**SCHEDULE 9**

**USE OF NIFAIS**

1. The Authority will use NIFAIS, a web application which can be accessed via a web browser to commission tuberculin tests. The Contractor’s direct employees, self-employed and freelance workers involved in the Contractor’s service delivery will be provided access to elements of NIFAIS via a Government Gateway/NIDA managed web portal, e-PVP. The Contractor must apply to the Authority for provision of a Customer ID, and validation of Government Gateway/NIDA credentials to access the system by contacting their local DVO by email.
2. The Contractor must ensure that NIFAIS access account details are kept confidential to the individual. ***Please Note:******Users accessing and processing information on NIFAIS must do so only using their own Government Gateway/NIDA account.*** If inputting test data for another, the code of the AVS who completed the test must be recorded in the “testing officer” field.
3. It is the Contractor’s responsibility to ensure they use compatible Information Technology. NIFAIS can be accessed through the DAERA Extranets on <https://www2.daera-ni.gov.uk> and is currently compatible with:
	* Internet Explorer 8 or later versions
	* Google Chrome
	* Windows 7 or later versions
4. Contractors must ensure that their IT systems used to access NIFAIS data via e-PVP have anti-virus and anti-malware software which is kept updated.
5. NIFAIS will facilitate the management of the tests, also the mandatory electronic submission of results or records on work completion.
6. The commissioning of herd tests will be allocated via a list on the PVP Extranet to which the Contractor’s administrative employees can have access.
7. The Contractor’s employees (veterinary and administrative) will have functionality allowing them to assign and reassign activities to Approved Veterinary Surgeons (AVS) and enter the date, time and AVS APHIS code on the system.
8. TB test sheets (BT15) can be printed to carry out the test or the herd data can be transferred to a hand held electronic device on which test readings and other data can be entered.
9. System permissions will mandate that administrative staff and AVSs can complete data entry in relation to tuberculin tests. Tuberculin batch numbers must also be entered. The results of tuberculin tests, once the data entry is complete must be signed-off and submitted by a Contractor management AVS (practice Principal, Partner, Director or Veterinary Manager) via e-PVP. After final submission the details cannot be altered and results regarded as a veterinary certificate.
10. After sign-off and submission of a test details onto NIFAIS, if the Contractor finds that there has been a mistake it is possible to get the test opened to allow correction. To do so an e-mail must be sent to the herdkeeper’s designated Divisional Veterinary Office (DVO), titled “Procedure to amend test details”, providing the details of the test, changes to be made and the reason for the changes. The test will be reopened allowing the Contractor to make the changes then signed-off again and resubmitted. E-mail addresses for DVOs are:

Post.Armagh-DVO@daera-ni.gov.uk

Post.Ballymena-DVO@daera-ni.gov.uk

Post.Coleraine-DVO@daera-ni.gov.uk

Post.Dungannon-DVO@daera-ni.gov.uk

Post.Enniskillen-DVO@daera-ni.gov.uk

Post.Strabane-DVO@daera-ni.gov.uk

Post.Mallusk-DVO@daera-ni.gov.uk

Post.Newry-dvo@daera-ni.gov.uk

Post.Newtownards-DVO@daera-ni.gov.uk

Post.Omagh-DVO@daera-ni.gov.uk

1. Fees for TB tests are calculated by NIFAIS and listed as paid or unpaid on screen.
2. Contractors will be advised of any changes to the DAERA Information Technology and will be responsible for ensuring their systems are compatible with those changes.
3. Training / instructions in the use of e-PVP and its functions can be found in the Extranet ePVP Manual at the web address below or, if necessary, will be provided by the Authority on request of a Contractor when changes are made to the system.

<https://www.daera-ni.gov.uk/publications/private-veterinary-practitioner-extranet-epvp-manual>