April 24, 2020  
To: Dickinson County 4-H Swine Project Members  
From: Jill Martinson, 4-H Youth Development Agent  
RE: Swine Tagging Instructions

To protect public health, livestock tagging will be different this year. Please read these instructions closely and complete steps by the required dates. I encourage you to reach out right away with any questions. I can be reached during office hours at 785-263-2001, ext. 1 and by email martinso@ksu.edu.

1) Complete the swine tagging request form at: [https://tinyurl.com/swinetagging](https://tinyurl.com/swinetagging) by **Tuesday, May 5th.** Information you will need to have to complete the swine tagging request form:
   a. Email address  
   b. Family name  
   c. Contact phone number  
   d. Names of 4-H members in swine project  
   e. 4-H club and/or FFA chapter  
   f. Number of tags requested for market swine (barrows only for CKFF)  
   g. Number of tags requested for commercial breeding gilts (only required for state nomination NOT for CKFF)  
   h. Will your family nominate market swine or commercial breeding gilts for state shows (y/n)  
   i. Number of tags that will be used for state nominations  
   j. If nominating for state shows, number of DNA envelopes requested  
   k. Would your family be interested in participating in a virtual spring livestock show limited to Dickinson County project members? (y/n)  
   l. If yes, how many animals would you plan to show?  
   m. What would you consider to be a reasonable entry fee per head for a virtual county show with prizes?

2) Tags will be bagged by family based on the number requested and will need to be picked up between **5:30 and 6:30 PM on Tuesday, May 12** at our office, 712 S Buckeye Avenue, Abilene. This will be a drive through with the front door as our distribution point. Vehicles need to enter our parking lot from the south, drive past the front door so bagged tags can be handed through the passenger window, and exit to the north.
   - To help things run smoothly - do not get out of your vehicle and do not block the driveway for Don’s Tire and Auto. If the line is long when you arrive, enter the drive from the north BEHIND our building and circle around to the front. Your help with this is greatly appreciated.
   - We will take every precaution to protect you as we prepare tags including the use of gloves and face masks while packaging.

3) Families will need to provide their own **Allflex Universal Total Tagger.** This tagger is generally kept in stock at most feed stores, co-ops, and online livestock suppliers. Taggers will not be available from our office.

4) Tagging instructions will be included with your tags and must be followed exactly. Also provided with tags: 2020 Dickinson County Swine Tagging Form, barcodes and DNA envelopes if nominating animals for state shows.
5) Required documentation:
   - Complete the 2020 Dickinson Swine Tagging Form. Copies of this form will be included with tags and may also be found here: [https://www.dickinson.k-state.edu/4-h/forms_and_applications/](https://www.dickinson.k-state.edu/4-h/forms_and_applications/). Provide all requested information as specifically as possible. Mail the completed form to our office at 712 S Buckeye Ave., Abilene, KS 67410. **Forms must be received by Monday, June 1.**
   - Take two pictures of the tag in the ear – 1) back of the ear showing the tag number fully and 2) inside of the ear showing the full EID button. **Upload photos to KSRE-DK’s Google Drive by Monday, June 1.**

6) Uploading photos to KSRE-DK’s Google Drive - Create your family folder and upload all photos following these instructions:
   a. Open this link: [https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK](https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK)
   b. Click “+New”
   c. Click “Folder”
   d. “New Folder” – type your family’s name, click “Create”
   e. Double click your family folder and upload pictures to that folder

[Step 1](https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK)
[Step 2](https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK)
[Step 3](https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK)
[Step 4](https://drive.google.com/drive/folders/1ilQexZHIMo8XJOQe3U9LQ4x7pGtW2ylK)

**After creating your folder, double click your folder and upload your pictures there!**
7.) **State Nominations, June 15 DEADLINE.** Those nominating market swine or commercial gilts for state shows must complete Dickinson County requirements in addition to the state nomination process. State nomination information found here: [https://www.asi.k-state.edu/research-and-extension/youth-programs/nominated-livestock/](https://www.asi.k-state.edu/research-and-extension/youth-programs/nominated-livestock/). Local tagging of animals will need to be witnessed via video conference – call or email Jill to schedule (martinso@ksu.edu, 785-263-2001, ext. 1). Barcodes to correspond with the number of animals being nominated for state shows will be included with your tags. Completed declaration and nomination forms will need to either be emailed or mailed for agent signatures (martinso@ksu.edu or 712 S Buckeye Ave., Abilene, KS 67410.) These will be returned to families for state submission. Completed state nomination packets must be postmarked by June 15.

8.) Costs of DNA envelopes and tags (beyond the 2 tags provided by the Central Kansas Free Fair board) will be invoiced.

Your attention on this and willingness to do things a different way are appreciated. Please let me know what questions you have.

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