the kennel and crate based on the dog's behaviors/preferences.
- Crate: Estimate the annual cost of replacement crate if anticipated.
- Healthcare: Estimate the annual costs of the following required healthcare:
  - Bi-annual veterinarian visit: one time for a check-up, one time for annual vaccinations. The veterinarian will determine the required vaccinations based on California Law.
  - Monthly heartworm and external parasite treatments.
  - Annual dental check-up and cleaning.
  - Any additional medical, health or wellness care recommended by a veterinarian.
  - Any additional medical required by the kennel.

- First Aid Kit: Estimate the annual cost of replacing used items in the vehicle first aid kit.
- Licensing: Estimate the annual cost of licensing fees.
- Food: Estimate the annual cost of daily food (required to be high performance food with 17% protein or higher).
- Treats: Estimate the annual cost of treats (because working dogs are food motivated, treats can vary, but must be whatever the dog finds valuable).
- Toys: Estimate the annual cost of enrichment toys.
- Collars/leashes: Estimate the annual cost of backup/replacement collars/leashes.
- Bowls: Estimate the annual cost of replacement water/food bowls and vehicle water bucket if necessary.
- Grooming supplies: Estimate the annual cost of shampoo, ear cleaner and additional necessary grooming supplies.

### **1. Training Supplies**

Estimate the total dollar amount that will be spent on training supplies including boxes, tape, target items, non-target items and containers. *(see details below)*

- 18 of each of the five target items, purchased two times per month (average) (Target items are: mango, stone fruit, guava, citrus, and apple).
- Several non-target items (including chocolate, bread, cheese, fish, toiletries). Non-target items must be stored separately from target items and will be purchased an average of one time per month.
- Containers to eliminate cross contamination of target odors (Tupperware).
- Approximately 60-100 boxes per month target training (at least 15 boxes per training session for targets--these are not reusable).
- Packing tape for training boxes.

### **2. Miscellaneous Supplies**

Estimate the total dollar amount for supplies not covered above which may include:

- Cleaning supplies needed to clean vehicle and car crate.
- Storage bin(s) for vehicle, used to store extra leash/collar, dog first aid kit and demonstration boxes.
- Cold storage appliances for targets or held parcel perishables.
- Camera including batteries, case and memory card.
- Inspection tools, including dissection scope.
- Phone number look up services and membership fees.

### **Mileage**

Estimate the number of miles the Dog Team will travel during FY 16/17. Reimbursement rate must be the same as the rate on the Work Plan (Budget) or current federal rate (<http://www.irs.gov>).





National Detector Dog Training Center  
Agriculture Canine Team  
Acclimation Guide

This guide was developed to serve as an aid in the acclimation of a new canine team to their work environment. The first few months of deployment should be considered a transitional period for the canine team. During initial training, canine teams work in a controlled environment at the National Detector Dog Training Center (NDDTC) to acquire basic skills. Once the teams are proficient in the basic skills training, "real life" scenarios are simulated. Canine teams are exposed to the application pathways they will work in to prepare them for deployment. The transition to the actual working environment or duty station should be accomplished in phases. The time it takes to work through each phase will vary depending on the individual team. It is normal for a canine team to experience a drop in proficiency in the first few months. This regression should correct itself as the canine and handler become more experienced and comfortable in their working environment.

A NDDTC Training Specialist will prepare and distribute a Final Evaluation for the new canine team. This Evaluation will detail strengths of the canine team and make specific recommendations for any areas that need improvement. Handlers may contact the Training Specialist to report progress or seek advice on problem areas.

**Phase One**

During initial deployment at the duty station, the canine must become accustomed to a new living environment. The canine will need time to adjust to a new geographical area, primary housing facility, kennel staff, type of food given, and work schedule. Observe the canine's daily routine to determine progress. Eating, drinking, elimination, and general attitude should be normal. It is very important that you visit your canine each day to determine his comfort level with his surroundings. Perform daily health check, grooming, and obedience exercises at the kennel. Your canine should not exhibit excessive anxiety when you leave. Use this time to establish a relationship with the kennel staff and familiarize yourself with the kennel routine. You may schedule a "well dog" veterinarian exam to occur at this time.

This adjustment period will vary depending on the individual canine. It may take one day to one week for a canine to adjust to the new surroundings.

**Phase Two**

Introduce your canine to your colleagues and office area. Educate your colleagues on the rules of interaction with your canine before you bring the canine to work.

No one other than the handler should issue commands or give primary rewards to a working canine. Identify any individuals that are uncomfortable with canines and make sure your canine is not allowed near those individuals. Do not at any time allow your canine to roam freely off leash or jump onto chairs or couches. Do not at any time reward your canine for responding to target odors that may be present in the office. Perform daily health check, grooming, and obedience exercises. Give your canine an opportunity to adjust to the holding area at the office by leaving him there for a short period of time (ten to fifteen minutes). If you use a crate as a secondary residence at work, you must give your canine a biological break at least every two hours. Your canine should not be left unattended at the office.

Staying within your county, introduce your canine to a Federal Express (FedEx) and United Parcel Service (UPS) facility during down time. Expose your canine to the areas they will be working in. If you need to work on greeting strangers, take this opportunity to do that. Observe your canine's behavior to judge his comfort level. Perform obedience exercises. Visit the facilities as many times during down time as necessary. Once your canine is comfortable during down time at these facilities you may visit during the sorting process. Perform obedience exercises. Identify areas to use for weekly training days.

Use this time to establish supply lists for your supervisor's approval. Canine treats, target and non target material for training, Tupperware containers for storage of training material, boxes, and filler material will be necessary.

If you are the only handler at your duty station, train an assistant to help set up exercises. The assistant will need to know how to prepare and mark target boxes. They may set up exercises that are blind to you by placing boxes with the identifying marks face down. Always verify by turning box over to identify markings before rewarding your canine.

All handlers will also need to receive training on keeping statistical records. The California Department of Food and Agriculture has agreed to provide this training. Statistics should include at a minimum: days worked, facilities inspected daily, estimate of number of packages screened, total number of responses, number of positive responses, number of seizures, type and weight of seizures, any pests associated with seizures, number of demonstrations or media contact conducted, type and location of demonstrations, number of people present at demonstrations.

This adjustment period will vary depending on the individual canine. It may take two days to one week for a canine to adjust to the new surroundings.

### **Phase Three**

When your canine is comfortable with the facilities operations, begin training at a UPS facility by setting up exercises on the floor away from activity. Time your training to begin during the last 30 minutes or so of the sort. If your canine performs well, move your training into UPS trucks that are partially loaded. Once your

canine is performing well with little or no distraction you may begin working the sort. Watch your canine closely for signs of fatigue. Gradually build your canine's work endurance. Remember to give frequent biological breaks. Plant training aids to keep your canine motivated in the beginning. Use a fixed interval reward schedule of about every 10 minutes and gradually work into a variable interval. Immediately inspect any containers your canine responds to.

Use this time to identify a FedEx facility that is suitable for belt work. Use this facility to develop your handling skills. Always consider safety first when evaluating a facility. Do not work the canine on a conveyer belt in an area where the canine has more range of motion than you do. Do not work the canine in an area where two conveyer belts meet. Practice with the conveyer belt off before attempting to work with the conveyer belt in motion. Reward your canine immediately on marked boxes of target material and planted training aids he responds to. Reward at the end of the run for unmarked boxes that must be inspected. Observe your canine closely for signs of fatigue. Gradually build your canine's work endurance. Remember to give frequent biological breaks. Follow the timing guidelines in the paragraph above to introduce your canine to working the moving conveyer belt.

Note any responses to non target material and use these in your scheduled training.

The time necessary for this phase will vary depending on the individual canine. It may take two weeks to a month to complete.

#### **Phase Four**

Spend one month continuing to build your canine's endurance and proficiency level. Use this time to schedule a simple media or public canine demonstration. Establish one day per week for training. Videotape training sessions and work and send to the Training Specialist.

#### **Phase Five**

You may begin introducing your canine to new facilities. The adjustment period should be very short, as these facilities are all very similar. Observe your canine for signs of stress or anxiety.

#### **Phase Six**

Once you have been deployed for six months you should be very comfortable with each facility you are inspecting and your team should be operating at a high proficiency rate. Your canine should be healthy, at an ideal working weight, and motivated to work. You should be accomplished at delivering canine demonstrations and talking to the media about the canine program. Your team should have acquired many new target odors simply from exposure in the working environment. You should also be skilled at introducing new target odors if

necessary. You are keeping accurate training records and reporting your monthly statistics in a timely manner.

You may now reduce your weekly training sessions to biweekly. If your canine is maintaining a high level of proficiency (85% or above), you may begin planning non-task related training sessions.

## RETIREMENT, ADOPTION AND REPLACEMENT POLICY

### CRITERIA FOR DOG RETIREMENT

The following criteria determine whether a detector dog will continue to work or if it will need to be retired.

#### Ability of a Detector Dog to Work

If a dog begins to exhibit patterns of ineffectiveness (examples below), the handler will provide CDFA Interior Pest Exclusion with a history of training or work-related problems and measures that have been taken to correct these problems. CDFA will work with the NDDTC in the assessment of the dog's ability to determine whether there is an option for recommending remedial training or alternative duties. Typically, the NDDTC will require training documentation, medical records, and a video tape of the dog conducting inspection in its normal working environment for an initial assessment.

Some patterns of ineffectiveness may include the following:

- Consistently low statistics
- Inability to detect certain odors
- Incompatibility of the team
- Inability to work effectively

#### Health Status and History

The dog's health must be evaluated by its practicing veterinarian with input from the handler. If the veterinarian recommends retirement, the recommendation must be in writing before retiring the dog.

A detector dog may be retired because of injury, disease, or age. The following list of examples may be causes for retirement; it is not inclusive.

- Dog reaches nine years of age (CDFA Interior Pest Exclusion must be notified when the dog reaches 8.5 years of age)
- Hip problems
- Back and neck problems
- Epilepsy
- Arthritis
- Psychological abnormalities
- Mental health problems
- Seizures (zero tolerance)
- Injury
- Skin conditions

### ADOPTION POLICY

If it becomes necessary to retire a dog for any reason, the dog may be:

- Adopted at the local level, coordinated by the CAC (first option is always given to the handler) **OR**
- Returned to the NDDTC

Adoption at the local level requires the following documents be submitted to CDFA:

- A completed NDDTC adoption application (example attached)
- An official copy of the veterinarian's recommendation that the dog be retired

If the CAC does not or cannot complete the adoption process at the local level, the dog may be returned to the NDDTC.

## **DOG REPLACEMENT**

1. The USDA/NDDTC will be responsible for dog replacement costs\* within the first 12 months of County Agricultural Commissioner's (CAC) possession only when:
    - Behavioral issues make the dog unable to function in the necessary capacity (e.g. aggression)
    - Latent/unknown medical problems or illness make the dog unable to function in the necessary capacity
  
  2. The CAC office will be responsible for dog replacement costs\* when:
    - The dog becomes injured (at ANYTIME including within the first 12 months of possession)
    - Behavioral issues arise that make the dog unable to function in the necessary capacity AFTER 12 months of possessing the dog
    - Medical issues (illness or otherwise) arise that make the dog unable to function in the necessary capacity AFTER possessing the dog for 12 months
- \* To replace a dog, experienced handlers will be required to attend a three-week training course at the NDDTC. Costs of the dog replacement includes:
- \$1,000 dog procurement AND
  - All related travel costs (lodging, per diem, rental car, roundtrip flight)

***The situation causing the need for replacement, as outlined in #1 and #2 above, will determine who is responsible for replacement costs.***

## CANINE AGGRESSION POLICY

Acts of aggression must be taken very seriously and may result in the need to retire a detector dog. However, not all situations will necessarily result in the elimination of a dog from the Program. The following definitions are general guidelines to determine if action is necessary.

### ***Aggression***

Within a given context, a behavioral display that is either appropriate or inappropriate and that is ultimately resolved by means of combative behavior or deference.

The context in which this definition should be applied is while the handler is conducting an inspection with the dog at any parcel facility.

### ***Unacceptable behavior***

Any unprovoked attack to the handler or another person at any time or place.

### ***Behaviors to be Concerned About***

Body posturing to indicate defensiveness, possession, and/or a protective manner.

**If a dog exhibits any behavior as described above, or behavior that is questionable, immediately notify CDFA, remove the dog from the work environment, and do not return the dog to work until approved by CDFA.** It is important to use and complete the provided Detector Dog Aggression Report form for each individual who witnessed the incident in its entirety.

### **If a situation involves physical injury follow the steps below:**

If any person (including a handler, a kennel worker, or parcel facility employee) is allegedly bitten by a detector dog or if the detector dog shows any aggression toward a person, then do the following:

1. If the dog behaves aggressively, immediately remove it from the work environment and contact CDFA's Interior Pest Exclusion.
2. Secure the dog in a crate until you can take it to the veterinarian for a physical exam. The medical evaluation should be conducted within 48 hours and should include tests for hormonal balance, structural or soft tissue pain or discomfort, a neurological consultation, urine metabolite screening (especially for excessive levels of glutamine, associated with neuronal death) and allergies.
3. If someone is bitten or is allegedly bitten, take the person to a quiet place, such as an office. Call emergency medical service and administer first aid, if necessary. If there is bleeding, use precautions.
4. Get the following information about the person who was allegedly bitten:
  - a. Name
  - b. Address
  - c. Other pertinent information—medications used, permanent residence or temporary residence while in the United States. Make a copy of driver's license or passport.
  - d. If the person refuses emergency medical service, make note of the refusal. Try to get the person's signature on a statement of refusal of emergency medical service.
  - e. Have the individual and all witnesses complete the detector dog aggression report.
  - f. Photograph the injury if possible.



5. If the person goes to a hospital, notify the appropriate county contact. Each handler should have the telephone number for the appropriate county contact available in case it is needed. Record the number at the end of this section.
6. Direct the victim to complete the appropriate county claim form for injury. Ensure the victim is given necessary information to return the form.
7. Write a detailed Detector Dog Aggression Report as soon as possible. Each County must decide and communicate the protocol for notifying management after normal working hours.
8. Submit the complete packet to County management and CDFA **within 72 hrs. of the incident**. Await further instructions regarding the detector dog.
9. Do not allow the detector dog back into service until approved by CDFA. The incident will have to be investigated thoroughly.
10. CDFA will communicate the aggressive incident or bite to the NDDTC.

## Detector Dog Aggression Report

Name \_\_\_\_\_

Canine \_\_\_\_\_

Duty Location \_\_\_\_\_

Phone \_\_\_\_\_

Date/Time of Statement \_\_\_\_\_

Date/Time of Incident \_\_\_\_\_

### Please answer the following questions regarding the incident:

1. Did you witness the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

2. What type of incident was it?

Any form of aggression towards the detector dog \_\_\_\_\_

Re-directed aggression \_\_\_\_\_

Medical reason (i.e. seizure) \_\_\_\_\_

Other (i.e. food grabbing) \_\_\_\_\_

3. Was there a wound as a result of the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, was the skin broken? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, was medical attention required? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe the injuries in detail \_\_\_\_\_

4. Was the dog assaulted as a result of this incident? Yes \_\_\_\_\_ No \_\_\_\_\_

◆ If yes, complete a Detector Dog Assault Report.

5. Were there other witnesses to the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the witnesses' names and contact numbers on a separate piece of paper, attached to this report. If possible, have them fill out a separate Detector Dog Aggression Report and attach to this form.

Describe your observation of the incident in detail (attach sheet if needed).

Attach any photographs.

**California Department of Food and Agriculture**  
 Plant Health and Pest Prevention Services  
 Attn: Jennifer DeBernardi  
 1220 N Street, Rm 325  
 Sacramento, CA 95814

**California Dog Teams**  
 Agreement #  
 Budget Display FY 2016/2017  
 Invoice for Period from 07/01/2016 to 06/30/2017

**Personnel Services**

Name/Classification	Hours	Hourly Rate	Total Salaries
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
Total Hours	<u>0.00</u>	Total Salaries	<u>0.00</u>
		Total Personnel Services	<u>0.00</u>
		Indirect (25% of Personnel Services)	<u>0.00</u>
		<b>Total Personnel Costs:</b>	<u>0.00</u>

**Operating Expenses**

Travel	0.00
Handler Uniform	0.00
Printing/Mailing	0.00
Canine Care	0.00
Training Supplies	0.00
Misc. Supplies	0.00
Total Operating Expenses:	<u>0.00</u>

Vehicle Usage	Miles	Rate	
Vehicle Mileage =	0.00	0.540	0.00
Total Mileage Cost:			<u>0.00</u>

<b>Total Operating Expenses</b>	<u>0.00</u>
<b>Grand Total:</b>	<u>0.00</u>

Agreement Amount	0.00
Billed to Date	0.00
Balance	0.00

Work Plan Summary  
 Dog Team Program  
 FY 2016/2017  
 July 1, 2016 through June 30, 2017  
 Santa Barbara County  
 Contract Manager: Debbie Trupe



Expenses	Description	Total						
Personnel Costs for Dog Team Activities	Inspections of parcel facilities and other activities	0						
Overhead Costs	Indirect Costs (Not to exceed 25% of Total Personnel Costs)	25%						
Operating Expenses	All supply/equipment costs exceeding \$5,000.00 must be accompanied by a itemized list of items to be purchased.	N						
Mileage	Mileage rate must be \$0.54, or current federal rate ( <a href="http://www.irs.gov">http://www.irs.gov</a> ).	<table border="1"> <tr> <td data-bbox="683 275 721 674">Itemized Supply List Required (Y/N):</td> <td data-bbox="683 275 721 674">N</td> </tr> <tr> <td data-bbox="721 275 760 674">Estimated Miles:</td> <td data-bbox="721 275 760 674">20,000</td> </tr> <tr> <td data-bbox="721 275 760 674">Rate Per Mile:</td> <td data-bbox="721 275 760 674">0.54</td> </tr> </table>	Itemized Supply List Required (Y/N):	N	Estimated Miles:	20,000	Rate Per Mile:	0.54
Itemized Supply List Required (Y/N):	N							
Estimated Miles:	20,000							
Rate Per Mile:	0.54							
<b>TOTAL COST:</b>		<b>\$18,871.49</b>						
<b>TOTAL COST:</b>		<b>\$29,671.49</b>						