

Wyoming Livestock Board  
Brucellosis Testing Program – Reimbursement  
Standard Operating Procedure

Overview: Wyoming State Veterinary Laboratory (WSVL) will send Brucellosis Test Records to Wyoming Livestock Board (WLSB) – Animal Health (AH).

For each test record, WLSB-AH will verify the tests are eligible for reimbursement IAW Chapter 6 of WLSB Rules, ie by determining the veterinarian performed tests of animals in the Wyoming Designated Surveillance Area (DSA) or met other requirement such as custom slaughter.

For test records that meet requirements for reimbursement, WLSB-AH will create a reimbursement invoice and electronically send the invoice, test records, and current W-9 on file with the state to the veterinarian or facility for verification. The veterinarian/facility will review the documents, note any required changes, and acknowledge approval to WLSB-AH for processing. WLSB-AH will finalize the documents and submit the packet to WLSB – Budget Analyst for payment.

**VETERINARIANS MUST IDENTIFY DSA CATTLE ON THE TEST ACCESSION OR YOU WILL NOT BE REIMBURSED!**

WLSB Requirements:

- Receive Brucellosis Test Records from WSVL
- Review test records and determine if they are eligible for reimbursement in accordance with Chapter 6 of WLSB Rules
- Identify test records that meet requirements for reimbursement
- Create a reimbursement invoice
- Electronically send the invoice, test records, and current W-9 on file with the state to the veterinarian/facility for verification
- Finalize the documents and submit the packet to WLSB – Budget Analyst for payment

Veterinarian/Facility Requirements:

- Establish a national Taxpayer Identification Number (TIN), such as Employer Identification Number (EIN) or Social Security Number (SSN), for reimbursement
- Establish a W-9 on file with the State of Wyoming
- Verify or update the W-9 annually, or upon change of address or type of business
- Establish an email to send and receive documents
- Review received documents, note any required changes, and acknowledge approval to WLSB for processing within 2 weeks of receipt